

# Agenda

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## Scrutiny Committee

Date: **Monday 8 October 2018**

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Time: **6.00 pm**

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Place: **St Aldate's Room - Oxford Town Hall**

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For any further information please contact:

**John Mitchell, Committee Services Officer**

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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

<b>Chair</b>	Councillor Andrew Gant
	Councillor David Henwood
	Councillor Mohammed Altaf-Khan
	Councillor Lubna Arshad
	Councillor Nadine Bely-Summers
	Councillor Hosnieh Djafari-Marbini
	Councillor Alex Donnelly
	Councillor James Fry
	Councillor Pat Kennedy
	Councillor Mark Lygo
	Councillor Craig Simmons

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

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

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# AGENDA

	Pages
<b>1 APOLOGIES FOR ABSENCE</b>	
<b>2 DECLARATIONS OF INTEREST</b>	
<b>3 CHAIR'S ANNOUNCEMENTS</b>	
<b>4 MINUTES</b>	7 - 12
<b>Recommendation:</b> That the minutes of the meeting held on 06 September 2018 be APPROVED as a true and accurate record.	
<b>5 WORK PLAN AND FORWARD PLAN</b>	13 - 24
Contact Officer: Stefan Robinson, Scrutiny Officer	
The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year. The Work Plan is reviewed at each meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest <u>Forward Plan</u> (which outlines decisions to be taken by the City Executive Board or Council). The Committee is asked to review and note its work plan for the 2018/19 council year.	
Following comments made at the previous meeting in relation to the Quarterly Performance Report, the Scrutiny Committee has been provided with an updated list of service level key performance indicators, and is asked to select which items it wishes to monitor going forward.	
<b>6 REPORT BACK ON RECOMMENDATIONS</b>	25 - 26
Contact Officer: Stefan Robinson, Scrutiny Officer	
At its last meeting the Committee considered a report on Fusion Lifestyle's Performance as a result of which a recommendation was made to the City Executive Board. The Board's response to that recommendation, discussed at its meeting on 18 September, is attached.	
<b>7 OXFORD LOCAL PLAN</b>	27 - 272
Contact Officer: Patsy Dell, Head of Planning, Sustainable Development and Regulatory Services	
At its meeting on 16 October 2018, the City Executive Board will be asked to approve the Oxford Local Plan 2036 proposed submission draft for public consultation.	
This is an opportunity for the Scrutiny Committee to make recommendations	

to the Board beforehand.

Please note that the following supporting documentation will be published as supplement:

**1. Appendix 2**

- i. Sustainability Appraisal
- ii. Habitat Regulation Assessment
- iii. Infrastructure Development Plan
- iv. City Council's Response to the Preferred Options Consultation
- v. Policies map

**2. Monitoring Framework**

<b>8</b>	<b>UPDATE REPORT ON PROGRESS WITH THE PLANNING AND REGULATORY SERVICE IMPROVEMENT PLAN</b>	<b>273 - 286</b>
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Contact Officer: Patsy Dell, Head of Planning, Sustainable Development and Regulatory Services

This report provides the Committee with its annual update on progress with the Planning and Regulatory Service improvements that were started in 2016.

<b>9</b>	<b>STAFF ABSENCE AND WELLBEING</b>	<b>287 - 292</b>
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Contact Officer: Paul Adams, HR and Payroll Manager.

This report is provided in response to a request from the Committee to provide an update on sickness absence levels and management interventions to monitor and address sickness absence across the Council. The Committee may wish to comment on the report and make recommendations to the City Executive Board.

<b>10</b>	<b>DATES OF FUTURE MEETINGS</b>
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Meetings for 2018 are scheduled as followed:

**Scrutiny Committee**

- 06 November
- 04 December
- 14 January (provisional)

**Standing Panels**

- Housing Standing Panel: 11 October, 12 November
- Finance Standing Panel: 06 December
- Companies Panel: 13 November, 11 December, 03 January 2019

All meetings start at 6.00 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.