

Agenda

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Scrutiny Committee

Date: **Tuesday 7 June 2016**

Time: **6.00 pm**

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

For any further information please contact:

Catherine Phythian, Committee Services Officer

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Email: 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

Councillor Jamila Begum Azad
Councillor Craig Simmons
Councillor Nigel Chapman
Councillor Tom Hayes
Councillor Van Coulter
Councillor James Fry
Councillor Andrew Gant
Councillor David Henwood
Councillor Marie Tidball
Councillor Jennifer Pegg
Councillor Ruth Wilkinson
Councillor Sian Taylor

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

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AGENDA

Pages

1 APOLOGIES FOR ABSENCE

2 ELECTION OF CHAIR FOR THE COUNCIL YEAR 2016/17

The Committee is asked to elect a Chair for the Council year 2016/17.

The Chair must be a Scrutiny Councillor from one of the opposition groups.

3 ELECTION OF VICE-CHAIR FOR THE COUNCIL YEAR 2016/17

The Committee is asked to elect a Vice-Chair for the Council year 2016/17.

The Vice-Chair must be a Scrutiny Councillor and can be from any political group.

4 DECLARATIONS OF INTEREST

5 SCRUTINY COMMITTEE OPERATING PRINCIPLES 2016/17

9 - 12

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

Background Information
The Council's Constitution sets out the role and procedures of the Scrutiny Committee but is not prescriptive about how the scrutiny function will be organised and managed. Previous Scrutiny Committees have voluntarily agreed operating principles to govern key aspects of the scrutiny function that are not covered by the Constitution.
Why is it on the agenda?
For the Scrutiny Committee to agree a set of operating principles for the 2016/17 Council year which will provide clarity as to how the scrutiny function will be organised and managed. No substantial changes are proposed for this year.
Who has been invited to comment?
Andrew Brown, Scrutiny Officer will present the operating principles and support the Committee in its decision making.

6 WORK PROGRAMME AND FORWARD PLAN

13 - 38

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

Background Information
The Scrutiny Committee operates within a work plan which is agreed annually and 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 Forward Plan (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 set a work plan for the 2016/17 Council year and in particular to consider:</p> <ol style="list-style-type: none">1. Which items from the 2015/16 work plan to carry forward;2. Which items from the list of new suggestions to include;3. Whether any salient issues or topics are missing;4. Which items should be prioritised for detailed scrutiny. <p>Having set the content of the work plan, the Committee is asked to agree the remit and membership of two standing panels. It is recommended that the Committee appoints to a Finance Panel (4 members) and a Housing Panel (6 members). The Scrutiny Officer will advise the Committee which members have been nominated.</p> <p>The Committee is also asked to select which Forward Plan items to pre-scrutinise based on the following criteria (a maximum of three items for pre-scrutiny will normally apply):</p> <ul style="list-style-type: none">• <i>Is the issue controversial / of significant public interest?</i>• <i>Is it an area of high expenditure?</i>• <i>Is it an essential service / corporate priority?</i>• <i>Can Scrutiny influence and add value?</i>
Who has been invited to comment?
<ul style="list-style-type: none">• Andrew Brown, Scrutiny Officer

7 PLANNING AND REGULATORY SERVICE PLAN (6.15PM)

39 - 72

Contact Officer: Patsy Dell, Head of Planning & Regulatory Services
pdell@oxford.gov.uk

Background Information
The Scrutiny Committee considered the Council's Statement of Community Involvement in June 2015. Officers resolved to report back to members on progress against the action plan elements. Following a service restructure, these actions have been taken in to the Planning & Regulatory Service Plan.
Why is it on the agenda?
For the Scrutiny Committee to consider the Service Plan for the new Planning & Regulatory service. The Committee is asked to note the report and to provide any feedback on the Service Plan and draft Service Improvement plan and identified actions.
Who has been invited to comment?
<ul style="list-style-type: none">• Councillor Alex Hollingsworth, Board Member for Planning & Regulatory;• Patsy Dell, Head of Service - Planning & Regulatory

8 PLANNING ENFORCEMENT (6.40PM)

73 - 84

Contact Officer: Ian Wright, Service Manager Environmental Health
iwright@oxford.gov.uk

Background Information
The Scrutiny Committee requested a report on planning enforcement in order to consider how compliance is monitored, what enforcement action is taken and whether Planning Committees are made aware of breaches of conditions.
Why is it on the agenda?
For the Scrutiny Committee to consider a review of planning enforcement activity. The Committee is asked to note the report and may wish to request a progress update report in 12 months time.
Who has been invited to comment?
<ul style="list-style-type: none">• Councillor Alex Hollingsworth, Board Member for Planning & Regulatory;• Ian Wright, Environmental Health Service Manager.

