

# Agenda

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## Scrutiny Committee

Date: **Thursday 5 September 2013**

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Time: **6.00 pm**

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

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For any further information please contact:

**Pat Jones** or

Telephone: 01865 252275

Email: [lstock@oxford.gov.uk](mailto:lstock@oxford.gov.uk)

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# Scrutiny Committee

## Membership

<b>Chair</b>	<b>Councillor Mark Mills</b>	Holywell;
<b>Vice-Chair</b>	<b>Councillor Gill Sanders</b>	Littlemore;
	<b>Councillor Mohammed Abbasi</b>	Cowley Marsh;
	<b>Councillor Mohammed Altaf-Khan</b>	Headington Hill and Northway;
	<b>Councillor Jim Campbell</b>	St. Margaret's;
	<b>Councillor Van Coulter</b>	Barton and Sandhills;
	<b>Councillor Roy Darke</b>	Headington Hill and Northway;
	<b>Councillor James Fry</b>	North;
	<b>Councillor Ben Lloyd-Shogbesan</b>	Lye Valley;
	<b>Councillor Michele Paule</b>	Rose Hill and Iffley;
	<b>Councillor Craig Simmons</b>	St. Mary's;
	<b>Councillor Val Smith</b>	Blackbird Leys;

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## AGENDA

### Pages

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTEREST**

Members are asked to declare any disclosable pecuniary interests they may have in any of the following agenda items. Guidance on this is set out at the end of these agenda pages.

**3 WORK PROGRAMME AND FORWARD PLAN**

1 - 18

Contact Officer: Pat Jones, Principal Scrutiny Officer.

Tele: 01865 252191

Email: [phjones@oxford.gov.uk](mailto:phjones@oxford.gov.uk)

Background Information
<p>The Scrutiny Committee operates within a work programme which has been set for the year 2013-2014.</p> <p>The programme will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee.</p>
Why is it on the agenda?
<p>This report allows Committee to:</p> <ul style="list-style-type: none"><li>• Hear updates from Lead Members.</li><li>• Consider forward agendas and issues.</li><li>• Review the Forward Plan</li></ul> <p>In particular the Committee is asked to:</p> <ul style="list-style-type: none"><li>• Consider additional membership to the Finance Standing Panel in line with agreed operating arrangements (note attached).</li><li>• Note that Councillor McCready has asked to join the Housing Standing Panel. This “balances” membership in line with operating arrangements.</li><li>• Note that at the request of the Committee Councillor Brett has agreed to lead the debate on social media when this is considered at the October meeting.</li><li>• Note that the Oxfutures item, called for pre-decision scrutiny at the last meeting is no longer going ahead.</li><li>• Note that Councillor Jones has expressed an interest in being</li></ul>

part of the Committee's debates on Community Safety, flooding and building scale considerations.
Who has been invited to comment?
Pat Jones, Principal Scrutiny Officer, will present the work programme, answer questions and support the Committee in its decision making.
What will happen after the meeting?
The work programme will be updated and republished.

#### 4 REPORT BACK ON RECOMMENDATIONS

19 - 22

Contact Officer: Pat Jones, Principal Scrutiny Officer.  
 Tele: 01865 252191  
 Email: [phjones@oxford.gov.uk](mailto:phjones@oxford.gov.uk)

Background Information
The Committee makes a number of recommendations to Officers and decision makers. This item allows Committee to see the result of recommendations since the last meeting and the cumulative results of all its recommendations.
Why is it on the agenda?
<p>The results of recommendations on:</p> <ul style="list-style-type: none"> <li>• The Youth Ambition Strategy, and</li> <li>• The Low Emission Strategy and Air Quality Action Plan,</li> </ul> <p>are the latest items on the list.</p> <p>The Committees Housing Standing Panel met on the 3<sup>rd</sup>. September. Any recommendations from this Panel will be circulated at the meeting for consideration before presentation to the City Executive Board on the 11<sup>th</sup>. September.</p>
Who has been invited to comment?
Pat Jones, Principal Scrutiny Officer.
What will happen after the meeting?
Any comments or follow up from the Committee will be included in the work programme.

