

Agenda

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Scrutiny Committee

Date: **Monday 21 January 2019**

Time: **6.00 pm**

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

For any further information please contact:

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Scrutiny Committee

Membership

Chair	Councillor Andrew Gant
Vice Chair	Councillor Dr Joe McManners
	Councillor Mohammed Altaf-Khan
	Councillor Lubna Arshad
	Councillor Nadine Bely-Summers
	Councillor Steven Curran
	Councillor Dr 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.

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AGENDA

Pages

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATIONS OF INTEREST**

3 **CHAIR'S ANNOUNCEMENTS**

4 **MINUTES**

Recommendation: That the minutes of the meeting held on 04 December 2018 be APPROVED as a true and accurate record.

7 - 14

5 **WORK PLAN AND FORWARD PLAN**

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 Forward Plan (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 remainder of the 2018/19 council year.

15 - 26

6 **REPORT BACK ON RECOMMENDATIONS**

The City Executive Board, at its meeting on 18 December, considered the Committee's recommendations in relation to the impact of the Westgate Centre and the Severe Weather Emergency Protocol. The Board's responses are attached.

27 - 28

7 **REPORTS FROM SCRUTINY COMMITTEE STANDING PANELS**

To endorse the report and recommendations of the Finance Panel concerning Social Value in procurement, for submission to the City Executive Board on 22 January 2019.

29 - 32

8 **JOINT STATUTORY SPATIAL PLAN**

The CEB, at its meeting on 22 January, will consider a report on the emerging Joint Statutory Spatial Plan. **The report will be issued as a supplement to this agenda.**

This item provides an opportunity for the Committee to consider the report and make recommendations to the CEB if it wishes.

9 DATES OF FUTURE MEETINGS

The next meetings of the Scrutiny Committee and its panels are scheduled as follows:

Scrutiny Committee

- 05 February 2019
- 05 March 2019
- 02 April 2019
- 15 May 2019

Standing Panels

- Housing Standing Panel: 4 March, 8 April
- Finance Standing Panel: 4 April, 01 July
- Companies Panel: 6 March (tbc)

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.

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Minutes of a meeting of the SCRUTINY COMMITTEE on Tuesday 4 December 2018

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Committee members:

Councillor Gant (Chair)	Councillor Altaf-Khan
Councillor Arshad	Councillor Bely-Summers
Councillor Curran	Councillor Djafari-Marbini
Councillor Donnelly	Councillor Fry
Councillor Kennedy	Councillor Lygo
Councillor McManners	Councillor Simmons

Officers:

Matthew Peachey, Economic Development Manager
Elaine Philip, Markets Manager
Amanda Ford, Principal Planner
Ian Brooke, Head of Community Services
Stefan Robinson, Scrutiny Officer
John Mitchell, Committee and Member Services Officer

Also present:

Councillor Linda Smith, Board Member for Leisure and Housing
Councillor Alex Hollingsworth, Board Member for Planning and Transport
Brendan Hattam, Westgate Shopping Centre Manager
Sue Fuge, Development Manager
Graham Jones, Oxford High Street Association and ROX-Promoting Oxford Business

61. Apologies for absence

Councillor Clarkson had apologised, in her capacity as the Board Member for Culture and the City Centre, for not being able to be present for the item on the Westgate Shopping Development.

62. Declarations of interest

For the avoidance of doubt the Chair declared an interest in relation to item 10 (Annual Monitoring Report) by virtue of his position as an employee of St Peter's College and his membership of and his wife's employment by St Edmund Hall.

63. Chair's Announcements

The Chair welcomed Councillor Curran to the Committee following his recent reappointment to it. The Committee gave thanks to Councillor Henwood for his long service on the Committee and its Standing Panels.

64. Appointment of Vice-Chair

The Committee resolved to elect Councillor McManners as Vice Chair for the remainder of the Council Year.

65. Minutes

The Committee resolved to APPROVE the minutes of the meeting held on 06 November 2018 as a true and accurate record.

