

Agenda

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Scrutiny Committee

Date: **Monday 27 April 2015**

Time: **6.15 pm**

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

For any further information please contact:

Sarah Claridge, Committee Services Officer

Telephone: 01865 252402

Email: sclaridge@oxford.gov.uk

As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

Scrutiny Committee

Membership

Chair	Councillor Craig Simmons
Vice Chair	Councillor Tom Hayes Councillor Mohammed Altaf-Khan Councillor Farida Anwar Councillor Van Coulter Councillor Roy Darke Councillor James Fry Councillor Sam Hollick Councillor David Henwood Councillor Ben Lloyd-Shogbesan Councillor Linda Smith Councillor Louise Upton

The quorum for this Committee is four, substitutes are permitted.

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AGENDA

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 UPDATES SINCE THE LAST MEETING

For Chairs of Standing Panels and Review Panels to update the Committee on any developments since the last meeting

The next Housing Standing Panel is scheduled for 4 June 2015
The next Finance Standing Panel is scheduled for 28 April 2015

4 SAFEGUARDING CHILDREN ACTION PLAN 2014-2015

7 - 38

Contact Officer: Val Johnson, Policy Team Leader Tel: 01865 252209
vjohnson@oxford.gov.uk

Background Information
The City Executive Board on 14 May will be asked to note the progress made on Oxford City Council's Section 11 (Children Act of 2004) Self-Assessment Action Plan 2014-15 and to approve the Action Plan for 2015-16. These action plans form part of the Council's Safeguarding Children, Young People and Vulnerable Adult Policy.
Why is it on the agenda?
The Scrutiny Committee has asked for this item to be included on the agenda for pre decision scrutiny.
Who has been invited to comment?
Tim Sadler, Executive Director for Community Services and Val Johnson, Policy Team Leader will attend to answer the Committee's questions.

5. COVERED MARKET ACTION PLAN

39 - 56

Contact Officer: Elaine Philip, Markets Manager Tel: 01865 252358
ephilips@oxford.gov.uk

Background Information
The City Executive Board on 14 May 2015 will be asked to agree the Covered Market Action Plan.
Why is it on the agenda?
The Scrutiny Committee has asked for this item to be included on the agenda for pre decision scrutiny.
Who has been invited to comment?
Jane Winfield will attend to answer the Committee's questions.

6. SCRUTINY SURVEY RESPONSES

57 - 60

Contact Officer: Andrew Brown, Scrutiny Officer Tel: 01865 252230
abrown2@oxford.gov.uk

Background Information
The Scrutiny Committee circulated a brief survey to all City Councillors to obtain their feedback on the effectiveness of the Council's scrutiny function.
Why is it on the agenda?
For the Scrutiny Committee to review the responses from City Councillors and agree any actions.

7. WORK PROGRAMME AND FORWARD PLAN

61 - 86

Background Information
The Scrutiny Officer has reviewed the Committee's work programme for 2014-15 and indicated which items that have been completed and those that the Committee may wish to carry forward onto the work programme for 2015/16. The extract from the Forward Plan details the decisions to be taken by the City Executive Board May-July 2015.
Why is it on the agenda?
The Committee may wish to provide comment on the work programme and identify further Forward Plan items for pre-scrutiny.
Who has been invited to comment?
Andrew Brown, Scrutiny Officer will present the work programme,

answer questions and support the Committee in its decision making.

8 REPORT BACK ON RECOMMENDATIONS

87 - 90

Contact Officer:

Background Information
The Committee makes a number of recommendations to the City Executive Board. This item allows Committee to see the results of recommendations since the last meeting.
Why is it on the agenda?
The results of recommendations relating to the following items have been added: - Fusion Lifestyle annual service plan 2015-16
Who has been invited to comment?
Andrew Brown, Scrutiny Officer

9 MINUTES

91 - 94

Minutes from 23 March 2015

Recommendation: That the minutes of the meeting held on 23 March 2015 be APPROVED as a true and accurate record.

10 DATE OF FUTURE MEETINGS

Meetings are scheduled as followed:

- 2 June
- 30 June
- 7 September
- 6 October
- 2 November

All meetings begin at 6.15pm.

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.

*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.

To: City Executive Board
Council

Date: 14 May 2015
20 July 2015

Report of: Head of Policy, Communications and Culture

Title of Report: Safeguarding Children Action Plan 2014-2015

Summary and Recommendations

Purpose of report: To note the progress made on Oxford City Council's Section 11(Children Act of 2004) Self-Assessment Action Plan 2014-15 and to approve the Action Plan for 2015-16. To note the Oxford City Council Action Plan for the 'Serious Case Review into the Child Sexual Exploitation in Oxfordshire: from the experiences of Children A, B, C, D, E and F', as agreed by the Oxfordshire Safeguarding Children Board and which has been incorporated into the Self-Assessment Action Plan 2015-16.

Key decision: No

Executive lead member: Cllr Pat Kennedy, Executive Board Member for Educational Attainment and Youth Ambition.

Policy Framework: The Corporate Plan and the Oxford Strategic Partnership Plan.

Recommendations: That the City Executive Board

1. Note the progress and development of the Council's safeguarding function in 2014-15.
2. Agree the 'Section 11 Self-Assessment Audit Action Plan 2015-16', as set out in Appendix 1.
3. Agree that this report be reported to Council for information in order that Council may note the progress and development of the Council's safeguarding function in 2014 and the adoption by the Boards of the Action Plan 2015-16, as set out in Appendix 1 of this report.

Appendices to report

Appendix 1: Section 11 Self-Assessment Action Plan 2015-16.

Appendix 2: Equalities Impact Assessment

Background

1. A report setting out Oxford City Council's role in Safeguarding Children and Adults was considered by the City Executive Board at its meeting on 12 March 2014. This included a Section 11 (Children Act 2004) Self-Assessment Audit and Action Plan 2014-15.
2. It was agreed that the Action Plan should be reviewed and approved by the City Executive Board and Council on an annual basis.
3. The Section 11 Self-Assessment Audit is required annually by the Oxfordshire Safeguarding Children Board (OSCB) to ensure compliance with the City Council's safeguarding duties. However, the City Council has extended its Policy and Procedures to cover vulnerable adults as well. In undertaking our Self-Assessment we have therefore also included vulnerable adults as a part of the review.
4. A full copy of Oxford City Council's Section 11 Self-Assessment for 2014-15 is available on the Oxford City Council Web site:

<http://www.oxford.gov.uk/Library/Documents/Council/Oxford%20City%20Council%20Safeguarding%20Self-assessment%202014-15.pdf>

5. A Draft Section 11 Self- Assessment Action Plan for 2015-16 is provided in Appendix 1. The City Executive Board is recommended to approve the Draft Action Plan.
6. Many of the actions agreed in the Action Plan 2014-15 have been met, while other actions are on-going. The recent launch of the Oxfordshire Multi-Agency Safeguarding Hub ('MASH') and Oxford City Council's pioneering engagement in this process will play a significant role in shaping the delivery of our safeguarding functions and meet the required actions for 2015- 16.
7. In addition there is an Oxford City Council Action Plan relating to the Serious Case Review into the Child Sexual Exploitation in Oxfordshire: from the experiences of Children A, B, C, D, E and F. The learning points and Actions for Oxford City Council are included within the Section 11 Self-Assessment Action Plan for 2015-16.
8. All of these actions are either completed or in hand.

Safeguarding Action Plan 2014-15: Update

Changes in internal systems and organisation

9. Good progress has been made in ensuring that the Council's safeguarding function is met. There is now a single line of responsibility to a Director (Director of Community Services) and a system of regular

safeguarding assurance to Executive Board level has been established. The terms of reference of the Named Safeguarding Officers Group have been agreed and a chair has been appointed (Head of Human Resources). The Group continues to meet every six months to review progress and development of the City's safeguarding function. The Director, in his capacity as Chair of the Oxford Safeguarding Partnership, now represents the City Council at the Oxfordshire Safeguarding Children Board and Oxfordshire Children's Trust Board.

10. Following an independent review of the Council's children and young people safeguarding function in November 2013, a Safeguarding Coordinator was appointed in May 2014. The Safeguarding Coordinator assists the Policy and Partnership Development Manager in implementing and monitoring the Council's Safeguarding Work Programme and Action Plan for children and vulnerable adults.

Changes in HR processes

11. In relation to staff, an allegations policy has been developed, which covers how allegations against staff and volunteers will be managed. More generally, safeguarding considerations have been fully integrated into HR processes: questions on safeguarding now appear in both induction and appraisal forms and it is now possible to track staff safeguarding training on the Council's internal HR database (iTrent).

Monitoring effectiveness of training and policy

12. In the course of completing the Section 11 Self-Assessment audit for the Oxfordshire Safeguarding Children's Board, the Council distributed a questionnaire, designed by the OSCB, to assess the effectiveness of its safeguarding function. This questionnaire was completed by a sample of 29 front line staff in areas where safeguarding concerns most commonly arise (Housing, Community Safety and Leisure) and provided a snapshot of the effectiveness of training and policy. The questionnaire demonstrated that, at least among the sample:

- Council staff were either aware of safeguarding policy and procedures or knew where to find them;
- Council staff know whom to contact with safeguarding concerns, both in the Council itself and at the County Council.

Actions in progress: engagement, reporting, alignment

13. Some actions from the 2014 Action Plan are still in progress while others (such as the regular review of policy and procedures) are invariably on-going.

14. Actions still in progress from 2014 include:

- Developing the engagement of councillors in the Council's safeguarding programme;
- Establishing a regular system of reviewing case files to identify outcomes for children and vulnerable adults;
- Achieving improved alignment of services within the County Council.

Engaging councillors

15. In relation to developing the engagement of councillors in the Council's safeguarding programme:

- Members have received a number of Briefings from the Police and Oxfordshire County Council on the Bullfinch Enquiry Serious Case Review;
- Safeguarding training will also be included in the mandatory training for Oxford City Councillors as from May 2015.
- A series of 3 non- mandatory training sessions (with more extensive learning) will be provided per annum;
- There will be a presentation to Oxford City Councillors by the Chair of the Oxfordshire Safeguarding Children's Board in the summer;

Safeguarding assurance reporting

16. The Named Safeguarding Officers Group is currently developing a system to review files where safeguarding concerns have been logged and referrals made. This is for quality assurance purposes but also to test outcomes for children and vulnerable adults. The MASH has also developed a case file review process which will help inform the City Council's role and practice in safeguarding and in other forms of exploitation.

Alignment of services

17. The recent launch of the MASH for Oxfordshire is improving the alignment of services between City, County, and the Districts and forms the basis of the 2015 -16 Action Plan.

Safeguarding Action Plan 2015-2016

18. The Self-Assessment Action Plan for 2015-16 was initially developed by the Designated Officers and Named Safeguarding Officers Group. It reflects the changing safeguarding environment with the implementation of the MASH and the emerging learning from Serious Case Reviews.

Information sharing

19. Information sharing is central to the operation of the MASH. The Council has signed up to the MASH information sharing/data protection protocol and is sharing information from its databases with the MASH in line with this protocol. Its implementation will be regularly monitored and reviewed.
20. A City Council pilot, interface with the MASH project for information sharing, was established on 10 February. This pilot involves Customer Services Managers, Housing and Anti-Social Behaviour staff. It is managed by the Partnership Development Manager and the Information Compliance Specialist Officer monitors the data protection requirements.
21. After a month of operation of the pilot the scheme was evaluated and an Event was held, on 19th March 2015, to share the learning from the pilot scheme with other district councils and housing providers. A Steering Group has now been set up to take this work forward and to extend the involvement of district councils and housing providers within the Oxfordshire MASH.
22. We understand that the City Council is one of the first second tier councils to participate in a MASH in the country. At the time of writing this report it is still early days, for the MASH and for the pilot scheme. The learning and outcomes of the City Council involvement are still in the process of being assessed. Anecdotally there have been a number of real benefits identified for children, we have a better understanding of our own internal communications and there has been opportunity for staff learning and development.

Data collection

23. In addition to being a central point for shared information, the MASH will also be collecting data on the number, type and source of all referrals across Oxfordshire. Bi-monthly MASH reports are analysed at the MASH Operational Steering Group, on which the City Council is represented. The data in these reports will allow Oxford City Council to measure the impact of training, policy and protocols in practice and measure the real outcomes for children and vulnerable adults.

