

SCRUTINY WORK PLAN

September 2018 - December 2018

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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 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	Membership
Scrutiny Committee	Overall management of the Council's scrutiny function.	Councillors; Andrew Gant (Chair), David Henwood (Vice-Chair), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Craig Simmons, Christine Simm, Mark Lygo.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Mohammed Altaf-Khan, David Henwood, Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; David Henwood (Chair), Lubna Arshad, Nadine Bely-Summers, Richard Howlett, Angie Goff, Mike Gotch, Dick Wolff and Geno Humphrey (tenant co-optee).
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Councillors; James Fry (Chair), Tiago Corais, David Henwood, Tom Landell-Mills, Chewe Munkonge, Craig Simmons.

Current and planned review groups

Topic	Remit	Membership
No Local Connection Review Group	To review the Council's Local Connection Policy in relation to homelessness, and how services could be improved for those without a local connection.	Councillors; Nadine Bely-Summers (Chair), Shaista Aziz, Paul Harris, Richard Howlett, Tom Landell-Mills, Craig Simmons
Budget Review 2019/20	To review the 2019/20 budget proposals.	Finance Panel Membership
Tourism Management	To review how increasing tourism is being managed in the City, and new ways of improving the Oxford experience for both tourists and residents.	Councillors; Andrew Gant (Chair), James Fry, Pat Kennedy, Alex Donnelly, Paul Harris and Dick Wolff.

Indicative timings of review groups

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
No Local Connection	Evidence Gathering			Reporting					
Budget review					Scoping	Evidence Gathering	Reporting		
Tourism Management							Evidence Gathering		

SCRUTINY COMMITTEE

6 SEPTEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Joint Statutory Spatial Plan (JSSP)	Yes	This report will seek agreement of CEB for a scoping document for the JSSP; a draft Statement of Community Involvement (SCI) for the JSSP; and the Local Development Scheme (LDS) for the JSSP, setting out the timetable for production of the JSSP.	Planning and Transport	Sarah Harrison, Senior Planner
Joint Statutory Spatial Plan SCI	Yes	The Statement of Community Involvement (SCI) for the Joint Statutory Spatial Plan (JSSP) will set out how consultation will take place. The SCI itself is subject to consultation. CEB will be asked for approval of this draft SCI for consultation	Planning and Transport	Sarah Harrison, Senior Planner
Air Quality Annual Status Report	No	To consider the annual air quality status report for 2017.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager
Performance monitoring - quarter 1	No	To consider performance against a set of corporate indicators for the period April - June.	Customer Focused Services	Jan Heath, Business Improvement & Performance Manager

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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
Planning and Regulatory Services - service improvement plan	No	To consider progress made over the last year and future plans for the service.	Planning and Transport	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services
Staff absence and wellbeing	No	To receive an update on staff absence and wellbeing.	Customer Focused Services	Paul Adams, HR Manager

6 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Impacts of the Westgate Shopping Centre	No	To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management.	Corporate Strategy and Economic Development	Ian Gray, Interim Director – Regeneration and Economy
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
Review of Financial Inclusion Strategy	Yes	A report reviewing the first year of the three year Strategy agreed in 2017.	Supporting Local Communities	Paul Wilding, Programme Manager Revenue & Benefits
Workplace Equalities	No	To consider the annual workplace equalities report	Corporate Strategy and Economic Development	Paul Adams, HR Manager
No local connection review	No	To consider the report of the No Local Connection Review Group.	Deputy Leader (Statutory) - Leisure & Housing	Stefan Robinson, Scrutiny Officer

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4 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Annual Monitoring Report 2017-2018	Yes	The AMR monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026. Performance against Core Strategy Sustainability Appraisal Targets is also assessed.	Planning and Transport	Amanda Ford, Principal Planner
Monitoring grants allocated to Community and Voluntary Organisations 2017/18	Yes	To monitor the reported achievements resulting from Community and Voluntary Grant allocations for 2017/18	Supporting Local Communities	Julia Tomkins, Grants & External Funding Officer
Customer Services, Digital and ICT Strategy	Yes	At a time when then existing Customer, Digital and ICT strategies are due to be refreshed, we are taking the opportunity to develop a unified strategy.	Customer Focused Services	Rocco Labellarte, Chief Technology and Information Officer

Accessibility project update	No	To consider proposals for improving the accessibility of Town Hall facilities and meetings for users with disabilities.	Supporting Local Communities	David Hunt, Commercial Manager
Performance monitoring - quarter 2	No	To consider performance against a set of corporate indicators for the period July-September	Customer Focused Services	Jan Heath, Business Improvement & Performance Manager

