

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, Steve Curran, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Joe McManners (Vice Chair), Craig Simmons, Mark Lygo.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Mohammed Altaf-Khan, Tiago Corais, 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, Richard Howlett, 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

5 FEBRUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget Review Group Report	No	To consider a report of the Budget Review Group for endorsement and submission to CEB and Council.	Finance and Asset Management	Stefan Robinson, Scrutiny Officer
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
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	Yes	To consider a review of the two year pilot, and whether to continue.	Leisure and Housing	David Rundle, Private Rented Team Leader

5 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recycling in Oxford	No	At the request of the Committee, Oxford Direct Services have been invited to give a brief presentation outlining their work, and current recycling rates within the City.	Customer Focussed Services	Maria Warner – Oxford Direct Services / Stefan Robinson, Oxford City Council
Fusion Lifestyle	No	To consider the Q3 performance information for Fusion Lifestyle and the outcome of the Committee's recommendation concerning an audit of Fusion Lifestyle's performance data.	Housing and Leisure	Lucy Cherry, Leisure and Performance Manager
Quarter 3 Council Performance Report	No	To consider the Council's performance for Quarter 3 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 on progress made against the recommendations of the Oxford Living Wage Review Group in March 2018.	Leader of the Council	Matt Peachey, Economic Development Manager

15 MAY 2019 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Town Hall Accessibility	No	To receive a report on the recent audit which evaluated the accessibility of the Town Hall.	Culture and City Centre	David Hunt, Town Hall Manager
Scrutiny Committee Operating Principles	No	To review and agree the Committee's Operating Principles for 2019/20	Deputy Leader, Leisure and Housing	Stefan Robinson, Scrutiny Officer
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
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
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.	Safer, Greener, Environment	Mai Jarvis, Environmental Quality Team Manager

FINANCE PANEL**30 JANUARY 2019 - PROVISIONAL REPORTS**

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Exemption Monitoring	No	To consider a report on the effectiveness of council tax exemption monitoring, and understand how rigorous the process is.	Leader, Economic Development and Partnership	Tanya Bandekar, Revenues and Benefits Manager
Capital Strategy	Yes	To consider the Capital Strategy, with an additional invitation to the Head of Housing Services and the Chief Technology and Information Officer.	Finance / Asset Management	Bill Lewis, Financial Accounting Manager
Treasury Management Strategy	Yes	To Consider the Treasury Management Strategy	Finance / Asset Management	Bill Lewis, Financial Accounting Manager

4 APRIL 2018 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
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
Breaches in Building Regulations	No	To consider a report on enforcement action taken against breaches in building regulations.	Housing	Ian Wright, Environmental Health Manager
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.

6 March 2019

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