Oxford City Council Action Plan relating to the Serious Case Review into the Child Sexual Exploitation in Oxfordshire: From the experiences of Children A, B, C, D, E and F

24. There are a number of actions for Oxford City Council arising from the recently published Serious Case Review into the Child Sexual Exploitation in Oxfordshire: From the experiences of Children A, B, C, D, E and F. Learning and actions have been identified and were agreed by the OSCB on 26th February 2015. In relation to this City Council developed its own Learning and Action Plan and these actions are now incorporated within the Self-Assessment Action plan 2015-16, in

Appendix 1 of this report. These actions are additional to improvements already completed in recent years.

Section 11 Self-Assessment Audit

25. The Council submitted its Section 11 Self- Assessment to the OSCB on 1st December 2014. At this time we assessed ourselves with a 'Green' rating: all points met and most points evidenced (75% met). There will be a Peer Review on 13th April and following this we will receive confirmation of our overall assessment.
26. The delivery of the proposed Self- Assessment Action Plan 2015 -16 will be overseen by the Executive Director, Community Services and managed by the Designated Officers with input from the Named Safeguarding Officers Group (which has representation from across all Oxford City Council Services). Progress will be reported to members as a part of the Annual Safeguarding Report to CEB and to Council.

Financial Implications

27. There are no immediate financial implications related to the Safeguarding Action Plan 2015-16.
28. The additional part time appointment of a Safeguarding Coordinator to support the Council's work around safeguarding children and vulnerable adults has supported the review of the Section 11 Self -Assessment and Action Plan. The Safeguarding Coordinator has also undertaken an in depth review of our Policy and Procedures to include a greater emphasis on vulnerable adults as well as children. This post has been budgeted for two years and will come to an end in May 2016 and future needs and funding will be considered as part of the 2016/17 budget process.
29. There may be financial implications arising from the operation of the MASH; however these will not be known until the review has been completed. In addition safeguarding concerns relating to vulnerable adults are due to be referred to the MASH (September 2015) which is likely to result in resource implications.

Legal implications

Children

30. Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. Oxford City Council is one of the organisations to which the requirements in Section 11 apply.

31. Working Together 2013 (the statutory guidance) elaborates further:

‘Organisations should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including

- A clear line of accountability for the commissioning and/or provision of services
- Senior board level lead to take leadership responsibility for the organisation’s safeguarding arrangements
- A culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)
- A designated professional lead for safeguarding
- Safe recruitment practices for individuals whom the organisation will permit to work regularly with children
- Policies on when to obtain a criminal record check
- Appropriate supervision and support for staff, including undertaking safeguarding training’

32. The OSCB is the relevant LSCB for the City Council and is responsible for evaluating the degree to which each partner organisation fulfils its responsibilities under Section 11.

Vulnerable adults

33. With regard to vulnerable adults, the Care Act 2014, which comes into force in April 2015, imposes duties on local authorities, including district councils. The over-arching duty in the 2014 Act is to promote an individual’s well-being. As a ‘relevant partner’ of the County, the City Council is under a duty to co-operate and share information when required.

34. The City Council is required (under section 7) to share information when the Adult Social Care suspects that an adult in its area:

- Has needs for care and support;
- Is experiencing, or at risk of, abuse or neglect and
- As a result of those needs is unable to protect himself/herself against the abuse or neglect or the risk of it. (section 42).

35. The City Council is also required (under section 45) to share information with the Oxfordshire Safeguarding Adults Board (OSAB) to enable or assist OSAB to exercise its safeguarding function in relation to vulnerable adults.

36. The duty to share information is not an unqualified one. The City Council must cooperate with any enquiries relating to adult safeguarding except when it considers that doing so:

- would be incompatible with its own duties, or
- would otherwise have an adverse effect on the exercise of its function.

37. Oxford City Council has its own duties under the Data Protection Act 1998, which includes the principles that :

- Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed. (Schedule 1).

Climate change/environmental impact

38. There is no climate change or environmental impact issues related to this report.

Risks

39. Oxford City Council will have to decide which of the information we hold is likely to be relevant to safeguarding and be careful not to provide anything more than what is required. This means that requests for such information should be considered carefully, balancing information sharing and data protection duties.

40. A risk assessment is contained within the Children and Young People's Plan 2014-2017. There are risks if the Council does not comply with the Section 11 guidance to:

- The safety and wellbeing of children and young people;
- The safety and wellbeing of vulnerable adults;
- The reputation and financial position to the Council.

Equalities Impact Assessment

41. An Equalities Impact Assessment is set out at Appendix 2. There are no negative impacts related to this report.

Name and contact details of author:-

Name Val Johnson

Job title Policy and Partnership Development Manager

Policy, Communications and Culture

Tel: 01865 252209 e-mail: vjohnson@oxford.gov.uk

Background Papers:

Oxford City Council Section 11 Self- Assessment Audit

<http://www.oxford.gov.uk/Library/Documents/Council/Oxford%20City%20Council%20Safeguarding%20Self-assessment%202014-15.pdf>

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Appendix 1: Oxford City Council Section 11 Self-Assessment Action Plan 2015-16

Oxford City Council Section 11 Self- Assessment Action Plan 2015-16

Including all learning points arising from:

- The Section 11 Self-Assessment Audit
- The Oxford Safeguarding Children Board OSCB Serious Case Review for Children A,B,C,D,E,F
- Oxford City Council Learning and Development Action Plan following the Serious Case Review for Children A, B, C, D, E, F,

Updated 8 April 2015

B-Blue Action completed

G-Green Action on target to be met

A-Amber There is arisk that the action may not be completed on time

R-Red There is high risk that the action will not be completed and remedial action is required.

Learning Points	Action	Evidence	Completion date	Lead	Progress	Status (RAG rating)
17 Learning Point 1 The need to regularly review Oxford City Council safeguarding procedures to ensure that we are adhering to our safeguarding responsibilities	Regularly review the Safeguarding Programme and Action Plan.	Named Safeguarding Officers meeting minutes.	April 2015 On-going	Val Johnson	On track	G-Green
		Annual Section 11 Self-Assessment and Action Plan	Oct 2015		On track	G-Green
		Bi-annual Assessment of the Safeguarding Action Plan	April 2016		On track	G-Green
		Annual report to CEB and Council	April 2015 April 2016		Slight delay in publication of Report	G-Green
		Monthly Director Review meeting	April 2015 then monthly	Val Johnson	Review meeting undertaken April 2015	G-Green
	Ensure that Policy and Procedures are kept up to date.	On-going review of Policy and Procedures, Keeping People Safe Leaflet,	On-going	Jennifer Kotilaine	On track	

Appendix 1: Oxford City Council Section 11 Self-Assessment Action Plan 2015-16

		Updating Keeping People Safe Intranet Page and Web site page				
18	<p>Learning Point 2 We need to continually improve our response to new and emerging priorities with Safeguarding Children and Vulnerable Adults</p> <p>Consider new ways in which our front line staff can be better trained and supported to cope with working on Safeguarding, CSE, and anti-social behaviour, trafficking and related activities.</p> <p>Further develop and implement safeguarding and sexual exploitation training for councillors.</p>	Named Safeguarding Officers meeting minutes.	April 2015 On-going	Val Johnson	On track	G-Green
		Safeguarding Training Programme and internal presentations reviewed 6 monthly.	April 2015 October 2015	Jennifer Kotiliane	Completed	B-Blue
		To identify appropriate training for staff working with perpetrators who are also vulnerable.	March On-going	Val Johnson/Jennifer Kotiliane	On track	G-Green
		To promote the support available to staff through the Employee Assistance Programme 'Work Well'	April 2015 On-going	Simon Howick/Val Johnson	On track	G-Green
		To keep under review supervision and support arrangements for staff e.g. appraisal and learning and development.	April May 2015 On-going	Simon Howick/Val Johnson	On track	G-Green
		Review of Councillor training materials.	April 2015	Jennifer Kotiliane	Review completed awaiting final approval from OSCB Training Sub Group	G-Green
		Compulsory Councillor training.	May 2015		Training provided for new Civic Office Holders March 2015	G-Green
					Member training booked in	G-Green

Appendix 1: Oxford City Council Section 11 Self-Assessment Action Plan 2015-16

19			3 x non-compulsory training sessions to be provided a year (extended programme)	Before October 2015		for 9/20/21st May	
		Ensure that awareness raising and generalist training on vulnerable adults is available for district council staff.	Correspondence and minutes of the Oxfordshire Safeguarding Vulnerable Adults Board (OSVAB)	Feb/March 2015	Val Johnson	Awaiting a response. Position to be reviewed and raised at the next OSVAB if no progress has been made.	G-Green
		Ensure that the need for awareness raising and generalist training on safeguarding children and young people is suitable for district council staff.	Specific training materials for district councils available for safeguarding children and vulnerable adults at awareness raising and generalist level.	Oct 2015	Val Johnson/ Jennifer Kotilaine	District meeting with OSCB Training Group Chair and district council representatives (Minutes sent 12th January)	A-Amber
		Measure training outcomes in practice and assess effectiveness of training staff.	Annual survey using OSCB Questionnaire in preparation for the Section 11 Self - Assessment	April 2015 On-going	Jennifer Kotilaine	On track	G-Green
		Promote staff attendance at learning events.	Circulate OSCB Newsletter and information on learning events to all Named Safeguarding officers and advertise events in Council Matters	April 2015 On-going	Val Johnson	On track	G-Green
	Strengthen policy and procedures relating to managing allegations against staff and volunteers.	New Allegations Policy	May 2015	Simon Howick	Draft in circulation for consultation.	G-Green	

Appendix 1: Oxford City Council Section 11 Self-Assessment Action Plan 2015-16

<p>Learning Point 3 We have developed our understanding of CSE and the models of exploitation used in the city. We need to remain vigilant and responsive to reports of CSE and other forms of exploitation.</p>	<p>Make routine the review of prevalence and action planning by the Oxford Community Safety Partnership (OCSP)</p>	<p>Minutes of the Oxford Community Safety Partnership Executive Group</p>	<p>April 2015 On-going</p>	<p>Tim Sadler</p>	<p>On track</p>	<p>G-Green</p>
	<p>Joint intelligence sharing on organised crime and sexual exploitation undertaken by TVP and the Anti-Social Behaviour Investigation team (ASBIT)</p>	<p>Regular attendance at meetings.</p>	<p>April 2015 On-going</p>	<p>Richard Adams</p>	<p>On track</p>	<p>G-Green</p>
	<p>Review with OCSP and TVP whether city worker should be involved in intelligence sharing meetings.</p>	<p>Correspondence</p>	<p>March 2015</p>	<p>Tim Sadler</p>	<p>Access confirmed to general intelligence briefings but not for some case specific briefings. To be further discussed.</p>	<p>A-Amber</p>
<p>Learning Point 4 Recognising the important role Oxford City Council functions have in identifying, preventing and disrupting CSE and other forms of exploitation:</p> <ul style="list-style-type: none"> Community safety activities (ASBIT) Hackney Carriages and Private Hire HMO Licencing Environmental Health Parks Recycling and refuse 	<p>Seek harmonisation of licensing standards across the County for Hackney Carriages and Private Hire vehicles, drivers and operators.</p>	<p>Oxfordshire Chief Executives meeting minutes. District Officers meeting notes,</p>	<p>February 2015 and Review April 2015</p>	<p>Tim Sadler</p>	<p>Approach agreed in principle 4/2/15 Meting arranged for 23rd April 2015</p>	<p>G-Green</p>
	<p>Regularly review the City Council functions in relation to CSE and other forms of exploitation and share best practice with other district councils as appropriate.</p>	<p>Named Safeguarding Officers Group Meetings. Oxfordshire Chief Executive meeting minutes.</p>	<p>April On-going</p>	<p>Val Johnson</p>	<p>On track</p>	<p>G-Green</p>
						<p>B-Blue</p>

Appendix 1: Oxford City Council Section 11 Self-Assessment Action Plan 2015-16

21	<p>Learning Point 5 That proactive and routine information and intelligence sharing and joint operations are vital to combatting CSE and other forms of exploitation.</p>	<p>Establish an Oxford City Council interface with the Oxfordshire Multi-agency Safeguarding Hub (MASH) as a pilot scheme for other district councils and housing providers.</p>	<p>Pilot scheme established</p>	<p>February 2015</p>	<p>Val Johnson</p>	<p>Representatives on Steering Group identified. Initial meeting in process of being arranged.</p>	B-Blue							
		<p>Review and share this information with other district councils and housing providers in March 2015</p>	<p>Review completed. Event held to share learning with other district Councils and Housing Providers in March</p>	<p>March 2015 19th March 2015</p>	<p>Val Johnson</p>			G-Green						
			<p>Steering group with district council officers and housing providers established to take this work forward.</p>	<p>April 2015 – June 2015</p>	<p>Val Johnson</p>				G-Green					
			<p>Report to Oxfordshire Chief Executives meeting</p>	<p>9th June 2019</p>	<p>Val Johnson</p>					A-Amber				
		<p>Review results of MASH reports on the outcomes of referrals and to challenge, via the escalation procedure if required.</p>	<p>Attendance at MASH Operational Group meetings and audit meetings (case file audit process has been agreed and meetings are in the process of being set up by the MASH)</p>	<p>April 2015 On-going</p>	<p>Val Johnson</p>						G-Green			
			<p>Attendance at MASH Operational Group meetings</p>	<p>April 2025 On-going</p>	<p>Val Johnson</p>							G-Green		
		<p>Ensure that protocols with the Multi-agency Safeguarding Hubs have appropriate engagement with Community Safety,</p>			<p>Val Johnson</p>								<p>On track</p>	G-Green

