

### Appendix 3 - Scrutiny Work Plan longlist of Items

To guide the Committee in its decision making, the Scrutiny Officer has rated the items against the TOPIC criteria (Appendix 2). The results are not intended to represent the views or priorities of the Committee.

Outstanding items from 2017/18, annual and returning Items	CEB item	Description & reason outstanding	Lead Officer	T	O	P	I	C	Sum	Suggested approach
1. The local impacts of the Westgate Shopping Centre	No	To consider the impact of the new Westgate Centre on the city centre economy including parking and city centre management.	Laurie-Jane Taylor, City Centre Manager	2	3	3	2	2	12	Commission report and invite external guests
2. East Oxford Community Centre Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Vicky Trietline, Development Project Management Surveyor	2	3	3	2	2	12	CEB report to Committee
3. Oxford Draft Local Plan	Yes	To consider the Draft Local Plan (Housing Policies to be referred to the Housing Panel)	Patsy Dell, Head of Planning and Regulatory Services	2	3	3	2	2	12	CEB report to Committee
4. Council performance (4 items)	No	To track Council performance on a quarterly basis against a selection of corporate and service measures.	Jan Heath, Business Development & Support Manager	2	3	3	2	2	12	Commission report
5. Update on the Corporate Plan 2016-2020	Yes	To consider any updates on the Corporate Plan before they are presented to CEB.	Caroline Green, Assistant Chief Executive	2	3	3	2	2	12	CEB report to Committee
6. Grants to Community and Voluntary Organisations 18/19 and Monitoring Report for 2017/18	Yes	To consider the proposal for next year's grant allocations before it is presented to CEB for decision, and a monitoring report on the achievements resulting from previous grant allocations to community/voluntary groups.	Julia Tomkins, Grants and External Funding Officer	2	3	3	2	2	12	Commission report and CEB report to Committee
7. Fusion Lifestyle Annual Report and Service Plan	No	To consider the Fusion Lifestyle annual report., and a quarterly performance dashboard for leisure services.	Lucy Cherry, Leisure & Performance Manager	2	3	3	1	2	11	Commission report
8. Single use plastics	Yes	To consider what the Council could do to reduce the use of single use plastics in Oxford, in favour of recyclable alternatives.	Tim Sadler, Director of Sustainable City	2	2	3	1	1	9	CEB report to Committee
9. Planning and Regulatory Services Improvement Plan and Annual Monitoring Report	Yes	To review progress against the services improvement plan and consider the Planning AMR for 2017/18 before it is presented to CEB.	Patsy Dell, Head of Planning and Regulatory Services	2	1	2	2	2	9	Commission report and CEB report to Committee

New suggestions	CEB item	Description	Lead Officer	T	O	P	I	C	Sum	Suggested approach
10. Air Quality	In part	To consider the Oxford Annual Air Quality Status Report for 2017, and wider progress and options for addressing poor air quality.	Jo Colwell, Environmental Sustainability Manager	2	3	3	2	2	12	Review group / Annual Status Report
11. Rough sleeping / Homelessness	No	Suggested by several councillors, and could be considered by Housing Panel. Varying descriptions have been provided, including: a) Progress made with the City Conversation and the Homelessness Charter. b) The effectiveness of interventions for reducing homelessness, and alternative service options. c) Housing rough sleepers without a local connection. d) The role of local charities in preventing homelessness, and how the Council engages with these groups. e) Involving people with homelessness experience in the designing of services. f) Reviewing homelessness approaches at other authorities.	Dave Scholes, Housing Strategy & Needs Manager	1	3	3	2	2	11	Review group / Commission report. It is recommended that the scope of any review / report is refined and focussed. Please note, homelessness would ordinarily fall within the remit of the Housing Panel.
12. Oxfordshire Growth Board	No	To consider an update report on the governance / scrutiny arrangements for the Growth Board.	Anita Bradley, Head of Law and Governance	2	3	3	1	2	11	Commission report
13. Recycling	No	To review the Council's recycling rates. <i>Recycling services are a function now under Oxford Direct Services.</i>	Stephen Clarke, Client Manager	2	3	3	1	2	11	Site visit and presentation
14. Highways Maintenance Service	No	To consider the outcome of the Council taking on responsibility for highways maintenance on the classified road network in March 2018.	Stephen Clarke, Client Manager	2	2	3	2	2	11	Commission 2019 report
15. Zero Emission Zone Planning	No	To consider what work is underway to prepare for the introduction of the 2020 Zero Emission Zone in the City Centre.	Jo Colwell, Environmental Sustainability Manager	2	2	3	2	2	11	Commission report / invite centre traders
16. Services for Children and Young People	No	To consider what impact a reduction in services for young people is having in the City.	Tim Sadler, Director of Sustainable City	2	2	3	1	2	10	Consider Children's Trust report
17. Outcome of the Go Ultra Low Oxford Pilot	No	To consider the outcome of the electric vehicle charging pilot and next steps.	Tim Sadler, Executive Director for Sustainable City	2	3	2	2	1	10	Commission report
18. Oxford Rent Guarantee Scheme Pilot Review	No	To review the two year pilot and the possibility of its continuance.	David Rundle, Private Rented Team Leader	2	3	2	2	1	10	CEB report to Committee

