

Agenda

www.oxford.gov.uk



Value and Performance Scrutiny Committee

Date: **Tuesday 21 June 2011**

Time: **5.00 pm**

Place: **St Aldate's Room, Town Hall**

For any further information please contact:

Alec Dubberley, Democratic Services Officer

Telephone: 01865 252402

Email: adubberley@oxford.gov.uk

Value and Performance Scrutiny Committee

Membership

Chair

Vice-Chair

Councillor Mohammed Abbasi	Cowley Marsh
Councillor Stephen Brown	Carfax
Councillor Michael Gotch	Wolvercote
Councillor Rae Humberstone	Blackbird Leys
Councillor Bryan Keen	Cowley
Councillor Sajjad Malik	Cowley Marsh
Councillor Stuart McCready	Summertown
Councillor Mike Rowley	Barton and Sandhills
Councillor Gwynneth Royce	St.Margaret's
Councillor Scott Seamons	Northfield Brook
Councillor Oscar Van Nooijen	Hinksey Park
Councillor David Williams	Iffley Fields

HOW TO OBTAIN AGENDA

In order to reduce the use of resources, our carbon footprint and our costs we will no longer produce paper copies of agenda over and above our minimum internal and Council member requirement. Paper copies may be looked at in our Town Hall and Ramsay House (St. Ebbe's Street) reception areas and at public libraries.

A copy of the agenda may be:-

- Viewed on our website - www.oxford.gov.uk/councilmeetings
- Downloaded from our website
- Subscribed to electronically by registering online at www.oxford.gov.uk/ebulletins
- Sent to you in hard copy form upon payment of an annual subscription.

Subscription charges can be found online at www.oxford.gov.uk/agendacharges

AGENDA

Pages

1 ELECTION OF CHAIR FOR 2011/12 COUNCIL YEAR

The constitution states that the Chair must be from an opposition political party.

2 ELECTION OF VICE-CHAIR FOR 2011/12 COUNCIL YEAR

3 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4 DECLARATIONS OF INTEREST

5 STANDING ITEM: REPORT BACK ON THE COMMITTEE'S RECOMMENDATIONS TO THE CITY EXECUTIVE BOARD AND ON MATTERS OF INTEREST TO THE COMMITTEE

1 - 14

Contact Officer: Alec Dubberley, Democratic Services Officer
Tel: (01865) 252402, email: adubberley@oxford.gov.uk

Background information
This Committee has made a number of recommendations to City Executive Board and officers. This item reports on the outcomes from these.
Why is the item on the agenda?
To report back on reports submitted to the Board on Quarter 3 Performance, Quarter 3 Finance and the Corporate Plan.
Who has been invited to comment?
The Democratic Services Officer will go through the outcomes and answer questions.
What will happen after the meeting?
Any further follow up will be pursued within the work programme.

6 DESTINATION MANAGEMENT ORGANISATION - BUSINESS CASE

15 - 36

Michael Crofton-Briggs, Head of City Development email: mcrofton-briggs@oxford.gov.uk Tel: 01865 252360

Background information
At its meeting on 22 February the Committee received a report giving details of the establishment of a Destination Management Organisation for the delivery of Tourism Services in Oxfordshire. The Committee requested that the full business plan for the venture should be submitted to a future meeting.
Why is the item on the agenda?
The business case is attached. The Committee was particularly interested in considering information on the operation which is hosted by the City Council. In particular to look at the: <ul style="list-style-type: none">• Membership base• The development of the service offer• Contractual arrangements• Governance
Who has been invited to comment?
Michael Crofton-Briggs (Head of Service) and Councillor Cook (Lead Board Member) have been invited to attend.
What will happen after the meeting
Any requests will be made to officers for further action. Recommendations to City Executive Board will be considered by the Board or the Board Member at a future meeting.

7 PERFORMANCE REPORTING

37 - 72

Contact Officer: Jane Lubbock, Head of Business Improvement email: jlubbock@oxford.gov.uk Tel: 01865 252218. (Quarter 4 performance)
Simon Howick, Head of People and Equalities email showick@oxford.gov.uk
Tel: 01865 252547 (Attendance Management)

Background information
The monitoring of corporate performance is a significant part of the Committee's remit. The report represents performance against targets for the 2010/11 year. In the previous work programme detailed in-year performance was considered by a Finance and Performance Panel. The Committee have also instructed officers to keep them briefed on the

number of staff days lost due to absence. The report attached summarises performance in this area over the previous 12 month period.
Why is the item on the agenda?
To enable the whole Committee to see the delivery against targets for 2010/11 and consider future performance monitoring arrangements.
Who has been invited to comment?
Jane Lubbock and Simon Howick (Heads of Service) and Councillors Turner and Price (Lead Board Members) have been invited to attend.
What will happen after the meeting
Recommendations to City Executive Board will be considered by the Board at its meeting on 22 June.

8 PROVISIONAL OUTTURN REPORT 2010/11

73 - 106

Contact Officer: Nigel Kennedy, Head of Finance email: nkennedy@oxford.gov.uk Tel: 01865 252708

Background information
Delivery of the budget is key to the health of the organisation and the Committee monitored performance throughout 2010/11. In the previous work programme detailed in-year financial monitoring was considered by a Finance and Performance Panel.
Why is the item on the agenda?
To enable the whole Committee to see the budget position for 2010/11 and consider future financial monitoring arrangements.
Who has been invited to comment?
Nigel Kennedy (Head of Service) and Councillor Turner (Lead Board Member) have been invited to attend.
What will happen after the meeting?
Recommendations to City Executive Board will be considered at the meeting on 22 June 2011.

9 PROGRESS ON LEISURE MANAGEMENT CONTRACT 2010/11

107 - 124

Contact Officer: Ian Brooke, Head of City Leisure and Parks, email: ibrooke@oxford.gov.uk Tel: 01865 252707

Background information
At the November 2010 meeting the Committee considered performance within the Fusion Leisure Contract against agreed targets. Members asked to consider the end of year position requesting data to be supported by performance detailed for each leisure centre.
Why is the item on the agenda?
The Committee agreed to monitor the following in relation to leisure contract: <ul style="list-style-type: none">• Value for Money• Increased participation• Improvements to the quality of service• Out reach work• Carbon management
Who has been invited to comment?
Ian Brooke (Head of Service) and Councillor Coulter (Lead Board Member) have been invited to attend.
What will happen after the meeting
Any requests will be made to officers for further action. Recommendations to City Executive Board will be considered by the Board or the Board Member at a future meeting.

10 WORK PROGRAMME

In previous years the Committee has met informally to discuss work programme options for the forthcoming year. One suggested date for this is 20 July.

11 MINUTES

125 - 128

Minutes of the meeting held on 5 April 2011.

12 TIMES AND DATES OF FUTURE MEETINGS

The Committee is reminded of the following dates for future meetings:-

12 September 2011
21 November 2011

30 January 2012
26 March 2012

The Committee must determine at what time future meetings take place.

DECLARING INTERESTS

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

What do I need to do if I have a personal interest?

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

What is a prejudicial interest?

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.