Appendix 1: Oxford City Council Section 11 Self-Assessment Action Plan 2015-16

	<p>Anti-Social Behaviour Investigation, Housing and other district council level services around individual cases.</p> <p>Review the City Council approach to recoding of concerns across service areas.</p> <p>Keep Data Sharing Protocols under review</p>	<p>To review in the light of implementation of MASH interface.</p> <p>To review and monitor MASH Information Sharing protocol in the light of new Government Guidance</p>	<p>March/June 2015</p> <p>On-going</p>	<p>Val Johnson</p> <p>Lucy Nevielle</p>	<p>Reviewed as a part of the MASH Evaluation undertaken in March 2015 and on-going</p> <p>Reviewed as a part of the MASH Evaluation undertaken in March 2015</p>	<p>G-Green</p> <p>Green</p>
<p>Learning Point 6 It is important to have effective escalation processes and strong relationships between the Oxford Community Safety Partnership and Oxfordshire Safeguarding Children Board and Oxfordshire Children's Trust Board.</p>	<p>The Director of Community Services to ensure that there are appropriate mechanisms for good liaison between the Oxford Community Safety Partnership, the Oxfordshire Safeguarding Children Board and Children's Trust Board.</p>	<p>Regular reports on CSE and other emerging form of exploitation to the Community Safety Partnership and OSCB. Regular attendance at Board meetings and notes of the meetings.</p>	<p>Feb 2015 and on-going</p>	<p>Tim Sadler</p>	<p>Director of Community Services has joined the OSCB and the Oxfordshire Children's Trust Board, in his capacity of Oxford Community Safety Partnership Chair.</p> <p>3rd tier Children's & Adult's social care staff nominated to attend. Oxford Community Safety Partnership Executive Group.</p> <p>A meeting has been held between Director of Community services and the County Council Solicitor to discuss the future of</p>	<p>G-Green</p>

Appendix 1: Oxford City Council Section 11 Self-Assessment Action Plan 2015-16

23					Oxfordshire Community Safety Partnership, District Community Safety Partnerships and the OSCB. A proposal is awaited.	
	To ensure that relevant Members and Officers are briefed on papers going to the OSCB and Children's Trust Board and any decisions made.	Regular Briefings circulated prior to and following all OSCB and Children's Trust Board meetings.	April 2015 On-going	Val Johnson	On track	G-Green
	Ensure that any multi-agency meetings managed by Oxford City Council have clear ownership and consistency of titles.	Review of inter-agency meetings as a part of the annual Section 11 Self-Assessment	Oct 2015	Jennifer Kotilaine	On Track	G-Green
	To review and promote the use of the Escalation Procedures internally and ensure that they are clearly understood.	To regularly review the use of escalation at the Named Safeguarding Officers meetings (6 monthly).	April 2015 On-going	Val Johnson	On track	G-Green
		To review escalation procedures as a part of the Section 11 Self-Assessment	October 2015	Jennifer Kotilaine	On-track	G-Green

Appendix 1: Oxford City Council Section 11 Self-Assessment Action Plan 2015-16

Learning Point 7 CSE is not an isolated one off event. It is important to engage with communities to raise awareness, change perceptions and challenge behaviours	Working with the CSE sub group of the OSCB to identify an on-going, coordinated programme between the City Council, County Council and police working in communities and with young people at risk.	Notes of the OSCB, CSE Subgroup meetings	Feb 2015 and on-going	Richard Adams	Initial meeting at CEO level- approach agreed in principle.	G-Green
			April 2015	Richard Adams	Draft Terms of Reference drafted to be agreed at the inaugural meeting on 14 th April 2015	G-Green

Document Control

Document	Oxford City Council Safeguarding Action Plan 205-16
Owner	Tim Sadler, Executive Director, Community Services
Author	Val Johnson <i>Policy Culture and Communications</i> vjohnson@oxford.gov.uk 01865 252209
Date last reviewed	8 th April 2015
Next Review Date Due	7 th May 2015
Version	2
Notes	Draft for approval at CEB Report

Version No.	Date	Notes
1	19 March	Circulated to Tim Sadler, Richard Adams, Simon Howick and Jennifer Kotilaine for comment
2	4 th April 2015	Revised for CEB Report

Appendix 1: Oxford City Council Section 11 Self-Assessment Action Plan 2015-16

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Name: 'Oxford City Council Safeguarding ActionPlan'

File Location: M:\Policy, Culture and Communcations\Policy\Safeguarding\Action plans\Safeguarding Action Plan 2015-16 - April 2015 vs 2.docx

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EQUALITY IMPACT ASSESSMENT

DATA CHECKLIST

When undertaking an Equality Impact and Needs Assessment (EINA) it is important that you bring into the equation everything which is associated with the policy or function that is being assessed.

The checklist below will help you ascertain what information is available and accessible for the EINA.

27 **Oxford City Council Safeguarding Report 2014-15**
(Oxford City Council Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure and Section 11 Self- Assessment Review

		Yes/No	Please give details
1	Has there been any complaints data about the policy or service function	Yes	In October 2013 the City Council commissioned an independent review of t's Section 11 Safeguarding Children arrangements. There have been no specific complaints on this policy area although the City Council has been involved in a number of Serious Case Reviews and Domestic Homicide Reviews in which a number of required actions for the City Council and other agencies have been identified.
2	Have officers raised concerns about the way the policy or function has been implemented?	Yes	All key officers have been consulted and had input into the development of the Policy. Policy Review and the development of the Section 11 Action Plan. Key points of concern have included: <ul style="list-style-type: none"> • The need to place a greater emphasis on Vulnerable Adults. • The need to review the content of training to include child sexual exploitation.

			<ul style="list-style-type: none"> The need to support front line staff working with vulnerable adults and children.
3	Have previous consultation highlighted any concerns about the policy or function?	NO	See above
4	From implementation of the policy do you have any concerns about how the policy or function is implemented?	NO	A Self Assessment and Action Plan have been completed on implementing the Safeguarding Policy and Procedures.
5	Does any accessible data, identify any areas of concerns or gaps?	YES	<p>There are a number of documents that provides data and identify gaps in provision. These include the Joint Needs Evidence; Oxford City Children and Young People's Plan, Oxford City Older People's Needs Assessment.</p> <p>Performance monitoring information is available from the health and Wellbeing Board on issues such as population statistics health and well-being, attainment, disabilities, ethnicity religion and faith, gender and sexual orientation.</p> <p>The evidence indicates significant problems in the City in comparison to other parts of Oxfordshire. For example the length of time that it takes to have an initial assessment and a core assessment for children and young people in the City is longer than elsewhere. In addition there is:</p> <ul style="list-style-type: none"> poor education attainments, in particular for some ethnic minority groups Child poverty, the rate of which is higher than the national average Exclusion amongst some minority ethnic groups 17 Super Output Areas are in the most 30% deprived areas in England Severe housing shortage leading to homelessness and overcrowding. <p>All of these issues above impact upon the well being and welfare of children and young people and vulnerable adults in particular.</p>
6	Are there any other issues that you think will be relevant?	YES	The Policy and Procedures relate to the City Council. The majority of services for children and young people and

			vulnerable adults are provided by other agencies, such as education and health and social care. The City Council needs to play a strong leadership role and influence these other agencies if the needs of children and young people in the City are to be understood and met.
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Form to be used for the Initial Impact Assessment

Service Area: Policy Culture and Communications	Section: Policy	Key person responsible for the assessment: Val Johnson	Date of Assessment: 18 th February 2015
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30

Is this assessment in the Corporate Equality Impact assessment Timetable for 2015-16			
Name of the Policy to be assessed Safeguarding Children and Young People and Vulnerable Adults		Is this a new or existing policy	Existing (revised)
1. Briefly describe the aims, objectives and purpose of the policy	The primary aim of this Policy is to set out how the City Council will comply with its safeguarding functions to 2015-16.		
2. Are there any associated objectives of the policy, please explain	<ol style="list-style-type: none"> 1. To ensure that the City Council's policies and practices fulfil its duty to safeguard and promote the welfare of children and young people 2. To improve opportunities for children and young people who live in areas of deprivation and/or who experience poverty and disadvantage 		

3. Who is intended to benefit from the policy and in what way	The Plan is intended to benefit all children, young people and vulnerable adults in Oxford, in particular those who are most excluded and at risk of harm.		
4. What outcomes are wanted from this policy? Stronger and Active Communities. Improving the Local Environment, Economy & Quality of Life Reduce Crime and Anti-Social Behaviour An Efficient and Effective Council			
5. What factors/forces could contribute/detract from the outcomes?	Reduction or loss of resource Change of Government policy Other agencies not delivering the required services to children and young people and vulnerable adults		
6. Who are the key people in relation to the policy?	Councillors, Officers Community & Voluntary Organisations /Groups Health Authority Police Authority Health Services Oxfordshire County Council Schools	7. Who implements the policy and who is responsible for the policy?	The Safeguarding Policy and Section 11 Self-Assessment is implemented by Oxford City Council Officers from across a range of services. The Plan is Coordinated and led by the Partnership Development Manager. Responsibility for the policy is :- City Executive Board Board Member Education Attainment and Youth Ambition Heads of Service for Community Housing & Community Development and Policy, Culture and Communication
8 Could the policy have a differential impact on racial groups?	Y	N	Yes

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Culture, ethnicity and family background can have significant impact on child attainment and well being. Evidence indicates that African Caribbean, Pakistani and Bangladeshi boys are in general terms at greater risk of underachievement, racial harassment, bullying and poor health.</p> <p>BME and the above groups in particular are over represented in child protection, with a higher number on Child Protection plans.</p> <p>There are low numbers of BME Groups represented in the Children and Young People Workforce.</p> <p>The Plan aims to target areas of deprivation and Break the Cycle of Deprivation. It also aims to improve referrals of children at risk and improve information sharing across agencies. The Plan should therefore help to address this imbalance.</p>		
<p>9. Could the policy have a differential impact due to gender?</p>	Y	N	Yes

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The needs analysis indicates that there is a gap in attainment between girls and boys. (boys underachieving more than girls). There is also underachievement gaps that are present within other groups e.g. Free School meals and 'white poor boys'.</p> <p>Girls are more at risk of cyber bullying and less likely to be happy with their health and self image.</p> <p>More males (30%) than female (5%) are Not in Education, Training or Employment.</p> <p>The majority of children's workforce are women.</p> <p>The Plan includes targeting areas of deprivation, Breaking the Cycle of Deprivation and benefits take up campaigns and reduced leisure charges for low income families. Evidence indicates that more women than men are likely to benefit from this type of targeted activity.</p>		
<p>10. Could the policy have a differential impact due disability</p>	<p>Y</p>	<p>N</p>	<p>Yes</p>

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Disabled children find it more difficult than able children to access opportunities for education, play, leisure and social opportunities.</p> <p>They suffer disproportionately from bullying.</p> <p>They are disproportionately over represented in child protection cases.</p> <p>Disabled children are more likely to develop mental health problems.</p> <p>The Plan includes the provision of an Adapted Housing Scheme for children with disabilities and carers.. The Street Warden work with schools to reduce bullying. The Plan includes initiatives within leisure service to improve access to facilities and activities for people with disabilities. It aims to improve referrals of children at risk and improve information sharing across agencies. The Plan should therefore help to address this imbalance.</p>		
<p>11. Could the policy have a differential impact on people due to sexual orientation?</p>	<p>Y</p>	<p>N</p>	<p>Yes</p>

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Sexual orientation is difficult measure due to cultural sensitiveness and it takes time for children to determine their identity. It is known that sexual orientation can have a significant impact on a young persons mental well being with a greater risk of self harming.</p> <p>Homophobic has also been identified as a concern for children.</p> <p>The Plan includes Street Wardens working with Schools to reduce bullying and this should therefore help to address some of the imbalance, although this is not likely to have a significant impact.</p>		
<p>12. Could the policy have a differential impact on people due to their age</p>	Y	N	Yes
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The Plan is specifically targeted at providing services for children, young people and their families. Thus it should impact on all age groups, with the possible exception of the elderly.</p>		
<p>13. Could the policy have a differential impact on people due to their religious belief?</p>	Y	N	Yes

