

Scrutiny work programme 2015/16

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

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 (Chair), Fooks, Fry & Hayes
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 2	Councillors Smith (Chair), Benjamin, Henwood, Hollick, Sanders&Wade; Geno Humphrey (co-optee)

2. Items called in and Councillor calls for action

None

3. Items referred to Scrutiny by Council

None




4. Review panels and ad hoc panels in progress

Topic	Scope	Progress	Next steps	Nominated councillors
Waste Water Flooding	To continue engagement with Thames Water Utilities on sewerage flooding	Meeting with TWU on 16 July	December meeting TBA	Cllrs Darke (Chair), Goddard, Pressel & Thomas
Recycling Rates	To monitor recycling and waste data and recycling incentives	Meeting and site visit in Feb 2015	Monitor progress of recycling incentives	Cllrs Fry (Chair), Hayes & Simmons
City Centre PSPO	To pre-scrutinise the city centre PSPO decision in a one-off meeting	Members briefed by officers on 2 Sept	Meeting on 5 Oct	Cllrs Clarkson, Gant, Lygo & Thomas
Cycling	To review how to make best use of unallocated cycling investments	Report to Scrutiny on 7 Sept	Report to 10 Sept CEB	Cllrs Upton (Chair), Gant, Pressel & Wolff
Guest Houses	To review the case for interventions to prevent exploitation in guest houses	Scope to Scrutiny on 7 Sept	Scope to 7 Sept Scrutiny Committee	Cllrs Coulter (Chair), Lygo, Royce & Simmons
Inequality	To review how the City Council can combat harmful inequality in Oxford	Report to CEB in June	CEB to respond in Oct	Cllrs Coulter (Chair), Gant, Lloyd-Shogbesan & Thomas
Budget Review 2016/17	To review the Council's 2016/17 draft budget and medium term financial plan	Not started	Scope to 3 Nov Finance Panel.	Finance Panel Members

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Indicative timings of review panels

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Budget Review 2016/17				Scoping	Evidence gathering and review	Evidence gathering and review	Reporting					
Guest Houses	Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting							
Review 3					Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting			

	Scoping
	Evidence gathering and review
	Reporting

5. Items for other panels or Committee meetings

The Committee has reviewed all new suggestions received from Councillors. These have been assessed these against the following objective criteria to determine whether they are a higher or lower priority for inclusion in the work programme:

- *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?*

Carry forward items

Topic	Description	Suggested approach
Discretionary Housing Payments	Mid-year update on spending profiles.	Committee items
Performance Monitoring (corporate)	Quarterly report on a set of Corporate and service measures chosen by the Committee.	Committee items
Oxfordshire Growth Board	To will monitor agendas and minutes published by the Board.	Committee items
Taxi licensing	To review rules and processes; to understand driver issues and consider policy changes.	Committee item
Fusion Lifestyle annual performance	Annual item agreed again by the Committee to consider performance against contact conditions.	Committee item
City Centre Public Spaces Protection Order	To pre-scrutinise the revised City Centre PSPO decision following submission by Liberty; to monitor how the PSPO is working, once in place and whether it is achieving desired outcomes.	One off panel
Local Economy	To monitor progress of agreed recommendations and review the business case for a Business Improvement District.	One-off panel
Forward Plan items	To consider issues to be decided by the City Executive Board.	Committee items

Newsuggestionsrated as a higher priority for inclusion in the scrutiny work programme

Topic	Description	Suggestedapproach
Equality and Diversity	To scrutinise a particular diversity strand in detail. For example, the work the Communities (CAN) team is doing with BME communities to build cohesion and tackle CSE.	Review Group or one-off panel
Youth Ambition	To receive an update on spend and outcomes of the Council's Youth Ambition programme.	Committee item
Tackling loneliness among the elderly	To consider the Council's role in tackling loneliness among the elderly.	Committee item
Educational Attainment	To monitor the Council's Educational Attainment Programme.	Committee item
Tree cover, biodiversity and the work of the Forest of Oxford	To scrutinise the Council's work on tree cover with other work on biodiversity and with the work of the Forest of Oxford, consider having an annual Forum and the public can be involvement.	One off panel or Committee item
Personnel Committee to deal with employment, training and HR matters	To consider whether the Council would benefit from having a Personnel Committee to deal with employment, training and HR matters for staff.	One off panel
Planning enforcement and monitoring compliance	To consider how compliance is monitored, when and how often non-compliance is enforced and whether this is relayed to the relevant Planning Committee.	Committee item