9 WESTHILL FARM (7.00PM)

85 - 162

Contact Officer: David Edwards, Executive Director City Regeneration and Housing Tel: 01865 252394 dedwards@oxford.gov.uk

Background Information
In 2015/16 the Chair of Scrutiny requested a report on the proposed demolition of a Council-owned former-farmhouse building at Westhill Farm in Shotover Country Park.
Why is it on the agenda?
For the Scrutiny Committee to consider the proposed demolition of Westhill Farm. The Committee is asked to note the report and provide any feedback on the proposed demolition.
Who has been invited to comment?
<ul style="list-style-type: none">• Councillor Linda Smith, Board Member for Leisure, Parks & Sport,• David Edwards, Executive Director for Regeneration & Housing.

10 APPRENTICES (7.20PM)

163 - 212

Contact Officer: Jarlath Brine, OD & Learning Advisor jbrine@oxford.gov.uk

Background Information
The Scrutiny Committee requested a briefing on how many apprentices have been taken on by the Council and in which departments, as well as tasks undertaken and opportunities for career progression.
Why is it on the agenda?
For the Scrutiny Committee to consider the employment of apprentices by the Council. The Committee is asked to note the report and may wish to provide comment to the Board Member and officer and/or make recommendations to the City Executive Board.
Who has been invited to comment?
<ul style="list-style-type: none">• Councillor Pat Kennedy, Board Member for Education & Skills;• Jarlath Brine, OD & Learning Advisor.

11 SAFEGUARDING REPORT 2015-2016 (7.45PM)

213 - 240

Contact Officer: Val Johnson, Policy Team Leader Tel: 01865 252209
vjohnson@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 note progress and agree the Self-Assessment Action Plan (appendix 1) at its meeting on 16 June 2016. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
<ul style="list-style-type: none">• Councillor Dee Sinclair, Board Member for Community Safety;• Caroline Green, Assistant Chief Executive.

12 REPORT OF THE EQUALITY AND DIVERSITY REVIEW GROUP

241 - 268

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

Background Information
The Scrutiny Committee commissioned the Equality & Diversity Review Group to consider issues of equality and diversity in the Council workforce and in particular: <ul style="list-style-type: none">• What barriers are faced by under-represented groups in recruitment and career progression at the City Council;• How does the Council prevent and address discrimination, including specifically discrimination against LGBT employees.
Why is it on the agenda?
For the Scrutiny Committee to review and comment on the report of the Equality & Diversity Panel before it is submitted to the City Executive Board on 16 June 2016.
Who has been invited to comment?
<ul style="list-style-type: none">• Councillor Tom Hayes, Chair of the Equality & Diversity Review Group.

13 PERFORMANCE MONITORING - 2015/16 QUARTER 4

269 - 276

Background Information
The Scrutiny Committee has a role in monitoring Council performance. In 2015/16 the Committee received quarterly reports on a selection of service indicators chosen by the Committee.
Why is it on the agenda?
For the Scrutiny Committee to note and comment on Council performance at 2015/16 year-end.
Who has been invited to comment?
No officers have been invited for this item. Any comments or requests for further information will be relayed to the relevant officers after the meeting.

14 REPORT BACK ON RECOMMENDATIONS

277 - 284

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

Background Information
The Committee makes a number of recommendations to Council decision makers, who are obliged to respond in writing.
Why is it on the agenda?
This item allows Committee to see the results of recent recommendations. Since the last meeting the following items have resulted in recommendations to the City Executive Board: <ul style="list-style-type: none">• Tenant involvement• Low Carbon Hub• Council Tax and Business Rates exemptions and discounts• Security in communal areas of tower blocks• Tackling isolation• Discretionary Housing Payment Policy – 2016 Revision
Who has been invited to comment?
<ul style="list-style-type: none">• Andrew Brown, Scrutiny Officer

15 MINUTES

285 - 294

Minutes from 5 April 2016.

Recommendation: That the minutes of the meeting held on 5 April 2016 be APPROVED as a true and accurate record.

16 DATES OF FUTURE MEETINGS

Contact Officer:

Meetings are scheduled as followed:

Scrutiny Committee

4 July 2016
5 September 2016
6 October 2016
7 November 2016
6 December 2016

All meetings start at 6.00 pm.

Standing Panels

Housing Standing Panel – 7 July 2016
Finance Standing Panel – 30 June 2016

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.