19. Town Hall Accessibility	Yes	To consider the outcome of the Town Hall Accessibility Audit, and any progress on previous recommendations made in May 2018.	David Hunt, Commercial Manager	2	1	3	2	2	10	Commission Report
20. Council engagement with Oxford's diverse communities	No	To consider the Council's effectiveness in engaging with diverse community groups.	Mish Tullar Corporate Policy, Partnerships and Communications Manager.	1	3	3	2	1	10	Commission Report
21. Tourism management	No	To review options for the management of overcrowding in the City Centre.	Laurie-Jane Taylor, City Centre Manager	2	1	3	1	2	9	Review Group / Commission report
22. Graffiti	No	To consider the work being undertaken to remove unwanted graffiti and prevention projects.	Liz Jones, ASBIT Manager	2	1	3	1	2	9	Review group / Commission report
23. Dockless Bicycles	No	To consider the public benefit and use of bicycle share schemes which started operating in the City in 2017.	Laurie-Jane Taylor, City Centre Manager	2	3	3	1	0	9	Review group / Commission report
24. Cycling	No	The Committee could consider what funding arrangements are available for infrastructure improvements and cycle safety, for example.	Jo Colwell, Environmental Sustainability Manager	1	3	3	1	1	9	Requires further scoping
25. Oxford Living Wage	No	To consider a 12 month update on progress made against recommendations of the review group.	Matt Peachey, Economic Development Manager	2	2	2	1	2	9	Commission report in 2019
26. Workplace equalities	No	To consider an update on the diversity of the Council's workforce.	Chris Harvey, OD, Learning & HR Support Manager	2	2	2	2	1	9	Commission report
27. Short term private property lettings	No	To consider how, and to what extent, short term private property lettings are being used in the city. This issue includes regulation and business rates.	Ian Wright, Environmental Health Services Manager	2	2	3	1	1	9	Member briefing on 27 June 2018
28. Community Centre Offering	No	To consider the breadth and variety of activities and events offered at community centres, and identify any gaps in the offering.	Ian Brooke, Head of Community Services	1	2	3	1	2	9	Commission Report
29. Council Democracy	No	To audit and improve the City Council's democratic structures, public access/confidence, and make suggestions for improvements/ alternative models.	Andrew Brown, Committee and Member Services Manager	1	1	3	2	2	9	Review group / Do not include
30. Customer Contact / Digital Strategy	Yes	To review the new proposals for a customer contact and digital strategy.	Mish Tullar Corporate Policy, Partnerships and Comms Manager.	2	1	2	2	2	9	CEB report to committee
31. Breaches of building regulations		To consider rates of enforcement action against breaches of building regulations, following the Hackitt report which showed rates of enforcement action has fallen 75% in the last decade.	Stephen Clarke, Head of Housing	2	2	3	1	1	9	Commission report

