

SCRUTINY WORK PLAN

November 2018 - April 2019

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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), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Craig Simmons, 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; Lubna Arshad, Nadine Bely-Summers, Richard Howlett, 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, 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

	Nov	Dec	Jan	Feb	March	April	May	June
No Local Connection	Reporting							Consideration and scoping of review groups for 2019/20
Budget review		Scoping	Evidence Gathering	Reporting				
Tourism Management				Evidence Gathering			Reporting	

SCRUTINY COMMITTEE

4 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Impact of the Westgate Shopping Centre	No	To consider the impact the re-opening of the Westgate has had on the local economy and the visitor experience.	Economic Dev and Partnerships / Culture and City	Laurie-Jane Taylor, City Centre Manager
Annual Monitoring Report 2017-2018	No	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
Quarter 2 Council Performance 2018/19	No	To consider the Council's performance for Quarter 2 of 2018/19, including fusion data with officer attendance.	Various	Liz Godin, Corporate Governance Manager

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14 JANUARY 2019 - PROVISIONAL MEETING

None

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
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
Customer Services, Digital and ICT Strategy	Yes	To consider the draft Customer Services, Digital and ICT Strategy.	Customer Focused Services	Rocco Labellarte, Chief Technology and Information Officer
Corporate Plan Update	Yes	To consider an update on progress against the Councils Corporate Plan.	Leader of the Council	Caroline Green, Assistant Chief Executive

Oxford Rent Guarantee Scheme Pilot Review	Yes	To consider a review of the two year pilot, and whether to continue.	Leisure and Housing	David Rundle, Private Rented Team Leader
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5 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
The Sustainability Strategy	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
Quarter 3 Council Performance Report 2018/19	No	To consider the Council's performance for Quarter 2 of 2018/19.	Various	Liz Godin, Corporate Governance Manager

2 APRIL 2019 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Living Wage Review group – 12 Month Update	No	To receive an update made on progress made on the recommendations made by the Oxford Living wage Review Group and accepted by CEB.	Leader of the Council	Matt Peachey, Economic Development 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

FINANCE PANEL

6 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget Review group Scope	No	To consider and agree the scope of the work of the Budget Review Group.	Finance, Asset Management	Stefan Robinson, Scrutiny Officer
Quarterly Integrated Report, Finance & Performance Q2	No	Quarterly Integrated Report for Finance, Performance and Risk	Deputy Leader / Finance / Asset Management	Anna Winship, Management Accountancy Manager
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

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8 AND 9 JANUARY 2019 – (BUDGET REVIEW GROUP)

16 JANUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Reduction Scheme for 2019/20 (post consultation)	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
Council Tax Exemption Monitoring	Yes	To consider a report on the effectiveness of council tax exemption monitoring, and understand how rigorous the process is.	Leader, Economic Development and Partnership	Paul Wilding, Programme Manager Revenue & Benefits
Quarterly Integrated Report, Finance & Performance Q3	Yes	Quarterly Integrated Report for Finance, Performance and Risk	Deputy Leader / Finance / Asset Management	Anna Winship, Management Accountancy Manager

HOUSING PANEL

4 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Options for a Council Owned Letting Agency	No	To consider options for the establishment of a council owned letting agency.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing
Severe Weather Emergency Protocol (SWEP) review	No	To consider how well SWEP has worked for rough sleepers, and any lessons learnt and areas for improvement.	Leisure and Housing	Stephen Clarke, Head of Housing
Q3 Housing Performance	No	To consider performance against a set of housing indicators for the period October - December.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing Services

8 APRIL 2019 – PROVISIONAL REPORTS

None

COMPANIES PANEL

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

12 DECEMBER 2018

3 JANUARY 2019