

Agenda

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Scrutiny Committee

Date: **Tuesday 3 December 2013**

Time: **6.00 pm**

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

For any further information please contact:

Pat Jones

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Email: lstock@oxford.gov.uk

Scrutiny Committee

Membership

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

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AGENDA

Pages

1 APOLOGIES FOR ABSENCE

The Quorum for this Committee is four Members and substitutes are allowed.

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 - 28

Contact Officer: Pat Jones, Principal Scrutiny Officer, Tel: 01865 252191
Email: 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">• Hear updates from Lead Members.• Consider forward agendas and issues.• Review the Forward Plan <p>In particular the Committee is asked to:</p> <ul style="list-style-type: none">• The Capital Bid related to Food Waste collection was requested at the last meeting and its release agreed at City Executive Board. This is not available at the time of writing.• That an outline of the scope for the Flooding review has been circulated outside of the meeting.• Councillor Brett is attending, as requested, to support the Committee in their debate on the Public Engagement Strategy and also during this to begin discussions on the Council's use of social media.
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

29 - 38

Contact Officer: Pat Jones (Principal Scrutiny Officer), Tel 01865 252191, 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?

The results of recommendations on:

- Waste and Recycling Strategy
- Riverside Land Acquisition
- Oxpens Master Plan
- Qtr.2 Treasury Management

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 ENFRANCHISEMENT AND EMPOWERMENT - FINAL PANEL REPORT

39 - 60

Contact Officer: Mathew Metcalfe, Democratic and Electoral Services Officer.
Tel: 01865 252214
Email: mmetcalfe@oxford.gov.uk

Background Information

The Committee set a Panel consisting of Councillors Darke, Jones and O'Hara to consider issues around enfranchisement and empowerment amongst established, emerging and newly arrived communities in Oxford. An interim report was presented to the former Communities and Partnership Scrutiny Committee in April 2013 which provided an update on the progress of the Panel and its next steps.

Why is it on the agenda?

To allow the Panel to present its findings and recommendations to the Committee.

The scrutiny Committee is asked to decide how it wishes to proceed. In particular:

- Agree the recommendations to go forward to the City Executive Board.
- Consider the request of the panel to continue their work.

Who has been invited to comment?

The Panel Members, Councillors Darke, Jones and O'Hara who will present the report.

What will happen after the meeting?

Any agreed recommendations will be submitted to the City Executive Board for consideration.

6 DISCRETIONARY HOUSING PAYMENTS - MONITORING REPORT

61 - 70

Contact Officer: Paul Wilding, Benefit Operations Manager.

Tel: 01865 252461

Email: pwilding@oxford.gov.uk

Background Information

In June the Scrutiny Committee considered the Discretionary Housing Payments Scheme and made recommendations to the City Executive Board which were accepted.

The Committee appointed Councillor Coulter as the Lead Member for this item.

Why is it on the agenda?

One of the accepted recommendations was for a monitoring report to

be presented quarterly to the Scrutiny Committee showing at least:

- The amount awarded and total spend
- Claimant and property profiles
- Any issues and knock on effects

The first monitoring report was considered at the 5th. September meeting and Committee asked to see more detailed information to support their scrutiny. Councillor Coulter was asked to meet with officers and the Board Member to agree this. The Committee agreed that their aim in reviewing this:

- Is our current policy placing pressure on other vulnerable groups.
- Is there an in met need either now or for the future.
- What are the profiles (human and geography) of those people we help, those we used to help and those we turn away.
- Potential additional costs and the likelihood of overspending either now or in the future.
- What is the real effects of conditionality both in financial and behavioural or circumstance change
- Where should our priorities lie should a rethink be necessary.

The report attached provides the additional information agreed by Councillor Coulter.

Who has been invited to comment?

Councillor Brown, Board Member for Benefits and Customer Services, and Paul Wilding (Benefits Operations Manager) will attend to answer the Committee's questions.

What will happen after the meeting?

Any recommendations will be presented to the Board Member or City Executive Board at the next available meeting.