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Newsuggestionsrated as a lower priority for inclusion inthe scrutiny work programme

Topic	Description	Suggested approach
Maintenance of roads and pavements	To consider what proportion and what elements of highways work are contracted out, the quality of sub-contractors' work and how this is monitored.	Committee item
Public Communications	To receive an update on changes to the Council's communications and reputation management functions.	Committee item
Graffiti	To receive an update on the Council's approach to preventing and removing graffiti.	Committee item

Complaints received by the City Council	To monitor complaints made about the City Council.	Committee item
Employment of interns, apprentices and work experience students	Monitor how many interns, apprentices and work experience students have been taken on by the Council and in which departments. Consider career progression and tasks undertaken.	Committee item
Contact Centre performance	To receive an update on the performance of the Council's customer services contact centre.	Committee item
School/employer links and careers advice	To receive an update on the Council's role in building links between schools and employers and influencing careers advice in schools.	Committee item
Heritage listing process	To receive an update on the heritage listing process now that heritage assets are given more prominence in planning decisions and Neighbourhood Plans are being drawn up.	Committee item
The Council's external contracts, funding raised and their impacts	To receive an update on how much Council funding is raised by taking on external contracts and how this contract work impacts on other Council activities.	Consider in other topics
Better Partnership with the County Council	To consider how the City Council and County Council could strengthen their partnership working in key areas.	Consider in other topics

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New suggestions not taken forward in scrutiny work programme

Topic	Reason removed
Cycling	Cycling Panel will end when report submitted
Oxford Transport Strategy	Already considered by Cycling Panel / little influence
S106 funding	Already considered by Cycling Panel
New community centre for Jericho	Area-specific
Child Poverty	Already considered by Inequality Panel
How to improve the health of people in the city	Responsibility of Joint Health Committee
Primary care in Oxford	Responsibility of Joint Health Committee
Mental health services	Responsibility of Joint Health Committee

6. Draft Scrutiny Committee Agenda Schedule

Date, time & room	Agenda Item	Lead Officer(s)
7 September, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Leisure and Wellbeing Strategy (pre-scrutiny) 2. Oxfordshire Growth Board minutes and agendas 3. Oxford Growth Strategy – verbal report 4. Performance report – 2015/16 quarter 1 5. Report of the Cycling Panel 6. Report of the Flooding Panel 7. 2014/15 Annual Report of Oxford City Council's Scrutiny Committee 8. Guest House Review – scope 	<p>Ian Brooke</p> <p>Cllr Price; David Edwards & Paul Staines Cllr Smith</p> <p>N/A</p> <p>Cllr Upton</p> <p>Cllr Darke</p> <p>Cllr Simmons</p> <p>Cllr Coulter</p>
6 October, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Gloucester Green Market (pre-scrutiny) 2. Oxford Railway Station Redevelopment (pre-scrutiny) 3. Community Centre Strategy 2015-2020 (pre-scrutiny) 4. Proposed Lease and Monitoring Arrangements for Community Centres (pre-scrutiny) 5. Report of the City Centre PSPO Panel (verbal report) 6. Executive response to Inequality Panel recommendations 	<p>Piers Scrimshaw-Wright</p> <p>Fiona Piercy</p> <p>Ian Brooke</p> <p>Mark Spriggs</p> <p>Cllr Gant</p> <p>TBC</p>

