

# Appendix 4

## SCRUTINY WORK PLAN June 2018 - September 2018

Published on: 25/05/18

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the start of the 2018-19 council year and will be reviewed at each meeting of the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our [suggestion form](#). See our [get involved webpage](#) for further details of how you can participate in the work of scrutiny.

The following criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- Is consideration of the issue timely?
- Is it a corporate priority?
- Is the issue of significant public interest?
- Can Scrutiny influence and add value?
- Is it an area of high expenditure, income or savings?

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's [Forward Plan](#) at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

## Scrutiny Committee and Standing Panel responsibility and membership

Committee / Panel	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council's scrutiny function.	Councillors; Andrew Gant (Chair), David Henwood (Vice-Chair), Councillor Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Craig Simmons, Christine Simm.
Finance Panel	Finance and budgetary issues and decisions	To be confirmed at the Scrutiny Committee meeting on 5 June 2018
Housing Panel	Strategic housing and landlord issues and decisions	To be confirmed at the Scrutiny Committee meeting on 5 June 2018
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	To be confirmed at the Scrutiny Committee meeting on 5 June 2018

## 5 JUNE 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Safeguarding Annual Report	Yes	To consider progress made on the Safeguarding Action Plan, key findings from the external safeguarding Audit, and a revised Safeguarding Policy.	Supporting Local Communities	Daniella Granito, Policy and Partnership Team Manager
Annual Scrutiny Work Plan Review	No	To formulate a plan of work for the Scrutiny Committee for the 2018/19 municipal year.	Customer and Corporate Services	Stefan Robinson, Scrutiny Officer
Modern Slavery	Yes	To approve the Modern Slavery Act – Transparency Statement for 2017 – 2018.	Safer, Greener, Environment	Linda Ludlow, Human Exploitation Coordinator
Fusion Lifestyle Service Plan and Performance Dashboard	Yes	To consider Fusion Lifestyle's Annual Service Plan and the performance dashboard.	Leisure and Housing	Lucy Cherry, Leisure and Performance Manager

### 3 JULY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Workplace Equalities	No	To consider the diversity of the council's workforce, and strategies in place to promote workplace equalities.	Supporting Local Communities	Paul Adams, Community Safety Service Manager
2017/18 End of Year Council Performance Report	No	To consider the Council's performance for 2017/18.	Various	Jan Heath, Programme and Partnerships Manager

### 30 JULY 2018 - PROVISIONAL REPORTS NONE

### 6 SEPTEMBER 2018 - PROVISIONAL REPORTS

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Agenda item	Decision	Description	CEB Portfolio	Report Contact
Planning and Regulatory Services Improvement Plan	No	To consider progress made against the Planning and Regulatory Services Improvement Plan	Planning and Transport	Patsy Dell, Head of Planning and Regulatory
Air Quality Annual Status Report	Yes	To consider the Air Quality Annual Status Report.	Safer, Greener, Environment	Jo Colwell, Environmental Sustainability Manager
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Vicky Trietline, Development Project Management Surveyor

### 8 OCTOBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Draft Local Plan	Yes	To present the draft Local Plan following public consultation on the preferred option.	Planning and Transport	Sarah Harrison, Senior Planner
Monitoring grants to Community/Voluntary	Yes	To monitor the reported achievements resulting from Community and Voluntary Grant allocations	Supporting Local Communities	Julia Tomkins, Grants & External Funding

Organisations 2017/18		for 2017/18		Officer
Sustainability Strategy 2017	Yes	To consider the revised Sustainability Strategy, which will go to CEB for approval for public consultation.	Safer, Greener, Environment	Mai Jarvis, Environmental Quality Team Manager

## FINANCE PANEL

### 4 JULY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
The Local implications of Brexit	No	To monitor and consider the impacts of Brexit on the Council and the local economy.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Quarterly Integrated Report, Finance & Performance Q4	Yes	Quarterly Integrated Report, including Finance, Performance Management and Risk	Finance, Asset Management	Anna Winship, Management Accountancy Manager

### 10 SEPTEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Monitoring social value	No	To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Legal Services Income Generation	No	To consider the Council's income generation through Legal Services	Finance, Asset Management	Anita Bradley, Head of Law and Governance
Council Tax Reduction Scheme for 2019/20	Yes	To review the Council Tax Reduction Scheme	Finance, Asset Management	Paul Wilding, Programme Manager Revenue & Benefits
Treasury Management Annual Report	Yes	To consider the Treasury Management Performance Report	Finance, Asset Management	Bill Lewis, Financial Accounting Manager
Quarterly Integrated Report, Finance & Performance Q1	Yes	Quarterly Integrated Report, including, Finance, Performance Management and Risk	Finance, Asset Management	Anna Winship, Management Accountancy Manager

## 6 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Quarterly Integrated Report, Finance & Performance Q2	Yes	Quarterly Integrated Report for Finance, Performance and Risk	Finance, Asset Management	Anna Winship, Management Accountancy Manager

## HOUSING PANEL

### 5 JULY - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager
Quarterly Housing Performance Report	No	To review the quarterly performance report for Housing Services.	Housing	Stephen Clarke, Head of Housing

### 11 OCTOBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Rent Guarantee Scheme Pilot Review	Yes	Review of the two year pilot to know if this pilot is to continue	Housing	David Rundle, Private Rented Team Leader
Draft Local Plan (Housing Policies)	Yes	To review the policies contained within the draft Local Plan.	Housing	Sarah Harrison, Senior Planner

### 12 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Tenant satisfaction TBC	No	To monitor tenant satisfaction survey results.	Housing	Bill Graves, Landlord Services Manager

## **COMPANIES PANEL**

The Companies Panel will meet prior to meetings of the Shareholder Groups. Provisional dates for the Companies Panel are outlined below.

**7 JUNE 2018**

**31 JULY 2018**

**11 SEPTEMBER 2018**

**29 OCTOBER 2018**

**12 DECEMBER 2018**

**3 JANUARY 2019**