

Supplement for

Scrutiny Committee

On **Tuesday 10 June 2025** At **6.00 pm**

Addendum to Item 7

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The Committee is asked to agree the following Working Group Terms and Reference:

- i. Climate and Environment Working Group Terms and Reference
- ii. Finance and Performance Working Group Terms and Reference
- iii. Housing and Homelessness Working Group Terms and Reference

Also attached is the revised Appendix 2 – Preliminary Work Plan to September.

The agenda, reports and any additional supplements can be found together with this supplement on the [committee meeting webpage](#).

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Addendum to Item 7 – Scrutiny Operating Principles 2025/26

Since the publication of the agenda for the Scrutiny Committee, there has been an addition of the Terms of Reference for the three Working Groups (Climate and Environment, Finance and Performance, and Housing and Homelessness), subject to the reconvening of the three groups. These terms are required to set the scope, membership and access to information for each of the Working Groups.

A similar Terms of Reference will be drafted for the Budget Review Group, should it be reconvened for later in the year.

The Scrutiny Committee are recommended to:

1. **Agree** the Terms of Reference for
 - a. Climate and Environment Working Group
 - b. Finance and Performance Working Group
 - c. Housing and Homelessness Working Group

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Terms of Reference

Climate and Environment Working Group (of the Scrutiny Committee)

1. Purpose

The Climate and Environment Working Group is a sub-group of the Scrutiny Committee, established to support the Committee in carrying out its responsibilities by reviewing climate and environmental policies, decisions and performance. It monitors progress against strategies, projects and action plans and contribute to the development and scrutiny of new initiatives in response to the Council's climate and net zero carbon commitments.

2. Status

The Working Group is an informal, non-decision-making body created by the Scrutiny Committee. It operates under the authority of the Committee and report its findings and recommendations for formal consideration.

3. Scope of Work

The Climate and Environment Working Group will:

- Review implementation of the Council's climate and environmental strategies
- Monitor progress against carbon reduction targets and other environmental performance indicators
- Examine the delivery of decisions and projects related to sustainability, biodiversity, energy efficiency, waste and air quality
- Provide input on new or revised environmental policies and initiatives
- Support the Council on improving environmental outcomes

4. Membership

Membership will be set by the Scrutiny Committee and drawn from all non-executive members. It will not be required to reflect the Council's make up. The Climate and Environment Working Group will comprise four councillors or up to one member from each political group.

The quorum shall be 2 members. Substitution will be allowed.

5. Chairing

The Chair shall be elected by the Scrutiny Committee at the first meeting of the municipal year, or at the time of the group's formation.

The Chair will be responsible for leading meetings and reporting the Group's findings and recommendations back to the Scrutiny Committee. They may also be invited to present these outcomes to the Cabinet.

In the absence of the Chair, members present shall elect an acting chair for that meeting.

6. Meetings and ways of working

- The Scrutiny Committee will commission and scope the work of the Climate and Environment Working Group and therefore has final agreement on its recommendations.
- The agenda will be published in advance, though the usual rules of publication 7 days in advance do not apply.
- Meetings will be held 5 times each year. Additional meetings must be approved by the Monitoring Officer.
- Meetings are not legally required to be held in-person and are not subject to the Local Government Act 1972 requirement to be held in public.

7. Attendees

Officers or cabinet members shall attend the meetings from time to time where their attendance is required as a result of an item on the agenda.

Directors and Company Secretaries of Council-owned companies may be invited to attend meetings for businesses relating to their companies.

8. Access to information

Members of the Climate and Environment Working Group will have access to relevant papers, including those concerning Council-owned companies.

9. Confidentiality

All information shared within the agenda and meeting concerns decisions to be taken. It will, from time to time, contain personal and commercially sensitive information. As such all information provided in the meeting shall be kept confidentially by those in attendance unless otherwise agreed in advance with the Chief Executive or the Monitoring Officer, following a request to share information outside of the meeting.

10. Relationship with Scrutiny

The Climate and Environment Working Group supports the broader work of the Scrutiny committee. It acts in an advisory and investigative capacity, with its outputs feeding into the formal scrutiny process via reports and recommendations for the Committee's consideration.