2 November, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Taxi Licensing 2. Discretionary Housing Payments 	<p>Julian Alison</p> <p>Paul Wilding</p>
8 December, 6.15pm, Plowman Room	<ol style="list-style-type: none"> 1. Customer Contact performance 2. Performance Report – 2015/16 quarter 2 3. Report of the Guest Houses Panel 	<p>Michelle Iddon</p> <p>N/A</p> <p>Cllr Coulter</p>
12 January , 6.15pm, St. Aldate's Room	<i>No items currently scheduled</i>	
2 February, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Grant Allocations to Community & Voluntary organisations (pre-scrutiny) 2. Corporate Plan 2016-20 (pre-scrutiny) 3. Report of the Budget Review Group 2016/17 	<p>Julia Tomkins</p> <p>Val Johnson</p> <p>Cllr Simmons</p>
7 March, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Youth Ambition programme 2. Performance Report – 2015/16 quarter 3 	<p>Hagan Lewisman</p> <p>N/A</p>
5 April, 6.15pm, St. Aldate's Room	<i>No items currently scheduled</i>	

Appendix 1 - Finance Panel work programme 2015-16

Items for Finance Panel meetings

Suggested Topic	Suggested approach / area(s) for focus	Progress
Budget 2016/17	Review of the Council's medium term financial strategy.	
Budget monitoring	Regular monitoring of projected budget outturns through the year.	On-going
Municipal Bonds	To receive an update on the progress of a municipal bonds agency and consider whether there is a case for the City Council investing in or borrowing from the agency.	Completed
Low Carbon Hub funding model	To receive a briefing on the Low Carbon Hub funding model and consider whether there is an opportunity for the City Council to use a similar model to generate capital funding.	
Corporate Debt Policy	To pre-scrutinise the Council's Corporate Debt Policy.	Completed
Treasury Management	Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance.	
Recommendation monitoring - Budget Review 2015/16	To receive an update on the progress of the Panel's budget review recommendations from 2015/16.	
Recommendation monitoring – European Funding	To receive an update on the progress of the Panel's European Funding recommendations.	
Council tax exemptions	To receive an update on the financial implications of different types of exemptions.	

Draft Finance Panel agenda schedule

Date and room (all 5.30pm start)	Agenda Item	Lead Member; Officer(s)
2 July 2015, Plowman Room	1. Municipal Bonds	Christian Wall (Local Capital Finance Company); Nigel Kennedy & Anna Winship

	2. Corporate Debt Policy (pre-scrutiny)	Nigel Kennedy & Anna Winship
	3. Budget Monitoring 2014/15 quarter 4	Nigel Kennedy
29 October 2015, St. Aldate's Room	1. Low Carbon Hub funding model (TBC)	Steve Drummond (Low Carbon Hub)
	2. Treasury Management Performance (pre-scrutiny)	Anna Winship
	3. Recommendation monitoring – Budget Review 2015/16	Nigel Kennedy
	4. Recommendation monitoring – European Funding	Nigel Kennedy
14 January, Plowman Room		
28 January, Plowman Room	1. Report of the Budget Review Group 2016/17	Cllr Simmons
7 April, Plowman Room		

Informal meetings closed to the public

Date(all 5.30pm, Plowman Room)	Agenda Item	Lead Officer(s)
5 January	1. Budget Review 2015/16 – Community Services	Tim Sadler & Nigel Kennedy
6 January	1. Budget Review 2015/16 – Organisational Development and Corporate Resources	Peter Sloman, Jackie Yates & Nigel Kennedy
7 January	1. Budget Review 2015/16 – Regeneration & Housing (joint session with Finance Panel)	Stephen Clarke & Nigel Kennedy