66. Work Plan and Forward Plan

The Scrutiny Officer spoke to the Work Plan and Forward Plan. The Joint Statutory Spatial Plan (JSSP) Regulation 18 Consultation Document had not appeared on the Forward Plan at the time the papers for the Committee had been published but it would be going to the CEB in January; agreed that it should be added to the Committee's Work Plan for the 14 January meeting. The Committee also noted Councillor Djafari-Marbini's proposal to speak informally with external agencies to gather more information on the operation of the Prevent Programme, to assist with her preparation in proposing this issue for a review group later in 2019.

Councillor Fry reminded the Committee of its previous positive contribution to the issue of recycling in the City through its suggestion of the "Blue Bin Recycling League". Following a recent visit with Councillor Munkonge to Direct Services he suggested that representatives of the recycling team should be given the opportunity to give a presentation to the Committee to demonstrate the valuable contribution they make. The Committee agreed that this should be scheduled for the March meeting.

67. Report back on recommendations

The Chair was pleased to note the City Executive Board's agreement to the Committee's recommendations in relation to workforce equalities. The Board's partial support for the Committee's recommendations in relation to the No Local Connection report was also welcome as far as it went. Councillor Bely-Summers, as Chair of the No Local Connection Group, was pleased that the report had raised the profile of the issue. Those recommendations which had been agreed should make a demonstrable difference to those experiencing homelessness. She was meeting with the Board Member and officers to discuss implementation of the recommendations.

There was some disappointment at the Board's refusal to adopt the recommendation relating to monitoring the social and economic impact of the changes. The Committee agreed however that a report back on progress should be requested for 6 month's time.

68. Impact of the Westgate Shopping Development

Councillor Altaf-Khan left during this item.

The Economic Development Manager spoke to the officers' report which provided a high level overview of how the opening of the centre had affected the local economy. He drew attention to a number of matters, including but not limited to:

- The local economy was affected by a number of factors of which the opening of the Centre was but one.

- The shift to online shopping has a profound effect on ‘high street’ shops.
- Business overheads and rates put significant pressures on retailers.
- The development had resulted in a significant increase in rateable value and increase in income for the exchequer and local government (from c. £9m to c. £27m).
- The centre employs c. 2,000 full time equivalents (3,600 headcount), generating c. £29m in wages.
- Footfall increases had exceeded expectations and the travel plan put in place as a planning condition was seen as a success with, among other things, an increase in bus and Park and Ride use.
- Vacancy rates of retail units elsewhere in the City had increased slightly.
- There were positive signs in terms of planning applications/investment around the City Centre (outside Westgate) with, for example, applications for two hotels and proposals relating to the reconfiguring of Jesus college buildings facing Cornmarket and Market Street, and the recent addition of Metrobank in Queen Street.
- The overall picture was a positive one but with residual concerns over the number of vacant units. Officers would keep the position under review and continue to work closely with stakeholders.

Brendan Hattam and Sara Fuge gave a brief presentation to the Committee drawing attention to a number of matters, including but not limited to:

- The Centre was intended to provide a “premium retail experience”, embracing leisure as well as shopping opportunities, in a safe, secure and well managed environment.
- The car park’s 1000 spaces, was a reduction on the number previously available and was part and parcel of the travel plan which appeared to be working well.
- Footfall in the first year (19m) far exceeded the level of the old Centre and exceeded the estimate (15m) for the first year.
- 97.3% of units were now let or in solicitors’ hands.
- 75% of the units were new to Oxford or second stores
- Aesthetically the building was a vast improvement on its predecessor, with a great deal of attention having been paid to its permeability and space, with an eye, among other things, to its use for occasional civic, community and commercial activities.
- Oxford’s place in the hierarchy of shopping destinations had been falling. The Centre was reversing that trend.
- The Centre was acting as a catalyst for further regeneration of the West End.
- The Centre had provided employment to 94 people who had previously been unemployed.
- The Centre worked with Oxford Homeless Pathways and Aspire as two of its partners

- Only one unit had closed since the opening. There was an understanding that a new centre would take three years to settle down and 'mature'.

