

# Agenda

www.oxford.gov.uk



## Scrutiny Committee

Date: **Wednesday 9 December 2015**

---

Time: **6.15 pm**

---

Place: **Plowman Room - Town Hall**

---

For any further information please contact:

**Catherine Phythian, Committee Services Officer**

Telephone: 01865 252402

Email: [cphythian@oxford.gov.uk](mailto:cphythian@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

<b>Chair</b>	Councillor Craig Simmons
	Councillor Tom Hayes
	Councillor Van Coulter
	Councillor Roy Darke
	Councillor James Fry
	Councillor Andrew Gant
	Councillor Sam Hollick
	Councillor David Henwood
	Councillor Ben Lloyd-Shogbesan
	Councillor Linda Smith
	Councillor Sian Taylor
	Councillor Louise Upton

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

### **HOW TO OBTAIN A COPY OF THE AGENDA**

In order to reduce the use of resources, our carbon footprint and our costs we will no longer produce paper copies of agenda over and above our minimum requirements. Paper copies may be looked at the Town Hall Reception and at Customer Services, St Aldate's and at the Westgate Library

A copy of the agenda may be:-

- Viewed on our website – [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)
- Downloaded from our website
- Subscribed to electronically by registering online at [mycouncil.oxford.gov.uk](http://mycouncil.oxford.gov.uk)

# AGENDA

## Pages

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTEREST**

**3 COMMUNITY CENTRE STRATEGY 2015-2020**

Contact Officer: Ian Brooke, Head of Community Services  
Tel 01865 252705, [ibrooke@oxford.gov.uk](mailto:ibrooke@oxford.gov.uk)

9 - 36

Background Information
<p>The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.</p> <p>The Scrutiny Committee pre-scrutinised the Lease and Monitoring Arrangements for Community Centres decision in October. The Committee regretted the tone and language of the report and its reliance on legal arguments which gave no recognition to the important work of the Community Centre Associations and their volunteers.</p>
Why is it on the agenda?
<p>The City Executive Board will consider the report which presents the draft Community Centre Strategy and sets out proposals for consultation on the strategy at its meeting on 17 December 2015. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.</p>
Who has been invited to comment?
<p>Councillor Simm and Ian Brooke, Head of Community Services will attend to answer the Committee's questions.</p>

**4 RESETTLING SYRIAN REFUGEES IN OXFORD**

Contact Officer: Val Johnson, Policy & Partnership Team Leader  
Tel 01865 252209, [vjohnson@oxford.gov.uk](mailto:vjohnson@oxford.gov.uk)

37 - 52

Background Information
<p>The Chair and Vice Chair of the Scrutiny Committee asked for this item to be included on the agenda for pre-decision scrutiny (this item was not on the Council's Forward Plan when the Committee last met).</p>

Why is it on the agenda?
At the meeting on 17 December 2015 the City Executive Board will be asked to approve the participation in the Syrian Vulnerable Person Resettlement Scheme for the purpose of settling refugee families in Oxford. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
Councillor Price, Leader of the Council, Caroline Green, Assistant Chief Executive and Dave Scholes, Housing Strategy & Needs Manager, have been invited to present this report and answer the Committee's questions.

## 5 ASSET MANAGEMENT PLAN 2016-2020

53 - 112

Contact Officer: Mike W Scott, Senior Asset Manager  
Tel 01865 252138, [mwscott@oxford.gov.uk](mailto:mwscott@oxford.gov.uk)

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board will be asked to approve the draft Asset Management Plan for consultation at its meeting on 17 December 2015. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
Mike Scott, Senior Asset Manager, will attend to present this report and answer the Committee's questions.

## 6 REPORT OF THE GUEST HOUSES REVIEW GROUP

113 - 138

Background Information
The Scrutiny Committee commissioned the Guest Houses Review Group to look at what is being done to prevent exploitation in guest houses and explore the case for the introduction of a voluntary code of practice.
Why is it on the agenda?
The Scrutiny Committee is asked to:

1. Approve the report of the Guest Houses Review Group for submission to the City Executive Board on 17 December 2015;
2. Agree to monitor progress over time, including the implementation of any agreed recommendations.

Who has been invited to comment?

Councillor Van Coulter, the Chair of the Guest Houses Review Group will present the report.

## 7 PERFORMANCE MONITORING REPORT 2015/16 QUARTER 2

139 - 144

### Background Information

This report contains outcomes at the end of September 2015 (2015/16 quarter 2) for a set of corporate performance indicators previously chosen by the Committee.

### Why is it on the agenda?

The Scrutiny Committee has a role in monitoring Council performance against targets.

The Committee is asked to note this report and may wish to ask questions or request further information.

### Who has been invited to comment?

No officers have been invited specifically for this item but the Scrutiny Officer will follow up on any requests after the meeting, if required.

## 8 UPDATES SINCE THE LAST MEETING

For scrutiny members to update the Committee on any developments since the last meeting.

The Chair of the Finance Panel may wish to update the Committee on the Budget Review process.

The Chair of the Equality and Diversity Review Group may wish to update the Committee on the progress of that review.

The next Housing Standing Panel is scheduled for 10 December 2015  
 The next Finance Standing Panel is scheduled for 28 January 2015 (the Finance Panel will be meeting as the Budget Review Group in the meantime).

## 9 WORK PROGRAMME AND FORWARD PLAN

145 - 174

Background Information
The Scrutiny Committee operates within a work programme which has been set for the 2015/16 council year. This programme will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest <a href="#">Forward Plan</a> (which outlines decisions to be taken by the City Executive Board or Council).
Why is it on the agenda?
<p>The Scrutiny Committee is asked to review and note its work programme for the 2015/16 council year.</p> <p>The Committee is also asked to select which Forward Plan items they wish to pre-scrutinise based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Is the issue controversial / of significant public interest?</li> <li>• Is it an area of high expenditure?</li> <li>• Is it an essential service / corporate priority?</li> <li>• Can Scrutiny influence and add value?</li> </ul> <p>A maximum of three items for pre-scrutiny will normally apply.</p>
Who has been invited to comment?
Andrew Brown, Scrutiny Officer will present the work programme and support the Committee in its decision making.

## 10 REPORT BACK ON RECOMMENDATIONS

175 - 180

Background Information
The Committee makes a number of recommendations to the City Executive Board, which is obliged to respond in writing.
Why is it on the agenda?
<p>This item allows Committee to see the results of recent scrutiny recommendations.</p> <p>Since the last meeting the following item has resulted in a recommendation to the City Executive Board:</p> <ul style="list-style-type: none"> <li>• Planning Annual Monitoring Report</li> </ul>
Who has been invited to comment?
Andrew Brown, Scrutiny Officer will present the report.

## 11 MINUTES

181 - 188

Minutes from 2 November 2015

**Recommendation:** That the minutes of the meeting held on 2 November 2015 be APPROVED as a true and accurate record.

## **12 DATES OF FUTURE MEETINGS**

Meetings are scheduled as followed:

12 January 2016

2 February 2016

7 March 2016

5 April 2016

All meetings being at 6.15 pm.

## **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.