Terms of Reference

Finance and Performance Working Group (of the Scrutiny Committee)

1. Purpose

The Finance and Performance Working Group is a sub-group of the Scrutiny Committee, established to support the Committee in carrying out its responsibilities by examining financial matters and performance outcomes across the Council and its wholly or partly owned companies.

2. Status

The Working Group is an informal, non-decision-making body created by the Scrutiny Committee. It operates under the authority of the Committee and report its findings and recommendations for formal consideration.

3. Scope of Work

The Finance and Performance Working Group will:

- Review the Council's financial and budgetary issues and decisions
- Review and provide input into the development of the Council's annual budget
- Monitor the Council's financial performance and data on a quarterly basis, identifying areas of underperformance
- Review the finance and performance of the Council-owned companies
- Scrutinise executive decisions made in relation to any companies wholly or partly owned by the Council

4. Membership

Membership will be set by the Scrutiny Committee and drawn from all non-executive members. It will not be required to reflect the Council's make up. The Finance and Performance Working Group will comprise four councillors or up to one member from each political group.

The quorum shall be 2 members. Substitution will be allowed.

5. Chairing

The Chair shall be elected by the Scrutiny Committee at the first meeting of the municipal year, or at the time of the group's formation.

The Chair will be responsible for leading meetings and reporting the Group's findings and recommendations back to the Scrutiny Committee. They may also be invited to present these outcomes to Cabinet or the Shareholder and Joint Venture Group.

In the absence of the Chair, members present shall elect an acting chair for that meeting.

6. Meetings and ways of working

- The Scrutiny Committee will commission and scope the work of the Finance and Performance Working Group and therefore has final agreement on its recommendations.
- The agenda will be published in advance, though the usual rules of publication 7 days in advance do not apply.
- Meetings will be held 6 times each year. Additional meetings must be approved by the Monitoring Officer.
- Meetings are not legally required to be held in-person and are not subject to the Local Government Act 1972 requirement to be held in public.

7. Attendees

Officers or cabinet members shall attend the meetings from time to time where their attendance is required as a result of an item on the agenda.

Directors and Company Secretaries of Council-owned companies may be invited to attend meetings for businesses relating to their companies.

8. Access to information

Members of the Finance and Performance Working Group will have access to relevant papers, including those concerning Council-owned companies.

9. Confidentiality

All information shared within the agenda and meeting concerns decisions to be taken. It will, from time to time, contain personal and commercially sensitive information. As such all information provided in the meeting shall be kept confidentially by those in attendance unless otherwise agreed in advance with the Chief Executive or the Monitoring Officer, following a request to share information outside of the meeting.

10. Relationship with Scrutiny

The Finance and Performance Working Group supports the broader work of the Scrutiny committee. It acts in an advisory and investigative capacity, with its outputs feeding into the formal scrutiny process via reports and recommendations for the Committee's consideration.

Terms of Reference

Housing and Homelessness Working Group (of the Scrutiny Committee)

1. Purpose

The Housing and Homelessness Working Group is a sub-group of the Scrutiny Committee, established to support the Committee in carrying out its responsibilities by reviewing strategic housing policy, homelessness, housing service performance, and landlord-related issues, including the Council's engagement with tenants.

2. Status

The Working Group is an informal, non-decision-making body created by the Scrutiny Committee. It operates under the authority of the Committee and report its findings and recommendations for formal consideration.

3. Scope of Work

The Housing and Homelessness Working Group will:

- Review strategic housing policy and housing-related decisions
- Monitor the performance of housing and landlord services
- Review homelessness prevention strategies and services
- Examine housing need and supply, including delivery of affordable housing
- Consider tenant engagement processes and outcomes
- Scrutinise executive decisions related to housing and homelessness
- Contribute to the Scrutiny work plan by identifying key themes and emerging issues in housing

4. Membership

Membership will be set by the Scrutiny Committee and drawn from all non-executive members. It will not be required to reflect the Council's make up. The Housing and Homelessness Working Group will comprise four councillors or up to one member from each political group.

The quorum shall be 2 members. Substitution will be allowed.

5. Chairing

The Chair shall be elected by the Scrutiny Committee at the first meeting of the municipal year, or at the time of the group's formation.

The Chair will be responsible for leading meetings and reporting the Group's findings and recommendations back to the Scrutiny Committee. They may also be invited to present these outcomes to the Cabinet.