Reserve Items	CEB item	Description	Lead Officer	T	O	P	I	C	Sum	Suggested approach
32. Youth Inequalities	No	To consider the contributing factors and solutions to the educational attainment gap for Black and Minority Ethnic children.	Matt Peachey, Economic Development Manager	1	2	2	1	2	8	Review Group / Request County report
33. Partnership working	No	To consider how the Council could improve its partnership arrangements with the County Council in the interest of mutual benefits.	Caroline Green, Assistant Chief Executive	1	2	1	2	2	8	Do not include / requires further scoping
34. Isolation among older people	No	To consider the issue of social isolation among older people in Oxford and how the Council could provide support and increase its work in this area.	Ian Brooke, Head of Community Services	1	2	3	1	1	8	Review Group / Do not include
35. Apprentice pay	No	To consider the impact that long term apprentice pay is having on local residents.	Matt Peachey, Economic Development Manager	2	2	2	1	1	8	Do not include
36. Socio-economic inequality	No	Oxford is the 2nd most unequal city; to investigate how the Council can maximise its powers with other partners to reduce inequality. <i>Review undertaken in 2015</i>	Matt Peachey, Economic Development Manager	0	2	3	1	2	8	Do not include
37. Prison discharge pathways	No	To consider how local prison discharges are affecting the demand placed on local housing and health services.	Dave Scholes, Housing Strategy & Needs Manager	2	1	2	1	2	8	Do not include / reconsider in 2019
38. Anti-social behaviour on Oxford's waterways	No	To consider the action being taken to address issues at four identified hotspots.	Richard Adams, Community Safety & Resilience Manager	2	2	2	1	1	8	Do not include
39. Inclusive cities	No	To consider what the Council has learnt from best practice in other cities about welcoming refugees and promoting inclusivity.	Caroline Green, Assistant Chief Executive	2	1	2	2	1	8	Do not include
40. Leaseholder relationships	No	To consider relationships with leaseholders including the views of individual leaseholders.	Bill Graves, Landlord Services Manager	0	1	3	1	2	7	Review timeliness in 2019
41. Promoting use of the Waterways	No	To review the work being undertaken to improve use of the waterways within the city.	Jo Colwell, Environmental Sustainability Manager	1	1	2	2	1	7	Do not include
42. The Prevent Duty	No	To establish how the prevent duty operates in Oxford, and the Council's duties, which is causing concern among some communities.	Richard Adams, Community Safety & Resilience Manager	1	1	2	2	1	7	Do not include
43. Abandoned shopping trolleys	No	To consider how to reduce the number of abandoned shopping trolleys in the City.	Stephen Clarke, Client Manager	1	1	1	1	1	5	Do not include
44. Restorative justice	No	To consider the use of restorative justice to resolve low level cases of antisocial behaviour, and training and coordinating volunteers in RJ.	Richard Adams, Community Safety & Resilience Manager	1	1	2	1	0	5	Refer to Police and Crime Panel

## Items for Housing Panel meetings

<b>Outstanding items from 2017/18, annual and returning Items</b>	<b>CEB item</b>	<b>Description &amp; reason outstanding</b>	<b>Lead Officer</b>	<b>T</b>	<b>O</b>	<b>P</b>	<b>I</b>	<b>C</b>	<b>Sum</b>	<b>Suggested approach</b>
45. Local Plan Housing Policies	Yes	To consider the Local Plan Housing Policies. Scrutiny Committee to review other contents.	Patsy Dell, Head of Planning and Regulatory Services	2	3	3	2	2	12	CEB report to Panel
46. Housing Performance (4 items)	No	To consider quarterly reports on performance against a set of selected housing measures.	Stephen Clarke, Head of Housing	2	3	3	2	2	12	Commission report
47. Allocation of Homelessness Prevention Funds in 2019/20	Yes	To recommend the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy.	Dave Scholes, Housing Strategy & Needs Manager	2	3	3	2	2	12	CEB report to Panel
48. 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.	Martin Shaw, Property Services Manager	2	2	3	2	2	11	Commission report
49. Private sector regulation and oversight	No	To consider the effectiveness of arrangements to monitor standards in the private rented sector. For example, Houses of Multiple Occupation (HMOs).	Ian Wright, Environmental Health Services Manager	2	3	3	1	2	11	Commission report
50. Rents performance	No	To monitor Council rents performance including current and former tenant arrears.	Tanya Bandekar, Revenue & Benefits Service Manager	2	3	3	1	2	11	Commission report
51. Tenant satisfaction		To consider the outcome of the tenant satisfaction survey.	Bill Graves, Landlord Services Manager	1	3	2	2	2	10	Commission report
52. Empty garages	No	To consider plans to make best use of Council owned garage sites.	Dave Scholes, Housing Strategy & Needs Manager	2	2	1	2	2	9	Commission report
<b>New suggestions</b>	<b>CEB item</b>	<b>Description</b>	<b>Lead Officer</b>	<b>T</b>	<b>O</b>	<b>P</b>	<b>I</b>	<b>C</b>	<b>Sum</b>	<b>Suggested approach</b>
53. Evaluation of temp accommodation purchases.	No	To consider the benefits realised from the purchasing of temporary accommodation.	Dave Scholes, Housing Strategy & Needs Manager	2	3	3	2	2	12	Commission report
54. Affordable Housing	No	To consider mechanisms for delivering affordable housing, and the Council's performance in delivering affordable housing.	Stephen Clarke, Head of Housing	2	3	3	1	2	11	Commission report
55. Impact of the Homelessness Reduction Act 2017	Yes	To consider the impact of introducing mandatory flexible fixed term tenancies. This duty will not be enacted until HM Government issues guidance.	Dave Scholes, Housing Strategy & Needs Manager	2	3	3	1	1	10	Await HM Government Guidance