<p>What existing evidence (either presumed or otherwise) do you have for this?</p>			<p>Children and young People have concerns about bullying or harassment due to religion.</p> <p>Hindu, Muslim and Buddhist children have lower levels of participation in after school activities and play.</p> <p>The Plan includes Street Wardens working with Schools to reduce bullying and this should therefore help to address some of the imbalance, although this is not likely to have a significant impact.</p> <p>The Plan aims to promote community cohesion. There is City Council involvement in MANTRA. There are a number of community cohesion initiatives that the council are facilitating which should address some of these imbalances.</p>		
<p>14. Could the negative impact identified in 8-13 create the potential for the policy to discriminate against certain groups?</p>	Yes		<p>Please explain</p> <p>A number of the activities set out in the Plan are aimed at reducing inequalities through positive action and targeting resources at particular groups. However, there are no negative impacts.</p>		
<p>15. Can this negative impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason</p>	Y	N	<p>Please explain for each equality heading (question 8-13) on a separate piece of paper</p> <p>There are no negative impacts only positive impacts</p>		
<p>16. Should the policy proceed to a partial impact assessment</p>	Y	N	<p>If Yes, is there enough evidence to proceed to a full EIA</p>	Y	N
			<p>Date on which Partial or Full impact assessment to be completed by</p>		

17. Are there implications for the Service Plans?	YES	NO	18. Date the Service Plan will be updated	19. Date copy sent to Equalities Officer in Po and Communication
20. Date reported to Equalities Board:			21. Date to Scrutiny and EB	22. Date published

Signed (completing officer) _____

Signed (Lead Officer) _____

Please list the team members and service areas that were involved in this process:

Val Johnson, Partnership development Manager

37

To: City Executive Board

Date: 14 May 2015

Report of: Head of Regeneration and Major Projects

Title of Report: Covered Market Action Plan

Summary and Recommendations

Purpose of report: To update CEB in respect of the action plan & programme with costs, including Scrutiny Committee recommendations 5-8 for the covered market

Key decision: No

Executive lead member: Councillor Ed Turner, Board Member for Finance, Asset Management and Public Health

Policy Framework: Vibrant and Sustainable Economy, Efficient & Effective Council

Recommendation: That the City Executive Board note the contents of the report

Appendices to report:

- Appendix 1 Short Term Requirements
- Appendix 2 Medium Term Requirements
- Appendix 3 Long Term Requirements
- Appendix 4 Scrutiny Committee Requirements
- Appendix 5 Other Actions
- Appendix 6 Signage Strategy
- Appendix 7 Events Programme
- Appendix 8 Risk Register

Background

1. Following a report written by the Retail Group with their recommendations for the short and medium term priorities, officers agreed at CEB on the 12th February 2014 to prepare a detailed and costed action plan for the covered market. This report focuses on the short, medium and long term priorities from the Retail Group report and includes the Scrutiny Committee recommendations 5–8, issued on the 4th February 2014. For information the action plan also includes some other actions identified by officers that were not part of the original Retail Group report.
2. There were 12 short, medium and long term requirements from the Retail Group report, of which 5 have been fully completed, 1 completed as a trial and 4 are on-going with completion due over the next few months. The 2 long term actions will require further consideration.
3. Four Scrutiny Committee actions were noted, one has been completed and three are on-going with completion anticipated later this year.
4. An additional seven actions were identified that were not part of the Retail Groups initial report. Six of these have already been completed with one remaining item currently in progress with completion planned within the next month.

Financial Issues

5. All costs associated with short, medium and Scrutiny recommendations that have either already been completed or are currently in progress have or will be accommodated from existing budgetary provision. There is a further capital budget provision of £75k earmarked for 2015/16.
6. Longer term recommendations will need to be assessed in terms of viability with the necessary approval and budget allocation(s) being determined at that time.
7. Additional actions that are not currently in scope will require a detailed feasibility exercise to assess the viability of the proposals and the business case will be reported at a later date.

Environmental Impact

8. None arising out of this report

Level of Risk

9. A risk assessment has been undertaken and the risk register is attached, see Appendix 8.

Equalities Impact

10. None arising out of this report

Legal Issues

11. None flow directly from this report.

Name and contact details of author:-

Name	Elaine Philip
Job title	Markets Manager
Service Area / Department	Regeneration & Major Projects
Tel:	01865 252358
e-mail:	ephilip@oxford.gov.uk

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Covered Market Action Plan – Short Term Actions

Action	Timing	Cost	Budgeted Y/N	Comments
Appointment of Markets Manager: Interim specialist manager to assume responsibility for the market operation	Completed	Total capital cost £104,000	Y	Markets Manager, Elaine Philip appointed on 22 nd April 2014.
Events Programme	Completed	Nil (Work completed 'in house')	N/A	Events group formed, consisting of 5/6 market traders, markets manager and CC events manager. Monthly meetings held to plan suitable events for the covered market. See appendix 8.
Trader Handbook & Trader Development: Setting out management and retailer standards including extended training and business development	Completed in draft	£9,800	Y	A tenant handbook has been drawn up and a draft copy is with all traders for their feedback/input before going to print. See appendix 6. The handbook contains checklists that traders can use to support commercial initiatives for their business. Separately planning and conservation guidance is being updated and simplified for use by traders when considering alterations to premises.
External Trading: Extension of trading onto Market Street to animate the street and attract new customers	First trial completed	Nil (Costs paid for by traders) Delivery and erection of stalls were subsidised by LSD Promotions	N/A	First event held last November which was very successful. Future events are planned for Market Street later this year in April, July, September and November. This cannot be full time practice because of access issues for both market traders and neighbouring businesses with access rights.

Website: New consumer website to link to trader specific content	Completed	£1,500	Y	The website has been upgraded by traders and City Council which was a jointly funded venture. Further amendments are currently in progress.
Tenant Strategy: Revising the trader mix policies and including additional mix categories	Completed	£8,375	Y	A new 'Trading opportunities' document has been completed and will be posted on the market& council website, its aim is to attract new traders. The markets manager will review and identify a list of target uses on an annual basis to share with traders. Higher standards of fit out and shop presentation will be aimed for with future new businesses. A leasing strategy document has also been prepared in draft and will be presented to CEB

Covered Market Action Plan – Medium Term Actions

Action	Timing	Cost	Budgeted Y/N	Comments
Marketing: A new campaign and brand to be developed	Sept 15	Nil	N/A	To be owned and managed by traders. Markets Manager currently in discussions with traders.
Signage: New signage at access points	On-going	N/A	N	A signage strategy has been drawn up. It is currently with market traders for feedback/comments. See Appendix 7 A signage working group has been established to progress that strategy. As plans are in the early stages they are not yet budgeted.
Car & Van Free Entrances: A vehicle free zone outside the entrance	On-going	N/A	N/A	It is unlikely that this is deliverable in the short term; however, a revamp of the service yard is being progressed to improve the layout and provide more cost and efficient procedures for dealing with waste and refuse.
Food & Beverage: Improvement of quality including casual dining	On-going	N/A	N/A	This is very much dependant on new lettings or assignments. Although the introduction of Sasi's Thai is wholly in line with this action.

Covered Market Action Plan – Long Term Actions

Action	Timing	Cost	Budgeted Y/N	Comments
Covered Market Quarter: The potential to extend the identity and brand into the surrounding streets to create a more recognisable destination	N/A	N/A	N	This should be a long term consideration and is dependent on a vast array of 3 rd party consultations with both landowners and adjacent tenants.
Covered Market Oscars: Featuring best performing traders	2016	N/A	N	There is an intention to do this in 2016, perhaps starting on a smaller scale to begin with.

Scrutiny Committee Recommendations 5 – 8

Action	Timing	Cost	Budgeted Y/N	Comments
5. The Council consider improvements to the Market St entrance. Negotiate with traders on loading & unloading requirements with the aim of freeing up space for the ext. of outdoor trading. Additional cycle parking required	On-going	Nil	N	The signage strategy details improvements to the Market Street entrance. The market yard review is on-going(see medium term actions) to find improved solutions. There is no additional cycle parking space available.
6. More visible signage for Market Street	Completed	£5,234	Y	The current signage has been improved with the addition of a solid backing panel and improved spotlight to make lettering more prominent. A signage strategy has been developed, which includes more visible signage for Market Street. See appendix 7
7. High Street market avenue improvements	Start Feb 15 Complete Oct 15	£100, 000	Y	This project is underway, it involves infilling the roof area of avenues 2 & 3 including redecoration and lighting of all 4 avenues at High Street end. This will both enhance the entrances and provide additional security to the market.
8. Commission design options for changes to the market, including the service yard	N/A	N/A	Y	High Street entrances are all being improved and the market yard is scheduled for a revamp. Further improvements to the market gates are planned.

Covered Market Action Plan – Other actions not part of The Retail Group list

Action	Timing	Cost	Budgeted Y/N	Comments
Newsletter	Completed	Nil, produced 'in house'	N/A	The first edition of a quarterly newsletter for market traders was issued in February 2015
Superfast Broadband Proposal	Completed	Nil, as above	N/A	Proposal developed for traders for grant support of the government backed scheme. Insufficient trader support for Superfast Broadband
Deep Clean	Completed	£11k	Y	A first deep clean was scheduled last October with further quarterly cleans scheduled
Sprinkler System Refurbishment	Completed	£120k	Y	Upgrade of sprinkler system to meet current standards and insurers requirements.
Emergency Lighting Improvements	Completed	£80k	Y	Revise coverage to include lighting on all escape routes, compliance with British and EN standards.
Drainage project	Completed	£30k	Y	Re-lining of all the underground drainage pipework.
Asbestos Removal	1 st phase complete, 2 nd phase in progress due for completion by end April	£40k	Y	Removal of asbestos panels in avenue 4 and replacement window panels fitted.

Oxford Covered Market Signage Strategy

Purpose of this document

The 2013 Oxford Covered Market Retail Strategy report clearly identified that the existing signage package is poor and ineffective. Given the market's adjacency to very busy retail locations, the market signage has a crucial part to play in directing customers to the market and in converting passers-by to entrants, as well as spreading footfall throughout and within the market.

This summary document contains the key findings and recommendations of a supporting Signage Strategy completed by The Retail Group in December 2014. It identifies the types of signage needed to help increase customer flow to the market, the number and variety of signs needed and indicative locations. Short, mid and long term priorities are identified, as is an estimated budget required to deliver a comprehensive new signage package for the market.

Why is new signage needed for the market?

The existing way-finding signage does not effectively direct consumers to the market. There is no remote signage directing consumers to the market from major approach roads or nearby footfall routes, such as Cornmarket and Turl Street. Furthermore, Queen Street and George Street are the second and third busiest footfall routes in the city centre, yet neither have signage to the market.

In terms of external signage, there are many different signage types on display when entering / exiting the market, yet few signs share the same colour palettes or font. Information signs are mixed in with promotional signs and rules and regulation signs are in high profile 'selling locations'.

Inconsistent signage means the market is easily missed; on the High Street, existing signs do not stand out and are difficult to see because of their colour / flush mounting, or in some cases they are hidden behind protruding retailer fascia boards. Given the need for strong external impact for the market, clear and effective signs are crucial. The retailer provided signs on Alley 4 are a step in the right direction but could be better quality. Much of the external facing signage on display has negative messages and these are often the first market related messages customers see.

The market has a poor sense of arrival; there are no "Welcome to Oxford Covered Market" physical messages. The internal signs are equally ineffective as there is no routing or awareness signage in the market. The four avenues are not signed, toilets are not signposted in the market, despite being an asset. Much of the internal signage on display is perfunctory or even in some cases negative.

Much of the retailer produced signage is poor quality and appears handwritten; there is no consistency in approach, format, type face or delivery and retailers don't reference the Oxford Covered Market as part of their external signage. There is a proliferation of A-boards in use with little consistency in their use and style; many use at least one, and circa 5 use two or more.

In summary:

- The market signage does not stand out and has very limited impact.
- Remote signage is poor or non-existent.
- External signage is poor, invisible, non-welcoming, negative, uninformative and jumbled together.
- Internal signage is almost non-existent, negative, dominated by retailer messages, in the wrong place, with the wrong information on it, with no differentiation between promotion and education.
- Retailer signage is inconsistent, and often sprawling, poorly prepared and poorly delivered.
- The market is not promoting itself or creating impact.
- Shoppers in Oxford City Centre are being presented with more effective messages tempting them to shop elsewhere in the city centre.
- Many shoppers are in the vicinity of the market and are walking past, totally missing it as a result.