## 5 DISCRETIONARY HOUSING PAYMENTS - MONITORING REPORT

23 - 36

Contact Officer: Paul Wilding, Benefit Operations Manager.  
Tele: 01865 252461  
Email: pwilding@oxford.gov.uk

<b>Background Information</b>
<p>In June the Scrutiny Committee considered the Discretionary Housing Payments Scheme and made recommendations to the City Executive Board which were accepted.</p> <p>The Committee appointed Councillor Coulter as the Lead Member for this item.</p>
<b>Why is it on the agenda?</b>
<p>One of the accepted recommendations was for a monitoring report to be presented quarterly to the Scrutiny Committee showing at least:</p> <ul style="list-style-type: none"><li>• The amount awarded and total spend</li><li>• Claimant and property profiles</li><li>• Any issues and knock on effects</li></ul> <p>The first quarter report is presented here.</p>
<b>Who has been invited to comment?</b>
<p>Councillor Brown, Board Member for Benefits and Customer Services, and Paul Wilding will attend to answer the Committee's questions.</p>
<b>What will happen after the meeting?</b>
<p>Any recommendations will be presented to the Board Member or City Executive Board at the next available meeting.</p>

## 6 CUSTOMER CONTACT STRATEGY

37 - 58

Contact Officer: Helen Bishop, Head of Customer Services.  
Tele: 01865 252233  
Email: hbishop@oxford.gov.uk

<b>Background Information</b>
The Scrutiny Committee has asked for this item to be included on the agenda for pre decision scrutiny.
<b>Why is it on the agenda?</b>
<p>The City Executive Board on 11<sup>th</sup> September will be asked to agree the Council's Draft Customer Contact Strategy for consultation.</p> <p>The consultation will take place between September 2013 and January 2014 and take a number of different forms. These are set out in paragraphs 5 and 6 of the report.</p> <p>The outcome of the consultation together with the proposed Strategy will be brought back to City Executive Board in February 2014.</p>
<b>Who has been invited to comment?</b>
Councillor Brown, Board Member for Benefits and Customer Services, and Helen Bishop will attend to answer the Committee's questions.
<b>What will happen after the meeting?</b>
This item will be considered by the City Executive Board on the 11 <sup>th</sup> September. Any recommendations from the Scrutiny Committee will be presented at that meeting.

## 7 PERFORMANCE MONITORING - QUARTER 1

59 - 64

Contact Officer: Pat Jones, Principal Scrutiny Officer.  
Tele: 01865 252191  
Email: phjones@oxford.gov.uk

<b>Background Information</b>
<p>The Scrutiny Committee set a small Panel of members to consider the available performance measures and select two sets, linked to the scrutiny programme, for monitoring on a quarterly basis.</p> <p>The sets were to be considered by the Housing Panel and the</p>

<p>Scrutiny Committee.</p> <p>The attached table includes the selection for the Scrutiny Committee.</p>
<p>Why is it on the agenda?</p>
<p>These tables represent performance at the end of Quarter 1. The Panel was able to find and select measures that related to the following priorities of the Committee:</p> <ul style="list-style-type: none"> <li>• Youth Ambition.</li> <li>• Reducing Emissions.</li> <li>• Participation in Healthy Activities.</li> <li>• Improved Recycling.</li> <li>• Great Customer Contact</li> <li>• Empowerment.</li> <li>• Corporate Health.</li> </ul> <p>All finance measures will be considered by the Finance Panel.</p> <p>A separate set will be considered by the Housing Panel, as agreed by the Committee, but are presented here for information only.</p>
<p>Who has been invited to comment?</p>
<p>As this is the first consideration of these measures Pat Jones will take forward any views of the Committee. Service Officers will be invited to attend a future meeting depending on the views of the Committee.</p>
<p>What will happen after the meeting?</p>
<p>Any recommendations will be made to the Board Member or the next available City Executive Board.</p> <p>If the Committee wishes to question Service Officers on performance these will be invited to a future meeting.</p>

**8 MINUTES**

Minutes of the meeting held on 2<sup>nd</sup> July 2013.

## **9 DATES OF FUTURE MEETINGS**

Meetings are scheduled as follows:-

1<sup>st</sup> October 2013  
5<sup>th</sup> November 2013  
3<sup>rd</sup> December 2013  
14<sup>th</sup> January 2014  
4<sup>th</sup> February 2014  
4<sup>th</sup> March 2014  
1<sup>st</sup> April 2014

All meetings start at 6pm.

## **DECLARING INTERESTS**

### **General duty**

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

### **What is a disclosable pecuniary interest?**

Disclosable pecuniary interests relate to your employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

### **Declaring an interest**

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

### **Members' Code of Conduct and public perception**

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

<sup>1</sup> Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

