

## Appendix 1 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. Items for other Panels or Scrutiny Committee meetings
6. 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 A	Councillors Simmons (Chair), Fooks, Fry & Hayes
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See Appendix B	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


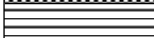

#### 4. Review groups and ad hoc panels in progress

Topic	Scope	Status	Nominated councillors
Waste Water Flooding	To continue engagement with Thames Water Utilities on sewerage flooding	Closed – TWU asked to facilitate a seminar	Cllrs Darke (Chair), Goddard, Pressel & Thomas
City Centre PSPO	To pre-scrutinise the city centre PSPO decision in a one-off meeting	Closed – report and response published	Cllrs Gant (Chair), Clarkson Taylor & Thomas
Cycling	To review how to make best use of unallocated cycling investments	Closed – report and response published	Cllrs Upton (Chair), Gant, Pressel & Wolff
Inequality	To review how the City Council can combat harmful inequality in Oxford	Closed – report and response published	Cllrs Coulter (Chair), Gant, Lloyd-Shogbesan & Thomas
Recycling Rates	To monitor recycling and waste data and recycling incentives	Closed	Cllrs Fry (Chair), Hayes & Simmons
Guest Houses	To review the case for interventions to prevent exploitation in guest houses	Closed – report published, awaiting response	Cllrs Coulter (Chair), Paule, Royce & Simmons
Budget Review 2016/17	To review the Council's 2016/17 draft budget and medium term financial plan	Open – reporting stage	Finance Panel Members
Equality & Diversity	To review barriers faced by under-represented groups in employment and anti-discrimination practices.	Open – meeting on 9 February to review employee and staff survey data	Cllrs Hayes (Chair), Altaf-Khan, Taylor & Thomas

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#### Indicative timings of 2015/16 review groups

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Budget Review 2016/17										
Guest Houses										
Equality and diversity										

	Scoping
	Evidence gathering and review
	Reporting

## 5. Items for other Panels or Scrutiny 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?*

Topic carried forward	Description
Discretionary Housing Payments	Mid-year update on spending profiles.
Performance Monitoring (corporate)	Quarterly report on a set of Corporate and service measures chosen by the Committee.
Oxfordshire Growth Board	To will monitor agendas and minutes published by the Board.
Taxi licensing	To review rules and processes; to understand driver issues and consider policy changes.
Fusion Lifestyle annual performance	Annual item agreed again by the Committee to consider performance against contact conditions.
175 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.
Local Economy	To monitor progress of agreed recommendations and review the business case for a Business Improvement District.
Forward Plan items	To consider issues to be decided by the City Executive Board.
Higher priority topic	Description
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.
Youth Ambition	To receive an update on spend and outcomes of the Council's Youth Ambition programme.
Tackling loneliness among the elderly	To consider the Council's role in tackling loneliness among the elderly.
Educational Attainment	To monitor the Council's Educational Attainment Programme.
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.

Arrangements for dealing with employment, training and HR matters	To consider whether the Council would benefit from having different arrangements (e.g. a Personnel Committee) to deal with employment, training and HR matters for staff.
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.
<b>Lower priority</b>	<b>Description</b>
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.
Public Communications	To receive an update on changes to the Council's communications and reputation management functions.
Graffiti	To receive an update on the Council's approach to preventing and removing graffiti.
Complaints received by the City Council	To monitor complaints made about the City Council.
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.
Contact Centre performance	To receive an update on the performance of the Council's customer services contact centre.
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.
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.
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.
Better Partnership with the County Council	To consider how the City Council and County Council could strengthen their partnership working in key areas.

**6. Draft Scrutiny Committee Agenda Schedules**

<b>Date, time &amp; room</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
2 February, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> <li>1. Taxi Licensing</li> <li>2. Customer Contact performance</li> <li>3. Grant Allocations to Community &amp; Voluntary orgs (pre-decision)</li> <li>4. Corporate Plan 2016-20 (pre-decision)</li> <li>5. Go Ultra Low Oxford Grant Funding (pre-decision)</li> </ol>	Julian Alison  Michelle Iddon  Julia Tomkins  Val Johnson  Jo Colwell & Elizabeth Bohun
7 March, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> <li>1. Youth Ambition programme</li> <li>2. Planning enforcement</li> <li>3. Planning service plan update</li> <li>4. Tree Policy</li> <li>5. Performance Report – 2015/16 quarter 3</li> </ol>	Hagan Lewisman  Patsy Dell  Lyndsey Beveridge  Graham Bourton  N/A
5 April, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> <li>1. Employment of interns, apprentices and work experience students</li> <li>2. Preventing isolation</li> <li>3. Graffiti</li> <li>4. Shotover Farm</li> <li>5. Report of the Diversity Review Group</li> </ol>	Jarlath Brine  Luke Nipen.  Doug Loveridge  Julia Castle  Cllr Hayes