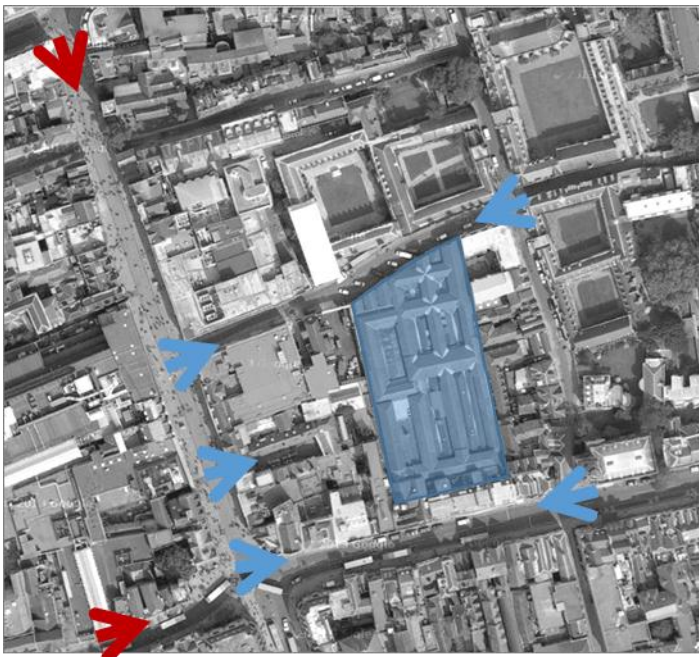
The lack of holistic, impactful and recognisable market specific signage is significantly reducing Oxford Covered Market's appeal and performance. The market is losing considerable custom as a result of the existing signage; both macro and micro signage are not currently working.

Oxford Covered Market Signage Strategy contd.

Recommended Signage Strategy

Given the weaknesses and improvement areas identified, the objectives of the Signage Strategy are:

1. Inform consumers where the market is, what's in it, when to go, why to go, what to expect
2. Direct more consumers to the vicinity of the market
3. Convert more passers-by to entrants
4. Route consumers through all four Avenues and all parts of the Market
5. Create a professional and appealing impression of the market
6. Clearly communicate the strengths / main components of the market offer, both externally and internally
7. Enable the market to obtain a share of voice within the city centre
8. Set the standards for all signs, seek support of city stakeholders.



New Remote Signs Needed

New signs are required on all major approach / access routes as shown below.

They need to be consistent, clear and easy to see, both integrated into other multi-destination directional signs and where possible separate from other signage.

At major arrival and access points, station, car parks, bus terminus, etc.

The message needs to be directional and informative for example: "Historic Covered Market this way".

Options include finger posts, external props or free standing boards (not A-boards).

Urinals could be an option, inclusion in City Guides and on street maps.

- Integration into existing signage.
- Could a sign be mounted on the access bollard at junction of Market Street / Cornmarket?
- Short term option is two daily erectable signs on Market Street, on road, in front of market entrances (Avenues 1 & 4).

Oxford Covered Market Signage Strategy contd.

New External Signs



At each entrance, there needs to be a “Welcome to the Oxford Covered Market” sign, high quality and illuminated. The market needs a recognisable, high quality brand. Each entrance also needs an information sign, showing opening hours and contact details for the market, an easy quick win could be mounted QR code links to the website.

Internal Signs

Each Avenue should be clearly signed, in different colours. Each entrance needs an aspirational, clear and high quality layout plan, if space permits, or at least a list of retailers, including highlighting those that are on the respective Avenue. There needs to be clear signs to Market Street and the High Street. The toilets should also be clearly signed, given they are a major asset to the market.

Retailer Signs

Retailers need clear guidance on external signage; by exception A-boards may be permitted, projecting themed signage, story boarding, demountable wall signage, internal and illuminated signage should all be explored first. More detailed direction on promotions is contained in the Retailer’s Handbook.

Oxford Covered Market Signage Strategy contd.

Indicative Costing for New Signage Package

An outline and indicative costing has been estimated and provided for the creation and installation of the new signage package. This has been obtained through initial and confidential discussions with design and signage agencies, in light of the findings of the Signage Strategy. Preliminary estimates of the costs are shown in the table below. These will need confirmation later in the implementation phase as detailed in the indicative timescales also shown below.

Design and Project Management	£35,000
Remote signs x 5	£2,000
External signs x 2 (big)	£13,000
External signs x 10 (small)	£25,000
Internal welcome signs x 10	£40,000
Internal hanging signs x 10	£7,000
Internal info boards x 3	£6,000
Contingency	£20,000
Potential Budget Requirement	£140-£160k

Priority / Indicative Timescales

And finally, the table below provides suggested timescales for implementing the Signage Strategy.

	Short term	Medium term	Long term
Conduct preliminary discussions with Planning - 'Art of the Possible'; agree scope and objectives. Launch Signage Implementation Group	✓		
Identify opportunities for 'quick win' and temporary signs	✓		
Develop daily erectable boards for Market Street	✓		
Declutter entrances in terms of plethora of existing disparate signs	✓		
Develop the theme for the signage programme	✓		
Install new 'Welcome to OCM' signs	✓		
Identify location and mounting points for 3 tiers of signs		✓	
Continued discussion with Planning		✓	
Develop new branding package		✓	
Develop tender for manufacture and installation		✓	
Provide guidelines to retailers		✓	
Install remote and external signage package			✓

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CEB Report Risk Register –

No.	Risk Description Link to Corporate Objectives	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid	Monitoring Effectiveness					Current Risk
Risk Score = Almost Certain		Impact Score: 1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic						Probability Score: 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain						
1	There is not sufficient budget to implement the recommendations.	I 4	P 3	There is no allocated budget for the recommendations other than for the appointment of an interim manager	Obtain detailed costings and consider other sources of funding including the traders contributing to funding of specific initiatives	I 3	P 2	Work closely with Traders in order that they can see the benefit of contributing to the cost of funding, where appropriate.						
2	The medium/longer term recommendations do not provide the benefit to the market initially identified.	4	3	The true benefits of the recommendations will only be clear following successful implementation.	Ensure the recommendations are fully assessed and detailed plans are prepared with full costs established. Work closely with the market traders on the consideration and implementation of the recommendations.	3	2	Also, ensure further involvement of other stakeholders.						
3	The future strategy recommendations (i.e. increase size and new entrance on Market Street) are unable to secure the required permissions (e.g. planning permission)	5	4	The building is Grade 2 listed and is within the Central Oxford Conservation Area.	A detailed feasibility study would be carried out which would involve working closely with the Council's planning department and Heritage officer.	4	4	Consultation would also take place with other relevant organisations such as The Oxford Preservation Society.						

4	The future strategy recommendations (i.e. increase size and new entrance on Market Street) are not financially viable.	5	5	The costs are likely to be significant in view of the location, the listed building status and the fact tenants are already trading in the market.	A detailed feasibility exercise will be carried out to fully assess the viability of the future strategy recommendations.	4	4	The detailed feasibility will establish if there is a clear business case on which to proceed with the recommendations which will need to demonstrate financial viability.								
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Scrutiny Survey Responses

#	1. Do you feel that you've had sufficient opportunity to contribute to the scrutiny work programme over the last 12 months?	2. What issues or topics do you think scrutiny should look at over the coming municipal year?	3. Do you think scrutiny adds value to decision making?	4. Do you have any other feedback or suggestions as to how the City Council's scrutiny process could be improved?
1	No	Public Communications	No	More members of the opposition parties
2	Yes – but I'm short of time.....	Better partnership with the County Council; graffiti; how the City Council can help to improve the health of people in the City; how to improve educational attainment; how to ensure that CAN does more effective community engagement; how to ensure that the County Council improves the maintenance of roads and pavements, including repainting lines.	Yes – I like the careful and largely positive responses from CEB.	More officer time.
3	As a CEB member, I am not directly involved in the development of the programme, but the Labour Group has considered this and discussed the shape of the programme and we think that we have a very balanced approach to scrutiny.	Transport (the OTS). The continuing problems of educational under attainment, mental health services, homelessness	Definitely; I would just want to flag up an over involvement with CEB papers pre scrutiny rather than picking up cross cutting or wider policy issues where there have been really important contributions – eg on flooding and drainage	I think it would be good to get scrutiny recommendations a lot earlier before a CEB meeting if they relate to the papers for decision at that meeting; this would allow for more discussion and dialogue.

4	Yes	Pleased they are monitoring PSPOs	Yes	It would be useful for the committee to revisit recommendations they have made This may already be happening, but it would reassure councillors that EB are responding appropriately.
5	Yes	Low rates of return for feedback on city council consultations and the budget. What efforts are being made to engage with the public so that we have a better idea about opinion and impact of policies.	Yes I think that the budget review was influential. As a board member the suggestions sometimes offer guidance.	The scrutiny panel has a large workload. Perhaps more councillors need to be members so that they are able to specialise in topics that are of particular interest
6		Could we look at the Youth Ambition, and the joint working protocol for youth service delivery with the county. What does the Oxford model look like ?is it value for money...etc are our targets to high ?		
7	Yes (insofar as it is appropriate for me to do so).	Obviously the budget. Economic development. Child poverty. Sustainability of housing stock. Primary care in Oxford.	Yes, unequivocally. It is best when it is not commenting on CEB reports but pursuing a wider agenda, and is not just hearing from councillors and officers, but wider stakeholders.	The most obvious improvement would be to set the decision-framing Labour group meeting on the budget as a final back-stop date for that report.

8	Yes. Certainly.	In view of the pressure of time, the priority in the areas and Panels with which I am familiar will be to take forward outstanding items from this year. Other possible new topics include Heritage & Conservation, which could review the impact if the Design Review Panel; and Graffiti.	Yes. Certainly.	
9	Yes.	Continue work on local economy and housing, plus a review of local democracy and it's relationship to residents and businesses.	Yes	We need to go back to having more scrutiny committees, which may mean less panels.
10	Not much in fact – as a non-member of the Committee. Some as a member of the Finance Panel.	List coming later today!	It should – but sometimes reports come too late , better to have them before they are finalised for CEB	<p>Having separate Scrutiny committees for separate services, or groups of services, would help people to become knowledgeable about a particular service, not just look at isolated parts of all services.</p> <p>In particular, I think budget scrutiny needs to be open to all councillors- not even just the Scrutiny committee, which did not happen this year due to the time being too short. All councillors should</p>

				have sight of the suggested bids and savings and be able to comment before they are put into a committee report – maybe brought together at a full Scrutiny Committee meeting and then the comments forwarded to CEB.
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Review of Scrutiny Work Programme 2014 - 2015

This programme represents the work of Scrutiny, including panel work and Committee items. The work programme is divided under the following headings:

1. Standing Panels
2. Review Groups and Ad hoc Panels in progress
3. Potential Review Panels (to be established if and when resources allow)
4. Items for Scrutiny Committee meetings
5. Draft Scrutiny Committee agenda schedule
6. Items called in and Councillor calls for action
7. Items referred to Scrutiny by Council

Appendices

Appendix 1 – Finance Panel work programme

Appendix 2 – Housing Panel work programme

Appendix 3 – DRAFT suggested 2015-16 work programme items (long list)

Appendix 4 – Scrutiny activity in numbers for 2014-15

1. Standing Panels

Topic	Area(s) for focus	Nominated councillors (no substitutions allowed)
Finance Panel – All finance issues considered within the Scrutiny Function.	See appendix 1	Councillors Simmons (Chair), Darke, Fooks and Fry
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 2	Councillors Hollick (Chair), Sanders, Smith and Wade Co-opted Member – Linda Hill

2. Review groups and ad hoc panels in progress

Topic	Scope	Progress	Next steps	Nominated councillors
Thames Water investment to improve flooding	To continue engagement with Thames Water Utilities (TWU) at a senior level to ensure delivery of the agreements reached.	TWU catchment study commences in April 2015.	First oversight meeting to be arranged for summer 2015	Councillors Darke (Chair) Pressel, Thomas and Goddard
Inequality	To review how the City Council contributes to combatting harmful inequality in Oxford, and whether there is more that could reasonably be done.	The Group has one final evidence gathering session remaining and has begun its deliberations.	Final evidence gathering in public on 16 April. Recommendations to be agreed on 30 April.	Councillor Coulter (Chair), Gant, Lloyd-Shogbesan and Thomas
Recycling rates	To review of recycling and waste data rates, and consider community incentives and other recycling initiatives.	Site visit to Cowley Marsh depot held on 16 February. Bid made for DCLG Recycling Reward Scheme funding.	Awaiting comparison data and outcome of bid for government funding.	Councillor Fry (Chair), Simmons & Hayes
Local economy	1. Mitigate disruption to the city centre economy while major developments are taking place and improve communications. 2. Minimise the time shop units are left empty, and improve the appearance of empty units.	Updates on the work of the Town Team and initial written evidence have been reviewed. The Group has also received feedback from Town Team members on what they would like to see happen.	Group to consider a draft report on 13 May. Meeting with one or more Town Team steering groups TBA.	Councillor Fry (Chair), Darke, Benjamin & Gotch
Cycling	To review how the City Council can make best use of unallocated investments and produce a costed list of priority schemes.	Scope signed off by Scrutiny Committee. Cycling groups and officers have been invited to meetings on 14 April and 12 May.	To develop, refine and cost a list of priority schemes.	Councillors Upton (Chair), Gant, Hayes, Pressel & Wolff

3. Potential Review Groups – to be established when resources allow

Topic	Progress
Neighbourhood working	Not started – suggest this is carried over into 2015-16.