Appendix 2 - Housing Panel work programme 2015-16

Items for Housing Panel meetings

Topic	Approach	Progress
Tenant Involvement	Review group or one-off panel to look at how tenants are involved in decisions that affect them.	
Performance monitoring	Regular monitoring of housing performance measures.	Ongoing
STAR survey results	Annual monitoring of results of the tenant survey.	
Rent arrears	Monitoring of performance measures; update report.	
De-designation of 40+ accommodation	Final annual report on the latest phase of the de-designation of 40+ accommodations.	
Review of the Homelessness Action Plan 2013-18	Mid-point review of homelessness action plan.	Completed 4/9
Supporting people	Verbal updates on the joint commissioning of housing support services.	
Choice Based Lettings	Request report for autumn 2015 (current 3-year agreement ends in December). To consider issues of fairness, communication and a possible move to a weekly cycle.	
Security in communal areas	Request report to consider ways of improving security for tenants, including the use of PSPOs in tower blocks. Engage with block representatives.	
Great estates programme	Request report to update members on capital investments to improve housing estates including Blackbird Leys and Barton.	
Asset Management Strategy	Pre-scrutinise asset management strategy for Council's housing stock.	Completed 4/6
Sustainability of the Council's housing stock & HRA business plan	Report to CEB expected in 2016.	
Homelessness Property Investment	Pre-scrutinise decision to approve investment in a property investment fund to help secure access to local, suitable and affordable private rented accommodation.	Completed 4/9
Housing Energy Strategy	Pre-scrutinise report to CEB on energy efficiency and fuel poverty in the Council's domestic housing stock. Consider environmental sustainability of the Council's housing stock	
Houses in Multiple Occupation	Pre-scrutinise report to CEB setting out the results of the statutory	

(HMO) Licensing Scheme	consultation and the proposed future of the licensing scheme. Consider research trends of private sector housing costs	
Sheltered Housing Review	Pre-scrutinise decision to approve outcomes of review, including future of some of the stock. Consider progress against previous Housing panel recommendations.	
Private Sector Housing Policy	Pre-scrutinise report to CEB setting out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford. Consider licensing for private sector landlords & research trends of private sector housing costs.	
Housing Development delivery models & project approval for the delivery of the Council's 2015-18 affordable housing programme	Pre-scrutinise report to Council setting out possible housing development models and to seeking project approval for the delivery of the Council's 2015-18 affordable housing programme. Consider alternative delivery models including; community land trusts, self-build, more housing on the waterways, high-density housing.	

Draft Housing Panel Agenda Schedules

Date and room (all 5pm start)	Agenda Item	Lead Officer(s)
4 June, Plowman Room	<ol style="list-style-type: none"> 1. Housing Asset Management Strategy (pre-scrutiny) 2. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-scrutiny) 	<p>Stephen Clarke</p> <p>Ian Wright / Adrian Chownes</p>
3 September, St. Aldate's Room	<ol style="list-style-type: none"> 1. Performance Monitoring – quarter 1 2. Review of the Homelessness Action Plan 2013-18 3. Homelessness Property Investment 4. Oxford Growth Strategy 	<p>N/A</p> <p>Dave Scholes / Frances Evans</p> <p>Dave Scholes</p> <p>Cllr Hollingsworth / David Edwards</p>

8 October, Plowman Room	<ol style="list-style-type: none"> 1. Choice Based Lettings (TBC) 2. Private Sector Housing Strategy (pre-scrutiny) 3. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-scrutiny) 4. Housing Energy Strategy (pre-scrutiny) 	<p>Tom Porter</p> <p>Ian Wright</p> <p>Ian Wright/ Adrian Chownes</p> <p>Debbie Haynes</p>
9 December, Plowman Room	<ol style="list-style-type: none"> 1. Performance Monitoring – quarter 2 2. Housing Development delivery models & project approval for the delivery of the Council's 2015-18 affordable housing programme (pre-scrutiny) 	<p>N/A</p> <p>Alan Wylde</p>
9 March, Plowman Room	<ol style="list-style-type: none"> 1. Performance Monitoring – quarter 3 	<p>N/A</p>

Informal meetings closed to the public

Date and room	Agenda Item	Lead Officer(s)
26 October, 5pm	<ol style="list-style-type: none"> 1. Sheltered Housing Review (pre-scrutiny) 	<p>Frances Evans</p>
7 January, Plowman Room (5.30pm)	<ol style="list-style-type: none"> 1. Budget Review 2015/16 – Regeneration & Housing (joint session with Finance Panel) 	<p>Stephen Clarke / Nigel Kennedy</p>