14 JANUARY 2019 - PROVISIONAL MEETING

5 FEBRUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention and removal 2018	No	To consider the issue of graffiti including removal and preventative projects.	Safer, Greener, Environment	Liz Jones, Interim ASBIT Team Leader

5 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Sustainability Strategy 2017	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.	Safer, Greener, Environment	Mai Jarvis, Environmental Quality Team Manager
Performance monitoring - quarter 3	No	To consider performance against a set of corporate indications for the period October-December	Customer Focused Services	Jan Heath, Business Improvement & Performance Manager

2 APRIL 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Living Wage	Yes	To consider how the Council is promoting the Oxford Living Wage to local employers and what more can be done.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive

15 MAY 2019 – NO REPORTS CURRENTLY SCHEDULED

JUNE 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Performance monitoring - quarter 4	No	To consider performance against a set of corporate indicators for the period January-March	Customer Focused Services	Jan Heath, Business Improvement & Performance Manager

SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Fusion Performance	Yes	The Committee will consider quarterly performance reports from Fusion Lifestyle.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

FINANCE PANEL

10 SEPTEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Treasury Management Performance: Annual Report and Performance 2017/18	Yes	The Treasury Management Performance Report 2017/18 is submitted twice a year: · September 2018 – the position at 31 March 2018	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Quarterly Integrated Report, Finance & Performance Q1	Yes	Quarterly Integrated Report, including, Finance, Performance Management and Risk	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Legal Services income generation	No	To consider plans to generate external income and performance against the income target for Legal Services.	Customer Focused Services	Anita Bradley, Monitoring Officer

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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	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Monitoring social value	Yes	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

7,8,9 JANUARY 2019 – BUDGET REVIEW MEETINGS

16 JANUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Reduction Scheme for 2019/20	Yes	To review the Council Tax Reduction Scheme	Leader, Economic Development and Partnership	Paul Wilding, Programme Manager Revenue & Benefits

30 JANUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Capital Strategy	Yes	Capital strategy update	Finance, Asset Management	Anna Winship, Management Accountancy Manager
Council Tax Exemption Monitoring	Yes	To consider a report on the effectiveness of council tax exemption monitoring, and understand how rigorous the process is.	Customer Focused Services	Nigel Kennedy, Head of Financial Services
Quarterly Integrated Report, Finance & Performance Q3	Yes	Quarterly Integrated Report: Finance, Performance and risk	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager

HOUSING PANEL

11 OCTOBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Local Plan housing policies	No	To consider the housing policies contained within the Council's draft Local Plan	Planning and Transport	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services
Oxford Rent Guarantee Scheme Pilot Review	Yes	Review of the two year pilot to know if this pilot is to continue	Deputy Leader (Statutory) - Leisure and Housing	David Rundle, Private Rented Team Leader
Housing performance - quarter 1	No	To consider performance against a set of housing indicators for the period April-June.	Deputy Leader (Statutory) - Leisure and Housing, Housing	Stephen Clarke, Head of Housing Services

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12 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Severe Weather Emergency Protocol (SWEPE) Provision	Yes	To consider what provision is in place for Rough Sleepers in severe winter weather. A further update report will be considered on 4 March 2019 concerning how well SWEPE has worked for rough sleepers, and any lessons learnt and areas for improvement.	Deputy Leader (Statutory) - Leisure and Housing	Stephen Clarke, Head of Housing Services
Housing performance - quarter 2	No	To consider performance against a set of housing indicators for the period July-September	Deputy Leader (Statutory) - Leisure and Housing, Housing	Stephen Clarke, Head of Housing Services

4 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Options for a Council Owned Letting Agency	Yes	To consider options for the establishment of a council owned letting agency.	Deputy Leader (Statutory) - Leisure and Housing, Housing	Stephen Clarke, Head of Housing Services
Severe weather emergency protocol (SWEP) provision - update	No	To consider the SWEP provision and lessons learnt over the recent winter months.	Deputy Leader (Statutory) - Leisure and Housing	Rachel Lawrence, Rough Sleeping and Single Homelessness Manager
Housing performance - quarter 3	No	To consider performance against a set of housing indicators for the period October - December.	Deputy Leader (Statutory) - Leisure and Housing, Housing	Stephen Clarke, Head of Housing Services

8 APRIL 2019 - PROVISIONAL REPORTS

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HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 4	No	To consider performance against a set of housing indicators for the period January - March	Deputy Leader (Statutory) - Leisure and Housing, Housing	Stephen Clarke, Head of Housing Services
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing (expired)	Bill Graves, Landlord Services Manager

COMPANIES PANEL – NO MEETINGS CURRENTLY CONFIRMED