Indicative scrutiny review timeline 2014-2015 (does not include ad hoc review panels)

63

Review	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Budget Scrutiny	Scoping	Scoping	Scoping	Evidence gathering and review	Evidence gathering and review	Reporting					
Inequalities		Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting	Reporting	
Local economy					Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting
Cycling							Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting

Scoping
Evidence gathering and review
Reporting

4. Items for Committee meetings (in no particular order)

Topic	Progress
Discretionary Housing Payments	Completed – carry forward
Performance monitoring	Completed
Educational attainment investment	Completed
Fusion Lifestyle contract performance	Completed
Research on the effects of welfare reform	Completed
Clean streets	Completed
Living Wage	Completed
New controls over anti-social behaviour	Completed
Low Carbon Oxford	Carried forward – item scheduled for 2 July 2015 Finance Panel
Community and Neighbourhood services	Completed
Activities for older residents and preventing isolation	Completed
Individual voter registration	Completed
Taxi Licencing	Carried forward – item scheduled for 30 June 2015 Scrutiny Committee
Forward Plan items	Completed

5. Draft Scrutiny Committee Agenda Schedule

Date	Agenda Item	Lead Member / Officer(s)
<i>2 June 2015</i>	<i>1. Oxfutures</i>	<i>Mairi Brookes</i>
	<i>2. Proposed Lease and Monitoring Arrangements for Community Centres (pre-scrutiny)</i>	<i>Mark Spriggs</i>
	<i>3. Oxford Railway Station Redevelopment (pre-scrutiny)</i>	<i>Fiona Piercy</i>
	<i>4. Local Economy scrutiny report</i>	<i>Cllr James Fry</i>
<i>30 June 2015</i>	<i>1. Taxi licencing</i>	<i>Julian Alison</i>

65

Further dates: 7 September, 6 October, 2 November, 8 December, 12 January, 2 February, 7 March, 5 April

6. Items called in and Councillor calls for action

Topic	Progress
Sale of Temple Cowley Pool	Completed

7. Items referred to Scrutiny by Council

Topic	Progress
Corporate peer challenge	Completed

Appendix 1 - Finance Panel work programme 2014-15

Items for Finance Panel meetings

Suggested Topic	Progress
Budget Scrutiny	Completed
Budget monitoring	Completed
Treasury Management	Completed
Capital process	Completed
Maximising European funding	Completed
Municipal / Local bonds	Completed
Ethical investment	Considered in other topics
Council tax exemptions	None – carry forward

Draft Finance Panel agenda schedule

Date and room (all 5.30pm, St. Aldate's Room)	Agenda Item	Lead Officer(s)
28 April 2015	<ol style="list-style-type: none"> 1. Budget monitoring – quarter 3 2. Capital Strategy (pre-scrutiny) 3. Draft European Funding report 	<p>Nigel Kennedy</p> <p>Nigel Kennedy</p> <p>Cllr Simmons / Andrew Brown</p>
2 July 2015	<ol style="list-style-type: none"> 1. <i>Municipal/Local Bonds</i> 2. <i>Low Carbon Hub</i> 3. <i>Corporate Debt Policy (pre-scrutiny)</i> 	<p><i>Steve Drummond (Low Carbon Hub), Aidan Brady or Christian Wall (Local Capital Finance Company)</i></p> <p><i>Steve Drummond (Low Carbon Hub); Anna Winship</i></p> <p><i>Nigel Kennedy</i></p>

Provisional 2015/16 Finance Panel dates: 2 July, 3 November, 14 January, 28 January & 7 April.

Appendix 2 - Housing Panel work programme 2014-15

Items for Housing Panel meetings

Suggested Topic	Progress
Performance monitoring	Completed – Carry forward
Housing Strategy	Completed
Increasing the provision of affordable housing	Considered in other topics - Housing Development delivery models item scheduled for 4 June Housing Panel
Homelessness	Completed
Rent arrears	Completed
STAR survey results	Completed
Tackling under-occupancy	Completed
Oxford Standard	Completed
Private sector licencing	Carried forward – item on Forward Plan for CEB in October 2015
Unlawful dwellings	Completed
Repairs exemptions policy	None –CEB Report cancelled
De-designation of 40+ accommodation	Carried forward – item scheduled for 4 June Housing Panel
Sheltered Housing	Completed
Fuel Poverty	Completed
Supporting people	Completed

Draft Housing Panel Agenda Schedules

Date, room and time	Possible Agenda Items	Lead Officer(s)
<p><i>4 June 2015, Plowman Room, 5pm (Provisional)</i></p>	<ol style="list-style-type: none"> <i>1. De-designation review year 4</i> <i>2. Asset Management Strategy (including the Oxford Standard) (pre-scrutiny)</i> <i>3. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-scrutiny)</i> <i>4. Housing Development delivery models (pre-scrutiny)</i> 	<p><i>Tom Porter</i></p> <p><i>Martin Shaw</i></p> <p><i>Adrian Chowns</i></p> <p><i>TBC</i></p>

Provisional 2015/16 Housing Panel dates: 4 June, 9 September, 8 October, 9 December & 9 March.

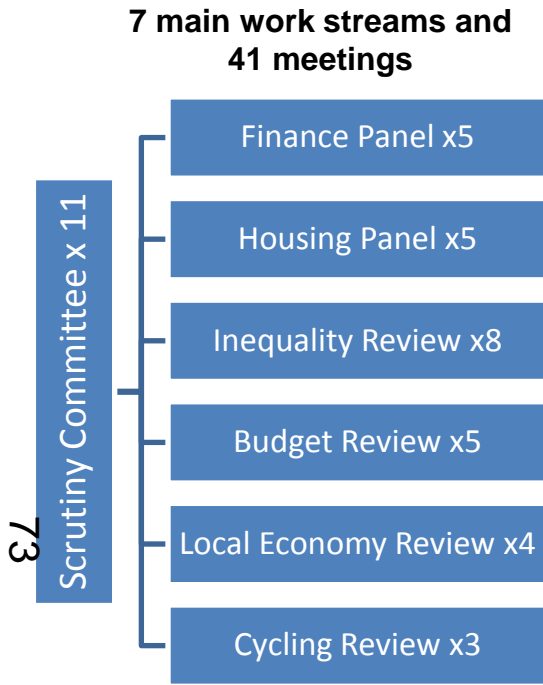
Appendix 3 – DRAFT suggested 2015-16 work programme items (long list)

Topic	Suggested approach	Suggested / possible timing
Neighbourhood working / community engagement	Review Group	
How to improving the health of people in the city	Review Group / Scrutiny Committee item	
The Oxford Transport Strategy / maintenance of roads and pavements	Review Group / Scrutiny Committee item	
Mental health services	Review Group / Scrutiny Committee item	
Educational Attainment	Review Group / Scrutiny Committee item	
Taxi Licencing	Scrutiny Committee item	30 June
Proposed Lease and Monitoring Arrangements for Community Centres	Scrutiny Committee (pre-scrutiny)	2 June
Oxford Railway Station Redevelopment	Scrutiny Committee (pre-scrutiny)	2 June (dependent on CEB timing)
Oxfutures	Scrutiny Committee item	2 June(dependent on CEB timing)
Discretionary Housing Payments	Scrutiny Committee item	Mid-year
Public Communications / Consultation	Scrutiny Committee item	
Graffiti	Scrutiny Committee item	
Youth Ambition	Scrutiny Committee item	
Performance Monitoring (corporate)	Scrutiny Committee items	Quarterly
Performance Monitoring (housing)	Housing Panel items	Quarterly
De-designation of 40+ accommodation	Housing Panel item	4 June
Review of the Homelessness Action Plan 2013-18	Housing Panel item	9 September
Houses in Multiple Occupation (HMO) Licensing Scheme	Housing Panel (pre-scrutiny)	4 June (dependent on CEB timing)
Housing Development delivery models	Housing Panel (pre-scrutiny)	4 June (dependent on CEB timing)
Asset Management Strategy (including the Oxford Standard) (pre-scrutiny)	Housing Panel (pre-scrutiny)	4 June (dependent on CEB timing)

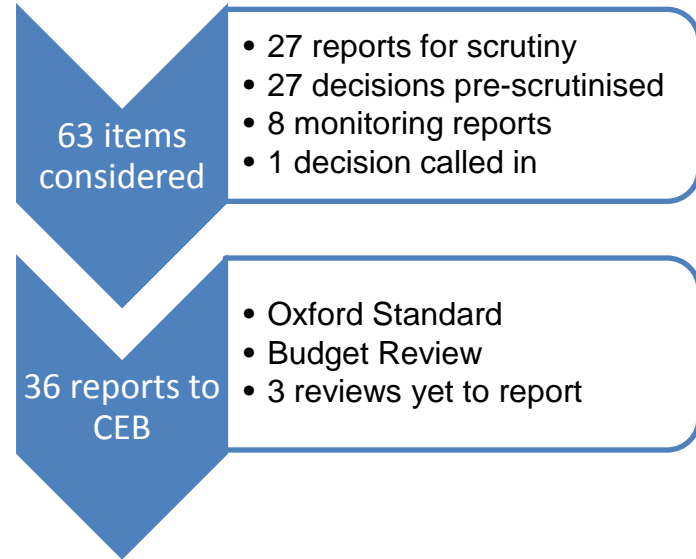
Low Carbon Oxford	Finance Panel item	2 July
Municipal/Local bonds	Finance Panel item	2 July
Corporate Debt Policy	Finance Panel (pre-scrutiny)	2 July
Budget monitoring	Finance Panel items	Quarterly

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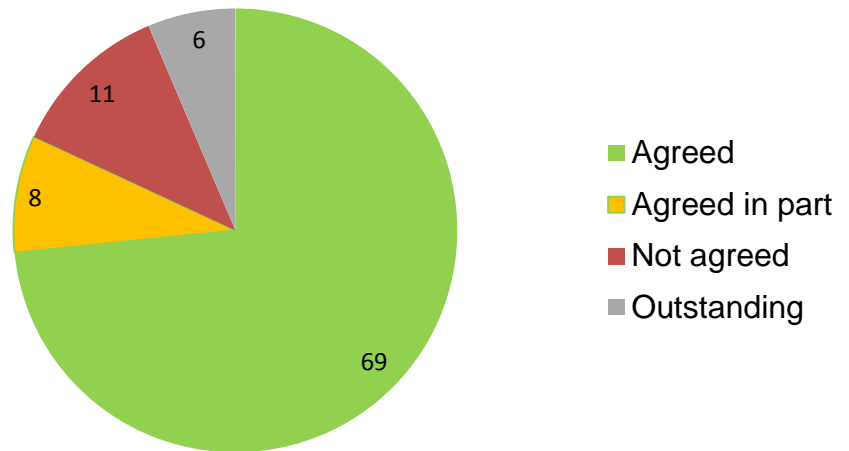
Scrutiny activity in numbers for 2014-15



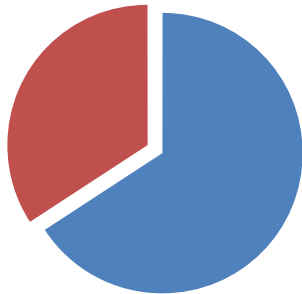
40
 External groups and individuals have provided evidence to the Inequality Review



