

# Agenda

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## Scrutiny Committee

Date: **Wednesday 14 June 2017**

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Time: **6.00 pm**

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

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For any further information please contact:

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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

### Vice Chair

Councillor Mohammed Altaf-Khan  
Councillor Jamila Begum Azad  
Councillor Nigel Chapman  
Councillor Steven Curran  
Councillor James Fry  
Councillor Andrew Gant  
Councillor David Henwood  
Councillor Mark Ladbrooke  
Councillor Ben Lloyd-Shogbesan  
Councillor Mark Lygo  
Councillor Jennifer Pegg  
Councillor David Thomas

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 **REPORT BACK ON RECOMMENDATIONS**

9 - 20

Contact Officer: Andrew Brown, Scrutiny Officer,  
Tel 01865 252230, [abrown2@oxford.gov.uk](mailto:abrown2@oxford.gov.uk)

Background Information
Scrutiny is empowered to make recommendations to the City Executive Board, which is obliged to respond in writing.
Why is it on the agenda?
For the Committee to note and comment on recent executive responses to Scrutiny recommendations. Since the last meeting the Board has responded to recommendations on the following items: <ul style="list-style-type: none"><li>• Fusion Lifestyle's 2017/18 Annual Service Plan</li><li>• South Oxford Science Village Planning Application</li><li>• The Council's use of PSPO powers</li><li>• The local impacts of Brexit</li></ul>
Who has been invited to comment?
<ul style="list-style-type: none"><li>• Andrew Brown, Scrutiny Officer</li></ul>

21 - 30

4 **PLANNING AND REGULATORY SERVICES IMPROVEMENT PLAN**  
**6.05 PM 30 MINS**

Background Information
The Scrutiny Committee commissioned a report from the Head of Planning, Sustainable Development and Regulatory Services on the progress of her service improvement plan. The Committee previously considered a progress update in June 2016.
Why is it on the agenda?
For the Scrutiny Committee to consider the service improvement plan for Planning and Regulatory Services. The Committee is asked to note and comment on the report and may also wish to agree recommendations to put to the City Executive Board on 18 July 2017.
Who has been invited to comment?
<ul style="list-style-type: none"><li>• Councillor Alex Hollingsworth, Board Member for Planning and Regulatory;</li><li>• Patsy Dell, Head of Planning, Sustainable Development and Regulatory Services.</li></ul>

**5 OXFORD RAILWAY STATION SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

31 - 140

**6.35 PM 30 MINS**

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 on 20 June 2017 will be asked to agree the Oxford Railway Station SPD for public consultation. 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"><li>• Councillor Hollingsworth, Board Member for Planning and Regulatory Services;</li><li>• Fiona Piercy, Assistant Chief Executive for Regeneration and Economy</li><li>• Tom Morris, Principal Economic Development and Spatial Officer</li></ul>

**6 COMMUNITY LEASES**

141 - 154

**7.05 PM 30 MINS**

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 on 20 June 2017 will be asked to agree the process and criteria for awarding a community lease and approve terms for new leases for Bullingdon, Headington, Risinghurst and Florence Park Community Centres. 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"><li>• Councillor Dee Sinclair, Board Member for Community Services;</li><li>• Ian Brooke, Head of Community Services.</li></ul>

**7 SAFEGUARDING REPORT 2017/18**

155 - 174

**7.35 PM 25 MINS**

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 on 20 June 2017 will be asked to agree the safeguarding action plan 2017/18. 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"><li>• Councillor Hayes, Board Member for Community Safety;</li><li>• Val Johnson, Policy and Partnership Manager</li><li>• Daniella Granito, Safeguarding Coordinator</li></ul>

**8 PERFORMANCE MONITORING - QUARTER 4****8.00 PM 15 MINS**

Background Information
The Scrutiny Committee has a role in monitoring Council performance and quarterly reports are provided on a set of selected corporate and service performance indicators.
Why is it on the agenda?
For the Committee to note and comment on Council performance at the end of 2016/17 quarter 4 (31 March 2017).
Councillor Fry was the Committee's lead member for performance monitoring in 2016/17. It is proposed that Cllr Fry continues as lead member in 2017/18.
Since the previous report, Councillor Fry and Councillor Chapman met with the Business Development and Support Manager to discuss performance monitoring and may wish to update the Committee on that meeting.
Who has been invited to comment?
<ul style="list-style-type: none"> <li>• Councillor James Fry;</li> <li>• Councillor Nigel Chapman.</li> </ul>

**9 SCRUTINY OPERATING PRINCIPLES 2017/18****8.15 PM**

181 - 184

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 Committees have 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 2017/18 Council year which will provide clarity as to how the scrutiny function will be organised and managed.
Who has been invited to comment?
<ul style="list-style-type: none"> <li>• Andrew Brown, Scrutiny Officer</li> </ul>

**10 PREPARATION OF THE 2017/18 SCRUTINY WORK PLAN**

185 - 194

Background Information
The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year based on suggestions from members and senior officers. These suggestions are listed in the paperwork and have been rated by the Scrutiny Officer against criteria previously used by the Committee.
The work plan 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 [Forward Plan](#) (which outlines decisions to be taken by the City Executive Board or Council).

Why is it on the agenda?

For the Committee to make decisions in respect of its work plan for the 2017/18 Council year.

Recommendation(s): That the Scrutiny Committee resolves to:

1. Re-establish the Finance and Housing standing panels.
2. Re-establish the Shareholder Panel as a third standing panel to scrutinise issues and decisions relating to Council-owned companies.
3. Appoint to the panels as follows:
  - a) Finance (4 members): Councillors Fry, Landell Mills, Simmons & Taylor.
  - b) Housing (6 members): Councillors Goff, Henwood, Pegg, Sanders, Thomas & Wade.
  - c) Shareholder (5 members): Councillors Chapman, Fry, Gant, Henwood & Simmons.
4. Include all suggested items rated 6 or higher in the work plan and agree any other items to be included.
5. Agree two priority topics for review in 2017/18 including:
  - a) A Finance Panel review of the Council's annual budget and medium term financial plan (December to February)
  - b) One other review topic (August to December), which could be one of the following suggestions: child obesity, Disabled Students' Allowance, restorative justice, impacts of the Westgate Centre.
6. Note the meeting agenda schedules for July 2017.

Who has been invited to comment?

- Andrew Brown, Scrutiny Officer

## 11 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

### Scrutiny Committee

4 July 2017  
31 July 2017 – Provisional  
7 September 2017

All meetings start at 6.00 pm.

### Standing Panels

Finance Standing Panel – 6 July 2017, 5.30pm  
Housing Standing Panel – 10 July 2017, 5.00pm  
Shareholder Standing Panel – 13 July 2017, 5.30pm

## **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.