**Appendix 1**

**SCRUTINY WORK PLAN**

**November 2019 - May 2020**

**Published on: 14/11/19**

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 Cabinet. This document represents the work of scrutiny for the 2019-20 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](https://ecitizen.oxford.gov.uk/citizenportal/form.aspx?form=Scrutiny_Committee_Suggestion). See our [get involved webpage](https://www.oxford.gov.uk/info/20236/getting_involved_at_council_meetings/1024/get_involved_at_scrutiny_committee_meetings) for further details of how you can participate in the work of scrutiny.

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

**T**imely – is it timely to consider the issue?

**O**xford priority – is it a council priority?

**P**ublic interest – is it of significant public interest?

**I**nfluence – can Scrutiny have a meaningful influence?

**C**ost – is there a significant financial impact?

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](http://mycouncil.oxford.gov.uk/mgListPlans.aspx?RPId=345&RD=0) 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 Cabinet to be reviewed by the Scrutiny Committee before they are implemented.

**Scrutiny Committee and Standing Panel responsibility and membership**

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| --- | --- | --- |
| **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, Tiago Corais, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Richard Howlett, Ben Lloyd-Shogbesan, Joe McManners (Vice Chair), Craig Simmons. |
| Finance Panel | Finance and budgetary issues and decisions | Councillors; James Fry (Chair), Chewe Munkonge, Craig Simmons, Roz Smith. |
| Housing Panel | Strategic housing and landlord issues and decisions | Councillors; Nadine Bely-Summers (Chair), Mike Gotch, Richard Howlett Sian Taylor, Elizabeth Wade, Dick Wolff and a tenant co-optee. |
| Companies Panel | Shareholder function for companies and joint ventures | Councillors; James Fry (Chair), Tom Landell Mills, Chewe Munkonge, Craig Simmons.  |

**Current and planned review groups**

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| **Topic** | **Remit** | **Membership** |
| Review 1 Climate Emergency | To consider the Council’s response to the Climate Emergency, primarily in relation to buildings, how to increase the number being retrofitted, and how to improve new build efficiency | Councillors; Richard Howlett (Chair), Craig Simmons (vice-Chair), Nadine Bely-Summers, Mike Gotch, Tom Landell Mills, John Tanner |
| Budget Review 2020/21 | To review the 2020/21 budget proposals. | Finance Panel Membership |

**Timings of review groups**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **March** | **April** |
| **Review 1 TBC** |  | Scoping | Evidence Gathering | Reporting |  |
| **Budget review** |  | Scoping | Evidence gathering | Reporting |  |

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**Scrutiny Committee**

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**5 November 2019 - Reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| --- | --- | --- | --- | --- |
| Universal Credit | No | To consider the impact that the roll out of Universal Credit is having on the Council’s finances, and on residents. | Safer Communities and Customer Focused Services, Supporting Local Communities | Tanya Bandekar, Service Manager Revenue & Benefits |

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| Annual Workplace Equality Report and update on Equalities Action Plan | Yes | A legal requirement to publish equality performance data relating to the demographics of the workforce. | Safer Communities and Customer Focused Services | Paul Adams, HR & Payroll Manager |

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| The Oxford Waterways Project | No | To consider the current condition of the waterways network, and plans or options for improving its offer. This includes facilities and plans for future mooring provision for permanent long-term dwellers.  | Zero Carbon Oxford | Tim Wiseman, Oxford Waterways Coordinator |

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**3 December 2019 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| --- | --- | --- | --- | --- |
| Draft Corporate Strategy 20-24 - For consultation | Yes | Approval to externally consult on draft new Corporate Strategy to replace current Corporate Plan 16-20 | Leader, Economic Development and Partnerships | Shelley Ghazi, Policy and Partnerships Officer |

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| Annual Monitoring Report 2018/19 | Yes | The AMR report is a statutory requirement providing information as to the extent to which the policies set out in the Local Plan are being achieved and the implementation of the Local Development Scheme. | Planning and Sustainable Transport | Keerpa Patel, Senior Planner |

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| Public participation in decision making and citizen involvement | No | To consider how the public could be better engaged with council decision making, such as through public meetings, consultations and other public forums, for example. A draft scoping document has been prepared for a possible scrutiny review. | Leader, Economic Development and Partnerships, Zero Carbon Oxford | Mish Tullar, Corporate Policy, Partnership and Communications Manager |