In the absence of the Chair, members present shall elect an acting chair for that meeting.

6. Meetings and ways of working

- The Scrutiny Committee will commission and scope the work of the Housing and Homelessness Working Group and therefore has final agreement on its recommendations.
- The agenda will be published in advance, though the usual rules of publication 7 days in advance do not apply.
- Meetings will be held 5 times each year. Additional meetings must be approved by the Monitoring Officer.
- Meetings are not legally required to be held in-person and are not subject to the Local Government Act 1972 requirement to be held in public.

7. Attendees

Officers or cabinet members shall attend the meetings from time to time where their attendance is required as a result of an item on the agenda.

Directors and Company Secretaries of Council-owned companies may be invited to attend meetings for businesses relating to their companies.

8. Access to information

Members of the Housing and Homelessness Working Group will have access to relevant papers, including those concerning Council-owned companies.

9. Confidentiality

All information shared within the agenda and meeting concerns decisions to be taken. It will, from time to time, contain personal and commercially sensitive information. As such all information provided in the meeting shall be kept confidentially by those in attendance unless otherwise agreed in advance with the Chief Executive or the Monitoring Officer, following a request to share information outside of the meeting.

10. Relationship with Scrutiny

The Housing and Homelessness Working Group supports the broader work of the Scrutiny committee. It acts in an advisory and investigative capacity, with its outputs feeding into the formal scrutiny process via reports and recommendations for the Committee's consideration.

Scrutiny Work Plan

June 2025 to September 2025

www.oxford.gov.uk



The Scrutiny Committee agrees an annual work plan detailing key issues – affecting Oxford and its people – selected for review. While the plan sets out the work of scrutiny for the year, it also includes flexibility to address topical issues and forthcoming Cabinet decisions as they arise.

The Work Plan is informed by suggestions received from elected members and senior officers, and it is reviewed at every Scrutiny Committee meeting to ensure it remains current and relevant. Members of the public are invited to contribute topics for consideration by submitting a [suggestion form](#). See our [Get Involved](#) webpage for further details on how you can participate in the work of scrutiny.

Topics included in the plan may be examined directly by the Scrutiny Committee, delegated to standing Working Groups, or explored in greater depth by time-limited Review Groups.

The Committee also reviews the Council's [Forward Plan](#) at each meeting and determines which Cabinet decisions it wishes to consider before the decision is made. In addition, the Council has a 'call in' process to allow decisions made by the Cabinet to be reviewed by the Committee before they are implemented.

June 2025 – confirmed reports

Committee/Working Group	Meeting date	Reports
Scrutiny Committee	10 June 2025	Scrutiny Operating Principles Annual Complaint Performance & Service Improvement Report Leisure Investment Programme Update and More Leisure Service Annual Plan Oxford Local Plan 2042 Regulation 18 Consultation Document
Finance and Performance	17 June 2025	<i>No items of business scheduled</i>

July 2025 – provisional reports

Committee/Working Group	Meeting date	Reports
Scrutiny Committee	1 July 2025	Tourism

		Domestic Abuse Policy for Service Users Community Engagement Strategy
Housing and Homelessness	7 July 2025	National Homelessness Property Fund 1 Annual Review of the Housing, Homelessness & Rough Sleeping Strategy 2023-28
Finance and Performance	16 July 2025	Quarterly Integrated Performance Report – Q4 2024/25 Online Payments System Rollout – Update Report
Climate and Environment	22 July 2025	2030 Net Zero Masterplan (including Net Zero tracker) Shared Prosperity Fund allocation Green Skills Local Area Energy Planning

August 2025 – provisional reports

Committee/Working Group	Meeting date	Reports
Scrutiny Committee	5 August 2025	<i>No items of business currently scheduled</i>

September 2025 – provisional reports

Committee/Working Group	Meeting date	Reports
Climate and Environment	4 September 2025	2030 Net Zero Update Annual Air Quality Status Heat Network Update EV Infrastructure Update
Scrutiny Committee	9 September 2025	Budget Review Group Scope
Housing and Homelessness	29 September 2025	Housing Performance Temporary Accommodation and Homelessness Update Housing Carbon Reduction Housing First Update

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