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***Provisional 2016/17 dates: 7 June, 4 July, 5 September, 3 October, 7 November, 6 December, 30 January, 28 February, 27 March & 2 May***

## Appendix A - Finance Panel work programme 2015-16

### Items for Finance Panel meetings

<b>Suggested Topic</b>	<b>Suggested approach / area(s) for focus</b>
Budget 2016/17	Review of the Council's medium term financial strategy.
Budget monitoring	Regular monitoring of projected budget outturns through the year.
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.
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.
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 schedules**

<b>Date and room (all 5.30pm start)</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
28 January, Plowman Room	<ol style="list-style-type: none"> <li>1. Energy and Water Supply Contract Procurement (pre-decision)</li> <li>2. Report of the Budget Review Group 2016/17</li> <li>3. Capital Strategy 2016-17 (pre-decision)</li> <li>4. Treasury Management Strategy (pre-decision)</li> </ol>	<p>Jo Colwell and Paul Spencer</p> <p>Cllr Simmons; Andrew Brown</p> <p>Nigel Kennedy</p> <p>Anna Winship</p>
7 April, Plowman Room	<ol style="list-style-type: none"> <li>1. Council Tax Exemptions</li> <li>2. Low Carbon Hub funding model – update</li> </ol>	<p>Nigel Kennedy</p> <p>Nigel Kennedy</p>

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***Provisional 2016/17 Finance Panel dates: 8 September 2016, 8 December 2016, 16 January 2017, 1 February 2017 & 29 March 2017 (all 5.30pm starts)***

## Appendix B - Housing Panel work programme 2015-16

### Items for Housing Panel meetings

Topic	Approach
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.
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.
Homelessness	Mid-point review of homelessness action plan. Pre-scrutinise allocation of prevention funds.
Supporting people	Verbal updates on the joint commissioning of housing support services.
Choice Based Lettings	To consider proposed changes to the CBL scheme plus data on bidding activity, demographic data on non-bidders, and information on refusal reasons.
Security in communal areas	Request report on security issues in tower blocks and different approaches being taken to address ASB and other issues. Canvas views of 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.
Sustainability of Council housing & HRA BP	Pre-scrutiny of report to CEB expected in 2016. Focus in Budget Review.
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.
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 (HMO) Licensing	Pre-scrutinise report to CEB setting out the results of the statutory consultation and the proposed future of the licensing scheme.
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.
Housing Development delivery models	Pre-scrutinise report to Council setting out possible housing development models.



**Draft Housing Panel Agenda Schedules**

<b>Date and room (all 5pm start)</b>	<b>Agenda Item</b>	<b>Lead Officer(s)</b>
1 February, Plowman Room	<ol style="list-style-type: none"> <li>1. Private Sector Housing Policy (pre-decision)</li> <li>2. Externally Leased HRA Properties – Rent Setting (pre-decision)</li> <li>3. Review of Older Persons Accommodation / Review of Sheltered Housing (pre-decision)</li> </ol>	<p>Ian Wright</p> <p>Dave Scholes</p> <p>Frances Evans</p>
9 March, Plowman Room	<ol style="list-style-type: none"> <li>1. Performance Monitoring – quarter 3</li> <li>2. Update on the Great Estates programme</li> <li>3. Security in communal areas of tower blocks</li> <li>4. STAR survey results</li> <li>5. A Housing Company for Oxford (pre-decision)</li> <li>6. Allocation of Homelessness Prevention Funds (pre-decision)</li> </ol>	<p>N/A</p> <p>Martin Shaw &amp; Jack Bradley</p> <p>Daryl Edmunds</p> <p>Bill Graves</p> <p>Alan Wylde</p> <p>Nerys Parry</p>
11 April (TBC)	<ol style="list-style-type: none"> <li>1. <i>Tenant involvement (joint session with tenant scrutiny panel)</i></li> </ol>	<p><i>Simon Warde</i></p>

**Provisional 2016/17 Housing Panel dates: 7 July 2016, 5 October 2016, 9 November 2016, 1 March 2017 & 3 May 2017 (all 5pm starts)**

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