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| Citizen's Assembly on Climate Change: Outcomes | Yes | Outcomes of the Citizen's Assembly on Climate Change 2019 | Leader, Economic Development and Partnerships, Councillor Tom HayesCouncillor Tom Hayes, Leader, Economic Development and Partnerships | Mish Tullar, Corporate Policy, Partnership and Communications Manager |

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| Performance Monitoring - 2019/20 Quarter 2 | No | For the Committee to consider Council performance against a set of corporate and service measures. | Deputy Leader - Finance and Asset Management | Helen Bishop, Head of Business Improvement |

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**14 January 2020 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| East Oxford Community Centre - Improvement Scheme | Yes | To present an improvement scheme for the East Oxford Community Centre following public consultation. | Supporting Local Communities | Hagan Lewisman, Active Communities Manager |

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| Go Ultra Low Pilot | No | To consider the outcome of the Go Ultra Low Pilot and any next steps. | Zero Carbon Oxford | Jo Colwell, Service Manager Environmental Sustainability, Stefan Robinson, Scrutiny Officer |

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| Planning for the 2020 Zero Emission Zone | No | To consider what work is underway in conjunction with the County Council to prepare for the introduction of the 2020 Zero Emission Zone in the City Centre.  | Planning and Sustainable Transport, Zero Carbon Oxford | Jo Colwell, Service Manager Environmental Sustainability |

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| Annual Report on Gender Pay Gap | Yes | A report to fulfil a requirement to report annually on the gender pay gap. | Safer Communities and Customer Focused Services | Paul Adams, HR & Payroll Manager |

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| Apprentices and NEETs | No | To consider the Council’s and Oxford Direct Service’s future plans for employing apprentices. This may include inviting the County Council to set out their work to support people not in education, employment or training (NEET). | Supporting Local Communities | Paul Adams, HR & Payroll Manager |

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**4 February 2020 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| Oxpens Lane Redevelopment Update | Yes | The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward; and the Heads of Terms discussions. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme | Leader, Economic Development and Partnerships | Tom Bridgman, Executive Director (Development) |

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| Update of the 2016-2020 Corporate Plan (2020) | Yes | Annual update to the Corporate Plan detailing key achievements and future plans | Leader, Economic Development and Partnerships | Mish Tullar, Corporate Policy, Partnership and Communications Manager |

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| Corporate Strategy 20-24 - final draft for approval | Yes | Following external consultation this is submission of a final draft for approval | Leader, Economic Development and Partnerships | Shelley Ghazi, Policy and Partnerships Officer |

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**3 March 2020 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| Oxford City Council Business Plan 2020-21 | Yes | One year business plan setting out outcomes for the 20-21 financial year. This document will expand on the ambitions set out in Corporate Strategy 20-24 | Leader, Economic Development and Partnerships | Shelley Ghazi, Policy and Partnerships Officer |

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| Climate Emergency Review Group report | No | To consider the proposed report of the Climate Emergency Review Group | NA | Tom Hudson, Scrutiny Officer |

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| Performance Monitoring - 2019/20 Quarter 3 | No | For the Committee to consider Council performance against a set of corporate and service measures. | Deputy Leader - Finance and Asset Management | Helen Bishop, Head of Business Improvement |

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**6 April 2020 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| Council engagement with Oxford's diverse communities (Equalities Strategy) | Yes | To consider the outcome of the assessment of the Council’s key services against the LGA’s equalities framework. | Supporting Local Communities | Mish Tullar, Corporate Policy, Partnership and Communications Manager |

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| Tourism Management Review Group Report - 12 month update | Yes | To consider a 12 month update on the implementation of the recommendations of the Tourism Management Review Group that were agreed by Cabinet. | Culture and City Centre | Matthew Peachey, Economic Development Manager |

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| Economic and City Centre Strategies | Yes | New city-level and city centre strategies and actions are being developed from Sept 2019 to May 2019 with focus on triple bottom line actions: economic growth, social/equity, and environment. | Leader, Economic Development and Partnerships | Matthew Peachey, Economic Development Manager, Dan Hodge, Principal Regeneration & Economic Development Officer |

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**Finance Panel**

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**2 December 2019 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| Integrated Performance Report for Quarter 2 2019/20 | Yes | Financial and Performance data for Q2 2019/20 | Deputy Leader - Finance and Asset Management | Anna Winship, Management Accountancy Manager |

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| Budget Review 2019/20 - recommendations update | Yes | To monitor progress on the implementation of the recommendations made in regard to the Budget Review 2019/20. | Deputy Leader - Finance and Asset Management | Nigel Kennedy, Head of Financial Services |