94 Recommendations to CEB



66 % of non-executive members have engaged in scrutiny



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EXTRACT FROM THE FORWARD PLAN FOR THE PERIOD APRIL - DECEMBER 2015

CEB 14 MAY 2015

ITEM 6:	BLACKBIRD LEYS DISTRICT CENTRE REGENERATION ID: I011042	
To update CEB on feasibilities for regeneration of the district centre and to seek approval to secure a development partner.		
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
Is this item open or exempt to the public?	Part exempt Commercially Sensitive	
Will this decision be preceded by any form of consultation?	<p>Formal consultation is underway regarding budgetary provision for this project - to be heard at full council February.</p> <p>Previous community consultation has taken place on regeneration proposals for the area. Meetings with portfolio holders and key stakeholders have taken place.</p> <p>Further informal consultation is planned following receipt partner bids.</p> <p>Information sharing and marketing planned.</p> <p>Formal consultation will take place as part of town planning processes.</p>	
Decision Taker	City Executive Board	
Executive Lead Member:	Housing and Estate Regeneration	
Report Owner:	Executive Director for City Regeneration and Housing	
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk	

ITEM 7:	CAPITAL STRATEGY ID: I010207	
To adopt the Council's capital strategy		
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards	
Is this item open or exempt to the public?	Open	
Will this decision be preceded by any form of consultation?	None	
Decision Taker	City Executive Board	

	Council
Executive Lead Member:	Finance, Asset Management and Public Health□□
Report Owner:	Head of Finance
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 8:	HOUSING STRATEGY 2015-2018 ID: I009802
The Housing Strategy 2015-16 sets out the priorities for the next three years, with a new action plan to help deliver these priorities.	
Approval of the strategy is being requested following consultation.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board Council
Executive Lead Member:	Housing and Estate Regeneration□□
Report Owner:	Head of Housing and Property□□
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 9:	COVERED MARKET ACTION PLAN ID: I010130
To update the City Executive Board in respect of the costed action plan & programme including scrutiny recommendations 5-8 for the covered market.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Executive Director for City Regeneration and Housing
Report Contact:	Jane Winfield, Regeneration and Major Projects - Team Manager Tel: 01865 252551 jwinfield@oxford.gov.uk

ITEM 10:	SAFEGUARDING CHILDREN , YOUNG PEOPLE AND VULNERABLE ADULT POLICY ID: I008658
To review and refresh the Council's Safeguarding Children, Young People and Vulnerable Adult policy and procedures.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board

	Council
Executive Lead Member:	Finance, Asset Management and Public Health ☐☐
Report Owner:	Head of Policy, Culture and Communications ☐☐
Report Contact:	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

ANNUAL COUNCIL 18 MAY 2015

ITEM 11:	APPOINTMENT OF COMMITTEES FOR THE YEAR 2015/16 ID: I010361
To appoint Councillors to Council Committees for 2015/16	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Council
Executive Lead Member:	
Report Owner:	Head of Law and Governance
Report Contact:	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

CEB 11 JUNE 2015 PROVISIONAL REPORTS

ITEM 12:	CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO) ID: I010939
The implementation of a Public Space Protection Order to effectively deal with a number of City Centre related activities of a few people that affects the general public's freedom to use the City centre freely and safely.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Crime and Community Response
Report Owner:	Executive Director for Community Services
Report Contact:	Richard J Adams, Housing and Communities Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 13:	COVERED MARKET LEASING STRATEGY ID: I011504
To update the Covered Market Leasing Strategy	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Occurred with traders
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health

Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Elaine Philip, Markets Manager Tel: 01865 252358 ephilips@oxford.gov.uk

ITEM 14:	HOUSING ASSET MANAGEMENT STRATEGY (INCLUDING THE OXFORD STANDARD) ID: I010484
To propose the adoption of a strategy that will determine decisions for the Council's housing stock	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes. Consultation has already happened to produce this draft which in turn will be subject to a further 28 day consultation before final consideration by CEB and Council
Decision Taker	City Executive Board Council
Executive Lead Member:	Housing and Estate Regeneration <input type="checkbox"/>
Report Owner:	Head of Housing and Property <input type="checkbox"/>
Report Contact:	Martin Shaw Tel: 01865 252775 mshaw2@oxford.gov.uk

ITEM 15:	HOUSES IN MULTIPLE OCCUPATION (HMO) LICENSING SCHEME ID: I005715
<p>The Council designated the whole of the City subject to Additional Licensing of HMOs in 2010 which was phased into effect from the 24th January 2011 and 31st January 2012. Each Phase of the scheme was designated for 5 years and during this time the Council must undertake a review.</p> <p>The report to be submitted to the June CEB will provide findings from a review of the impact of the scheme and seek approval from members to proceed with a consultation exercise regarding the future of the Additional Licensing scheme.</p> <p>The report to be submitted to the October CEB will set out the results of the consultation exercise for Additional Licensing and set out recommendations for the future of the scheme.</p>	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Consultation will occur after the June report.
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health <input type="checkbox"/> Finance, Asset Management and Public Health
Report Owner:	Executive Director for Community Services <input type="checkbox"/>
Report Contact:	Adrian Chowns, Team Leader HMO Enforcement Team Tel: 01865 252010 achowns@oxford.gov.uk

ITEM 16:	ICT STRATEGY ID: I002559
This report will propose an ICT Strategy for the Council.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Internal only.
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Business Improvement and Technology
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 17:	PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES ID: I011250
Formalise the approach of the Council to Community Centre lease agreements	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt Commercial Affairs of the Council
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Culture and Communities
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Mark Spriggs, Community Centres Co-ordinator Tel: 01865 252822 mspriggs@oxford.gov.uk

ITEM 18:	OXFORD RAILWAY STATION REDEVELOPMENT ID: I010169
To update CEB on the Oxford Station Redevelopment Proposals and seek approval for next stages.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Formal consultation on this site was undertaken as part of the West End AAP. Significant informal consultation and information gathering has taken place and continues to take place. Formal statutory consultation will be undertaken as part of the town planning processes going forward.
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development

Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk
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ITEM 19:	RECYCLING REWARD SCHEME BID – BLUE BIN PREMIER LEAGUE ID: I011530
To inform the Board of Oxford City Council's successful bid to the DCLG for £350k and to describe the reward scheme	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Head of Direct Services
Report Contact:	Geoff Corps, Cleaner Greener Services Manager gcorps@oxford.gov.uk

ITEM 20:	TOWER BLOCKS REFURBISHMENT - APPOINTMENT OF PROJECT CONTRACTOR ID: I009026
June 2015: To approve the recommendation to appoint a Principal Contractor who will undertake the refurbishment of the five high rise residential tower blocks and to recommend to Council a revised budget following competitive tender process.	
On 3 July 2014, the City Executive Board resolved to: Approve the commencement of the tender process and delegate to the Executive Director of Regeneration and Housing in consultation with the Section 151 Officer and Monitoring Officer, the authority to award the contract to the preferred contractor within the budget envelope for the refurbishment of the City tower blocks, following a competitive tender process.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt contract details
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board Council
Executive Lead Member:	Housing and Estate Regeneration <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Head of Housing and Property <input type="checkbox"/>
Report Contact:	David Watt Tel: 01865 252182 dwatt@oxford.gov.uk, Jack Bradley jbradley@oxford.gov.uk

CEB 9 JULY 2015 PROVISIONAL REPORTS

ITEM 21:	AGENCY STAFF CONTRACT AWARD ID: I010929
To award the Agency Staff Contract.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	
Report Owner:	Head of Business Improvement and Technology
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 22:	AWARD OF A FRAMEWORK AGREEMENT FOR SUB-CONTRACTED RESPONSIVE & PLANNED MAINTENANCE ID: I010935
The report will recommend a series of contractors to carry out specialist works on behalf of the Council ranging from general construction services to the maintenance of solar PV.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially sensitive - affairs of the Council.
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing and Estate Regeneration
Report Owner:	Head of Direct Services
Report Contact:	Nicky Atkin, Business Improvement Tel: 01865 252778 natkin@oxford.gov.uk

ITEM 23:	CONTRACT AWARD ICT NEW PARTNER ID: I010931
To award a contract to provide Council's ICT services and support.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Business Improvement and Technology
Report Contact:	Jane Lubbock, Head of Business Improvement and Technology Tel: 01865 252708 jlubbock@oxford.gov.uk

ITEM 24:	CORPORATE DEBT POLICY ID: I006675
Annual update of policy in relation to the collection of income	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Asset Management and Public Health
Report Owner:	Head of Finance
Report Contact:	Nigel Kennedy, Head of Finance Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 25:	DIAMOND PLACE SUPPLEMENTARY PLANNING DOCUMENT (SPD)- ADOPTION ID: I009631
<p>The Diamond Place Supplementary Planning Document sets out design guidance for this site in Summertown. It provides guidance of uses, parking, buildings heights and access among other matters. The report will be recommending that the SPD is adopted for use as a material consideration in planning decisions.</p> <p>The draft Diamond Place SPD has been consulted on and is returning to the City Executive Board for adoption.</p>	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	<p>Two stages of consultation took place. A workshop to discuss issues and options took place in September 2013. A consultation on options for the SPD took place during April and May 2014, including a workshop at a meeting of the Summertown St Margaret's Neighbourhood Forum on 2nd April 2014. Paper comment forms were left in libraries, a GP surgery, the Ferry centre and the NOA Community Centre, which also housed an exhibition.</p> <p>A range of organisations in and adjoining the affected area, as well as city wide stakeholders, were informed directly of the consultation by letter and email. These consultations informed the draft SPD, further consultation took place during late February- March 2015.</p>
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 26:	ENERGY AND WATER MANAGEMENT PLAN ID: I010350
To ensure clear roles, responsibilities and controls in place to reduce energy and water consumption and costs in Council buildings and operations; to embed the use of whole life costing approach to decisions making	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Interim Head of Environmental Development
Report Contact:	Nathan Vear, Interim Head of Environmental Development nvear@oxford.gov.uk

ITEM 27:	GLOUCESTER GREEN MARKET ID: I011506
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact	Piers Scrimshaw-Wright Tel: 01865 252142 pscrimshaw-wright@oxford.gov.uk

ITEM 28:	HORSPATH ROAD SPORTS PAVILION - REMODELLING OPTIONS ID: I008107
This report will review the options for remodelling the Horspath Road sports pavilion and for improving sports provision at Horspath Road.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Sports, Events and Parks
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Ian Brooke, Head of Leisure, Parks and Communities Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 29:	LEISURE & WELLBEING STRATEGY ID: I009355
To adopt the Leisure & Wellbeing Strategy following public consultation	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards

Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Leisure Contract and Community Partnership Grants
Report Owner:	Head of Leisure, Parks and Communities
Report Contact:	Ian Brooke, Head of Leisure, Parks and Communities Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 30:	LOCAL DEVELOPMENT SCHEME ID: I010035
The Local Development Scheme set out a work programme for major planning policy documents for Oxford. This meeting will recommend adoption of the LDS.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Adrian Roche, City Development Tel: 01865 252165 aroche@oxford.gov.uk

ITEM 31:	OFFICER DELEGATION FOR CAPITAL INVESTMENT IN PROPERTY ID: I010348
To create a City Council Property Investment Panel capable of sanctioning (i) the acquisition of residential property for the Homelessness Accommodation Search and (ii) the acquisition of commercial investment property.	
The panel will consist of officers, the Leader and the Board Member for Finance, Asset Management and Public Health.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Executive Director for City Regeneration and Housing
Report Contact:	Jane Winfield, Regeneration and Major Projects - Team Manager Tel: 01865 252551 jwinfield@oxford.gov.uk

ITEM 32:	OXFORD CITY COUNCIL CORPORATE BIODIVERSITY ACTION PLAN ID: I010031
This Strategy sets out how the Council aims to fulfil its duties under the Natural Environment and Rural Communities Act 2006.	
To adopt the Corporate Biodiversity Strategy following public consultation	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Cleaner, Greener Oxford, Climate Change and Transport
Report Owner:	Interim Head of Environmental Development
Report Contact:	Nathan Vear, Interim Head of Environmental Development nvear@oxford.gov.uk

ITEM 33:	STATEMENT OF COMMUNITY INVOLVEMENT 2015 ID: I010033
The Statement of Community Involvement set out how City Development will consult with local people and stakeholders on the development of planning policy documents and planning applications. This meeting will recommend adoption of the SCI.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy, Economic Development and Planning
Report Owner:	Head of City Development
Report Contact:	Lyndsey Beveridge Tel: 01865 25 2482 lbeveridge@oxford.gov.uk