7 **COMMUNITY ENGAGEMENT STRATEGY (2014-2017) DRAFT FOR CONSULTATION - PRE-SCRUTINY**

71 - 148

Contact Officers: Angela Cristofoli, Neighbourhoods and Communities Manager, Tel: 01865 252688 email: acristofoli@oxford.gov.uk

Sadie Paige, Policy Officer, Tel: 01865 252250, email: spaige@oxford.gov.uk

Background Information

The City Council has a long track record of working with local people

to build strong and active communities, and its commitment to community engagement predates, outlives and goes further than legislative requirements. The purpose of the new Community Engagement Strategy is to provide a framework for how the Council engages with its residents and communities to develop a greater understanding of their needs, and to increase the level and quality of involvement in the decisions that affect their lives.

Why is it on the agenda?

The Committee asked to consider this report before decisions are made by the City Executive Board. This is a draft Strategy for Consultation and is expected to return to the Board in March 2014.

The next item on the agenda is "How the Council Uses Social Media". This is a line of inquiry suggest for scrutiny by Councillors and accepted into the Work programme by the Committee.

Members decided to consider this alongside the pre-scrutiny of the Community Engagement Strategy and asked Councillor Brett to support them in this.

Who has been invited to comment?

Peter McQitty, Head of Policy, Culture and Communications, Sadie Paige, Policy Officer, (Policy, Performance and Communications) and Angela Cristofoli, Communities and Neighbourhoods Manager.

Steve Curran, Board Member Youth and Communities

What will happen after the meeting?

Any recommendations will be submitted to the City Executive Board for consideration.

8 USE OF SOCIAL MEDIA BY THE COUNCIL

Contact Officer: Pat Jones, Principal scrutiny Officer

Tel: 01865 252191

Email: phjones@oxford.gov.uk

Background Information

Councillors suggested that the Scrutiny Committee consider the Council's use of social media.

Committee agreed to accept this in their Work Programme.

Why is it on the agenda?

<p>The Committee decided to consider this line of inquiry when they pre-scrutinised the Community Engagement Strategy which appears at the item above.</p> <p>Councillor Brett will support the Committee in this debate.</p>
<p>Who has been invited to comment?</p>
<p>Officers supporting the Committee on the Community Engagement Strategy.</p>
<p>What will happen after the meeting?</p>
<p>Any recommendations will be presented to the City Executive Board or further inquiries included in the Work Programme.</p>

9 REPORT BACK ON PERFORMANCE INDICATORS BI002A, CH001 AND BV017A

149 - 158

Contact Officer: Jane Lubbock, Head of Business improvement and Technology.
 Tel: 01865 252218
 Email: jlubbock@oxford.gov.uk

Contact Officer: Jarlath Brine, Organisational Development & Learning Advisor, Equalities and Apprenticeships.
 Tel: 01865 252341
 Email: jbrine@oxford.gov.uk

<p>Background Information</p>
<p>The Committee review a set of performance indicators every quarter and at quarter 2 asked to see further details on 3 indicators.</p>
<p>Why is it on the agenda?</p>
<p>Information is presented on:</p> <p>BI002a – The number of training places and jobs created through Council investment projects and other activities. This indicator showed RED.</p> <p>The Chair asked to understand the clauses in contracts and other agreements that underpinned this work and how they are monitored.</p> <p>BV017a – Percentage of Black and ethnic Minority Employees. This indicator showed RED.</p> <p>The Chair asked for further details on the current position including for this group:</p>

- the percentage of applicants
- the percentage on shortlists
- the percentage appointed
- the percentage appointed of those applying.

For this information to be provided in comparison to the majority group.

Any areas of good outcomes we can learn from.

CH001 – Days lost to sickness. This indicator showed GREEN.

Councillor Simmons asked to see the breakdown across service areas and long and short term sickness. Details of why we have set a target for the year that is worse than the outcome from the previous year and any areas for particular focus.

Who has been invited to comment?

Jarlath Brine, Organisational Development and Learning Advisor, Equalities and Apprenticeships.

Jane Lubbock, Head of Business Improvement and Technology.

What will happen after the meeting?

Any recommendations will be made to Officers or the City Executive Board.

10 MINUTES

159 - 164

Minutes of the meeting held on 5th November 2013.

11 DATES OF FUTURE MEETINGS

The Committee will meet on the following dates at 6.00pm at the Town Hall, unless otherwise indicated:

- Tuesday 14th January 2014
- Tuesday 4th February 2014
- Tuesday 4th March 2014
- Tuesday 1st April 2014

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.

¹ 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.