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| Property Investment Portfolio Analysis and Strategy Report | Yes | The report contains an overview of the council's existing commercial property portfolio and presents a number of recommendations. This includes options for re-balancing the portfolio, raising finance and capital deployment to support the objective of providing the council with a secure source of income. | Deputy Leader - Finance and Asset Management | Nick Twigg, Major Projects & Development Manager |
| Treasury Mid-Year Report 2019/20 | Yes | To report on the performance of the Treasury Management function for the 6 months to 30th September 2019 | Deputy Leader - Finance and Asset Management | Bill Lewis, Financial Accounting Manager |

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**6, 8 & 20 January 2020 - Annual Budget Review**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| --- | --- | --- | --- | --- |
| Consultation Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24 | Yes | Draft Consultation Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24 | Deputy Leader - Finance and Asset Management | Anna Winship, Management Accountancy Manager |

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**20 January 2020 – NO MEETING**

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**29 January 2020 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| Treasury Management Strategy 2020/21 | Yes | To present the Council’s Treasury Management Strategy for 2020/21 together with the Prudential Indicators for 2020/21 to 2023/24 | Deputy Leader - Finance and Asset Management | Bill Lewis, Financial Accounting Manager |

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| Capital Strategy 2020/21 – 2024/25 | Yes | To present the Capital Strategy for approval | Deputy Leader - Finance and Asset Management | Bill Lewis, Financial Accounting Manager |

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| Monitoring social value | Yes | To review the Council’s current social value weighing in procurement of 5%. | Deputy Leader - Finance and Asset Management | Nigel Kennedy, Head of Financial Services |

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**TBC March 2020 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| Integrated Performance Report for Quarter 3 2019/20 | Yes | Financial and Performance data for Q3 2019/20 | Deputy Leader - Finance and Asset Management | Anna Winship, Management Accountancy Manager |

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**Housing Panel**

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**No meeting allocated**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| Tenant Satisfaction | Yes | To consider the outcome of the Tenant Satisfaction Survey for council tenants. | Affordable Housing | Bill Graves, Landlord Services Manager |

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| Building Control - outcomes of the Hackitt Review of Building Regulations and Fire Safety | Yes | To consider the outcomes of the Hackitt Review of Building Regulations and Fire Safety. | Planning and Sustainable Transport | Ian Wright, Head of Regulatory Services and Community Safety, Paul Smith, Building Control Team Leader |

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**7 November 2019 - reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| Housing and Homelessness Strategy mid-point update | No | To consider a mid-point review of the current Housing and Homelessness Strategy 2018-21. | Affordable Housing | Nerys Parry, Housing Strategy & Needs Manager |

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| Outcome of the Homelessness Trailblazer and early intervention analysis | No | To review the outcome and lessons learnt from the Homelessness Trailblazer Project, which ends in 2019. Further, to consider a cost benefit analysis of early homelessness intervention to the Council and wider public services and systems. | Deputy Leader (Statutory) - Leisure and Housing | Paul Wilding, System Change Manager - Homelessness Prevention |

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| No local connection review | No | To consider the report of the No Local Connection Review Group. | Deputy Leader (Statutory) - Leisure and Housing | Nerys Parry, Housing Strategy & Needs Manager |

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| Community Land Trusts | Yes | To consider the benefits of community land trusts, and how they might help the Council deliver its Local Plan.  | Affordable Housing, Planning and Sustainable Transport | Dave Scholes, Housing Strategy & Needs Manager (Affordable Housing Supply Lead) |

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**5 March 2020 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| Housing Performance - 2019/20 Quarter 3 | No | For the Panel to consider performance against a set of housing measures. | Affordable Housing, Deputy Leader (Statutory) - Leisure and Housing | Stephen Clarke, Head of Housing Services / Director Housing Companies |

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| Private rented sector housing | No | To be scoped: consideration of housing issues in the private rented sector and the Council’s response. Could include regulatory changes concerning no fault and revenge evictions and engagement with the tenants’ union.  | Deputy Leader (Statutory) - Leisure and Housing | Head of Regulatory Services & Community Safety |

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**8 April 2020 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio**  | **Lead officer** |

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| Tenancy Management Standards | No | To consider performance and good practice in tenancy management standards with representatives from housing associations | Affordable Housing | Stephen Clarke, Head of Housing Services / Director Housing Companies |

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**Companies Panel**

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**14 November 2019 - reports as per Shareholder Group Meeting agenda**

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**12 March 2020 - provisional reports as per Shareholder Group Meeting agenda**

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