ITEM 34:	SUMMARY OF MONITORING INFORMATION REPORTED BY COMMUNITY & VOLUNTARY ORGANISATIONS 2014/15 ID: I011655
Summary of monitoring information reported by Community & Voluntary Organisations For the period covering 2014/15	
This report will give Members a summary of the achievements reported by groups funded through the Community grants programme, Social Inclusion Fund and the Youth Ambition grants programme in 2014/2015	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	No
Decision Taker	City Executive Board
Executive Lead Member:	Leisure Contract and Community Partnership Grants
Report Owner:	Executive Director for Community Services
Report Contact:	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk



Scrutiny Recommendation Tracker 2014-15

Fusion Lifestyle Annual Service Plan 2015/16 – Scrutiny Committee 23 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. We recommend that a more ambitious performance target is adopted for increasing the participation of users resident in the most deprived wards in our city (the existing proposal is for the target to increase from 110,000 visits in 2014/15 to 114,000 visits in 2015/16).	Y	We will liaise with Fusion and report at CEB what we feel is doable.	Cllr Mike Rowley / Ian Brooke	2 April 2015
2. We recommend that a more ambitious performance target is adopted for increasing the participation of disabled users (the existing proposal is for the target to increase from 15,000 visits in 2014/15 to 16,000 visits in 2015/16).	Y	We will liaise with Fusion and report at CEB what we feel is doable.	Cllr Mike Rowley / Ian Brooke	2 April 2015
3. We recommend that the City Council continues to work with Fusion Lifestyle to remove barriers to participation for our target groups, for example by seeking to extend crèche provision at Council leisure facilities.	Y	Agreed - it describes what we're doing and intend to keep doing.	Cllr Mike Rowley / Ian Brooke	TBC
4. We recommend that the utility consumption performance target is changed to a carbon reduction target, measured on a per user basis. This could be in line with the City Council's corporate target of reducing carbon emissions by 5% per annum.	Y	Happy to report on a per user basis for carbon.	Cllr Mike Rowley / Ian Brooke	2 April 2015
Living Wage – Scrutiny Committee 2 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. We recommend that the City Council surveys all suppliers to measure compliance with paying the Oxford Living Wage.	Y	We should make every effort to ensure that our contractors are paying the Living Wage, but it may be difficult to	Cllr Bob Price / Simon Howick & Jane	Nov 2015

		achieve a full coverage of the very large number of suppliers, some of which provide very small volumes.	Lubbock	
2. We recommend that the City Council reviews whether the Oxford Living Wage should continue to be set at 95% of the London Living Wage.	Y	The original figure was determined on the basis of a comparison of housing and transport costs in Oxford and London. It should be possible to repeat that exercise. The Council motion which committed us to the LW, proposed a £7 OLW against the £7.20 LLW, taking account of the work undertaken by the original research by Loughborough University and the Mayor of London and using Oxford housing and transport data. That relationship was subsequently translated into a 95% figure, in order to ensure that the OLW was maintained in line with a figure for the LLW that was well researched and supported by time series evidence. This percentage link makes the administration of the OLW straightforward and avoids the need for complex research to be undertaken locally at regular intervals.	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015
3. We recommend that the City Council seeks to increase apprentice pay in the next budget round.	N	This issue was considered carefully at the time of the decision on apprentice pay. The current apprenticeship rates are well above the national rates, but a move to the OLW would result in a reduction in the number of apprenticeships.	Cllr Bob Price / Simon Howick & Jane Lubbock	N/A

4. We recommend that the City Council actively explores the merits of incentivising businesses to pay the Oxford Living Wage through offering business rate discounts.	Y	We should consider this, but there are difficult issues of practical implementation as well as a potentially significant cost to the Council's budget.	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015
5. We recommend that the City Council seeks to be more pro-active in engaging with employers and encouraging them to pay the Oxford Living Wage. This could also involve raising the profile of the Oxford Living Wage on the City Council website and listing employers that have committed to paying it.	Y	As the portfolio holder, I have written to all the major employers to encourage them to pay the Living Wage and have engaged with many of them in the course of my visits to them over the past two and a half years. The suggestions about the website and employer listings are very good ones and will be adopted.	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015
Culture Strategy – Scrutiny Committee 2 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. We recommend that there is an objective to extend cultural opportunities to excluded communities under priority for culture 2.	Y	Section 2 of the Strategy states that 'We are committed to providing and supporting opportunities for all of Oxford's residents to engage with arts and cultural events and activities, with a particular focus on work which reaches our young people and diverse communities.' and 'Our aim- working with our partners in the cultural sector- is to increase access from all our communities to good quality cultural opportunities and events, at affordable prices, in a range of venues and locations'.	Christine Simm / Peter McQuitty	April 2015

		This represents a clear and robust commitment to working with all communities including excluded groups. However, the phrase 'including excluded groups' could be inserted after 'increase access from all our communities' to strengthen the point.		
2. We recommend that the City Council asks Experience Oxfordshire to convene a seminar with elected members.	Y	Excellent suggestion which will be actioned within the next two months, giving the new incumbent a little time to settle in to her new role.	Christine Simm / Peter McQuitty	May2015
Discretionary Housing Payment Policy – Scrutiny Committee 2 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
We recommend that the City Executive Board approve the revised Discretionary Housing Payment Policy.	Y	<i>An update paper will come to Scrutiny and CEB at the end of quarter 2 at the latest.</i>	Susan Brown / Paul Wilding	Y

SCRUTINY COMMITTEE

Monday 23 March 2015

COUNCILLORS PRESENT: Councillors Simmons (Chair), Hayes (Vice-Chair), Anwar, Coulter, Darke, Gant, Hollick, Henwood, Lloyd-Shogbesan, Pressel, Smith and Upton.

OFFICERS PRESENT: Ian Brooke (Head of Leisure, Parks and Communities), Andrew Brown (Scrutiny Officer), Lucy Cherry (City Leisure), Mai Jarvis (Environmental Policy Team Leader), Jennifer Thompson (Law and Governance) and Nathan Vear (Interim Head of Environmental Development)

100. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Altaf-Khan (substitute Councillor Gant) and Councillor Fry (substitute Councillor Pressel).

101. DECLARATIONS OF INTEREST

There were no declarations of interest made.

102. UPDATE FROM STANDING PANELS

Councillor Hollick reported that the Housing Panel would meet on 24 March. Councillor Simmons reported that the Finance Panel meeting on 25 March may be deferred. The Cycling Panel would report on its work under Minute105.

103. OXFORD CYCLE CITY -UPDATE

The Head of Environmental Development and the Environmental Policy Team Leader presented a report on the progress of the Oxford Cycle City project and answered questions.

Councillor John Tanner (Executive Member for Cleaner, Greener Oxford, Climate Change and Transport) also answered questions.

- In paragraph 4 of the report, an additional £67,000 was awarded (not £62,000 as stated).
- The Cycle City plan was very ambitious. Oxfordshire County Council would prefer that new schemes did not start until their new long-term county-wide strategy was agreed. The Council's response to the draft strategy would be submitted shortly. One concern was the lack of a hierarchy of priority travel modes to inform road design.
- The Cycling Panel could have an input into those projects which could be taken forward with the funding available.
- Most grants were available only to the County Council in its capacity as transport authority, although the city council was consulted as appropriate about any bids for these.
- Some S106 and CIL funding from new developments was available for cycling schemes either on or off the site of the development.

- The increase in cycle journeys as the main mode of transport would be measured for city residents.
- Some work on the towpaths had been completed; the County Council had a grant to carry out more work; but upgrading major stretches required their assistance.
- Adult training had been carried out as a small-scale pilot and may be continued if funds allowed.
- It was unclear why there had been no proposals for better provision for cyclists on Woodstock Road.
- Working relations with voluntary sector groups were generally productive.
- It should be possible to progress schemes with clear benefits where these did not conflict with the proposals in the draft transport strategy and could be funded.

Members of the Committee commented that the Cycling Panel should consider the consultant's report on the County Council's draft transport strategy, and the budget and proposed expenditure on cycling improvements.

The Committee recommended that:

- the Cycling Panel urge Oxfordshire County Council to progress the recommendation in the motion on cycle safety adopted at Council on 1 December; and
- the consultants' report on the Oxford Transport Strategy should be circulated to councillors,

and noted that individual responses could be made to this consultation.

104. FUSION LIFESTYLE - ANNUAL SERVICE PLAN 2015/16

The Head of Leisure, Parks and Communities and the Leisure Performance Manager presented a report setting out Fusion Lifestyle's Annual Service Plan for 2015/16 and answered questions from the Committee as follows:

- Visitor numbers overall had increased and this higher baseline should be taken into account when setting new targets for increased usage.
- Visitor numbers to the new pool at Blackbird Leys had exceeded expectations and an unofficial audit had provided glowing feedback on the accessibility of this facility for disabled people.
- Increased footfall creates upward pressure on energy usage, making the energy reduction target harder to achieve.
- The initiatives to encourage participation, particularly from under-represented groups, and including free and low-cost activities were outlined.
- It was realistic to achieve a zero subsidy per user by 2017, and Fusion's contract committed them to delivering this.

Members of the Committee noted the work done on promoting and supporting sports directly and with schools, and suggested that promotion of cricket and summer sports may increase involvement from groups with low participation rates.

The Committee agreed that although significant progress had already been made, there was scope to be more ambitious in targeting increased participation amongst disabled users and people living in the most deprived wards in Oxford.

The Committee discussed how the Council could continue to encourage and enable greater participation amongst target groups. Members noted the positive impact of the crèche at Blackbird Leys on enabling more women to use the leisure facilities. The Committee agreed it would like to see further progress in providing similar family-friendly provision at more leisure facilities.

The Committee asked whether the target to reduce utility consumption by 2% each year against the 2013/14 baseline should be changed to a carbon reduction target, similar to the corporate target of reducing carbon emissions by 5% each year and suggested that a carbon reduction target could be measured on a per user basis, rather than on an overall basis.

The Committee made a number of suggestions to officers:

- National benchmarking data on the participation of target groups would be useful,
- The risk register should include review dates where actions are identified,
- Some targets may need to be re-expressed to provide greater clarity and consistency (one target was cumulative but others were non-cumulative),
- An analysis of where users of the Blackbird Leys pool came from may be useful.

The Committee recommended to the City Executive Board:

1. that a more ambitious performance target be adopted for increasing the participation of users resident in the most deprived wards in the city;
2. that a more ambitious performance target is adopted for increasing the participation of disabled users;
3. that the Council continues to work with Fusion Lifestyle to remove barriers to participation for our target groups, for example by seeking to extend crèche provision to more Council leisure facilities;
4. that the utility consumption performance target is changed to a carbon reduction target, measured on a per user basis. This could be in line with the Council's overall target of reducing carbon emissions by 5% year on year.

105. CYCLING PANEL SCOPE

The Scrutiny Officer submitted a report setting out the scope of the Cycling Review Group's work.

The Committee agreed the scope as set out in the report with the additions of:

- consider the Council's response to the Oxfordshire County Council's draft Transport Strategy;
- evaluate the merits of further investment in adult cycle training;
- evaluate the use and monitoring of S106 and CIL funds to improve cycling provision.

106. WORK PROGRAMME AND FORWARD PLAN

The Scrutiny Officer presented the work programme and the Forward Plan.

The Committee approved a survey of councillors with the inclusion of a summary of the main scrutiny topics for information. The Committee noted that Council would receive an end of year scrutiny report at the September meeting.

The Committee agreed:

1. To scrutinise from the Forward Plan:
 - Item 16: City Centre Public Spaces Protection Order
 - Item 22: Oxpens delivery strategy
 - Item 23: Community Centre leases
 - Item 21: Oxford Station redevelopment when appropriate, and invite Network Rail to attend for this.
2. To refer Item 17: Capital Strategy and Item 18: Corporate Debt Policy to the Finance Panel.
3. To refer Item 20: Covered Market action plan to the Local Economy Group*.
4. To note that Item 24: Safeguarding was on the work programme but had been delayed; and to invite the Executive Director for Community Services, the Policy and Partnership Team Leader, and Chair of the Oxfordshire Safeguarding Children Board to attend when this was considered.

*this will be brought to the full Committee.

107. REPORT BACK ON RECOMMENDATIONS

The Scrutiny Officer presented a report setting out the results of recommendations made by the Committee.

The Committee noted the report and asked for clarification as to whether the recommendation to the Oxfordshire Growth Board had been adopted, with reasons.

108. MINUTES

The Committee resolved to APPROVE the minutes of the meeting held on 2 March 2015 as a true and accurate record.

109. DATES OF FUTURE MEETINGS

The Committee noted the dates of future meetings and agreed to change the date of the next meeting to 27 April.

The meeting started at 6.15 pm and ended at 7.40 pm