56. Impacts of absent owners on housing availability	No	To consider the impact of absent owners and on Oxford's housing availability.	Dave Scholes, Housing Strategy & Needs Manager	2	3	2	1	1	9	Commission report
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### Items for Finance Panel meetings

Outstanding items from 2017/18, annual and returning Items	CEB item	Description	Lead Officer	T	O	P	I	C	Sum	Suggested approach
57. Budget 2018/19	Yes	To review the Council's annual budget, medium term financial plan, HRA business plan, capital programme and fees and charges.	Nigel Kennedy, Head of Financial Services	2	3	3	2	2	12	Review group
58. Budget monitoring (4 items)	Yes	To monitor spend against budgets and projected outturn on a quarterly basis.	Nigel Kennedy, Head of Financial Services	2	3	3	2	2	12	CEB report to Panel
59. Capital Strategy 2019/20	Yes	To consider the Council's Capital Strategy for 2019-20 and the capital gateway controls.	Nigel Kennedy, Head of Financial Services	2	3	2	2	2	11	CEB report to Panel
60. Treasury Management: Annual report	Yes	The report is submitted twice a year:	Anna Winship, Management Accountancy Manager	2	3	2	2	2	11	CEB report to Panel
60. Council Tax Support Scheme	Yes	To consider the annual review of the Council Tax Support Scheme.	Paul Wilding, Revenue & Benefits Programme Manager.	2	3	2	2	2	11	CEB report to Panel
62. Treasury Management Strategy 2019/20	Yes	To present the Council's Treasury Management Strategy for 2019/20 together with the Prudential Indicators.	Bill Lewis, Financial Accounting Manager	2	3	2	2	2	11	CEB report to Panel
63. Budget Review 2018/19 recommendations	No	To consider an update report on the implementation of the Panel's Budget Review 2018/19 recommendations.	Nigel Kennedy, Head of Financial Services	2	3	2	2	2	11	Commission update report
64. The Local implications of Brexit	No	To monitor and consider the impacts of Brexit on the Council and the local economy (2 items).	Nigel Kennedy, Head of Financial Services	2	1	3	1	2	9	Commission update report
New suggestions	CEB item	Description	Lead Officer	T	O	P	I	C	Sum	Suggested approach
65. Business rates retention	No	To review possible changes to the national scheme for local authority business rate retention.	Nigel Kennedy, Head of Financial Services	2	2	2	2	2	10	Commission report
66. Monitoring social value	No	To consider the case for integrated financial, social and environmental accounting.	Nigel Kennedy, Head of Financial Services	1	2	2	2	2	9	Commission report

67. Council Tax Exemption Monitoring	No	To consider where council tax exemptions may be subject to abuse, and strategies for tackling this.	Nigel Kennedy, Head of Financial Services	1	1	3	2	2	9	Commission report
68. Crowd-funding to invest in social bonds	No	To consider how the Council might operate as a vehicle to facilitate crowdfunding schemes and projects of community benefit.	Nigel Kennedy, Head of Financial Services	2	1	2	2	2	9	Commission report

### Items for Companies Panel meetings

Item	Shareholder item	Description	Lead Officer	T	O	P	I	C	Sum	Suggested approach
69. Review of Housing Company business plan.	Yes	To consider the OCHL business plan and modelling of different tenure mix options	Anita Bradley, Head of Law and Governance	2	3	3	1	2	11	Shareholder Group reports to Panel
70. Oxford Direct Services quarterly performance	Yes	To consider the quarterly performance of services provided by Oxford Direct Services and its financial management.	Anita Bradley, Head of Law and Governance	2	3	3	1	2	11	Shareholder Group reports to Panel
71. Key shareholder / CEB decisions relating to Oxford City Housing Ltd	Yes	To scrutinise decisions of the Shareholder Group for OCHL, which will meet at least annually to consider company performance and make shareholder decisions.	Anita Bradley, Head of Law and Governance	2	3	3	1	2	11	Shareholder Group reports to Panel
72. Key Shareholder / CEB decisions relating to Oxford Direct Services	Yes	To scrutinise decisions of the Shareholder Group for Oxford Direct Services, which will meet at least annually to consider company performance and make shareholder decisions.	Anita Bradley, Head of Law and Governance	2	3	3	1	2	11	Shareholder Group reports to Panel
73. Shareholder / CEB decisions relating to OxWED	Yes	To scrutinise decisions of the Shareholder Group for OxWED in respect of the Council's 50% holdings in the joint venture company that will redevelop the west end of the city centre.	Anita Bradley, Head of Law and Governance	2	3	3	1	2	11	Shareholder Group reports to Panel

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