The Markets Manager spoke to the Committee about the position of the Covered Market. The retailers operating from it faced significant challenges as a result of consumers' changing habits such as the overall preference for buying food from supermarkets. While rents were sometimes a factor in decisions to terminate leases, some recent high profile departures from the Market were driven by other commercial realities. A recent survey had indicated a 5% increase in footfall compared with 2012. The presence of many and varied traders could be very successful and she and her colleagues were working closely and collaboratively with the Market traders to maximise that potential. She noted the many of the traders were expressing concern at the possible consequences of the introduction of a zero emissions zone.

Graham Jones said that the Centre had given the City challenges as well as opportunities. He drew attention to the significant number of food outlets in the City and questioned whether that would be sustainable in the longer term. Many shops had relocated to the Centre and Cornmarket appeared to be becoming more of a transit route than a shopping street as a result. The street scene in many parts of the City was becoming a source of great concern. The Council had gained income from the Centre and some of that should be deployed to compensate for the negative consequences of the Centre. Business rates were a great concern and the Council should take a lead in seeking to address that.

In subsequent discussion the following matters were discussed by the Committee:

- The desirability of the Oxford Living Wage (OLW) was shared by all those present. Brendan Hattam explained that while Landsec (the management company) paid the OLW and could encourage tenants to follow suit it could not require them to do so. It was noted that pay rates in the Centre for retail staff were already amongst the highest in the UK.
- Consideration should also be given to the application of the OLW to those employees/companies providing "behind the scenes" support to the front line retailers
- It was agreed that the Centre would explore the possibility of a reward/recognition scheme for those tenants who do provide the OLW.
- There were concerns about the practicability of the introduction of the zero emissions zone. Would a low emissions zone be more realistic and practical?
- At the planning stage, retail consultants had advised that the Centre was likely to have significant knock on consequences for retail activity beyond the City centre; data about that would be helpful.
- Extended closing times for the Covered Market were being explored with its traders .
- A planning application was underway to improve the public realm aspect of the Castle complex in parallel with exploring a range of different users for the area.

- The car park was rarely full (regarded as a good thing in the context of the travel plan) and an eye would be kept on the desirability of an alternative use for some of that space if occupancy levels remained low.
- The car park spaces designated for electric vehicles were sometimes released for use by those who were, for example, pregnant or disabled.
- The use of the Centre for cultural events was welcome one had recently been had in partnership with the Ashmolean.

As a consequence of the discussion the Committee made the following recommendations to the CEB:

Recommendation 1: That CEB considers what further opportunities are available to promote and encourage the take up of the Oxford Living Wage among employers located in the Westgate Centre.

Recommendation 2: That CEB carries out a survey of the 125 retailers in the Westgate Centre to understand how many are paying the Oxford Living Wage as a minimum to all their staff.

Recommendation 3: That CEB engages with local retailers in the wider city to understand where improvements to the public realm are most needed, and that these are incorporated into the City Council's scheme of works.

Recommendation 4: That CEB carries out a survey of retailers in secondary retail areas in the City (outside of the city centre) to understand what impact the redevelopment of the Westgate Centre has had on local businesses.

69. Quarter 2 Council Performance 2018/19

Cllrs Djafari-Marbini, Bely-Summers and Simmons, left during this item.

The Committee considered the Q2 Council Performance report, together with some additional Fusion Lifestyle data.

Q2 Council Performance report

The Committee and Member Services Officer drew attention to minor corrections to one indicator and a clarification of a commentary in relation to another received since publication of the agenda.

There was disappointment that only three of the indicators provided demonstrated year on year improvement. In many cases staff shortages contributed to the difficulty. Staff sickness, something which the Committee had discussed recently, remained a concern and it was agreed that the Committee would consider the next quarterly performance report to check for improvements, before deciding whether or not there was a need to invite the relevant Board member to discuss the issue. In cases where performance is not on target it would be helpful to have an indication if the target would be met by year end. The electoral registration target is an annual measure and the value of reporting it on a quarterly basis was doubtful. Data about Business Rate appeals would be helpful.

Fusion Lifestyle

The Head of Community Services introduced the data provided by reminding the Committee of the challenging environment in which Fusion Lifestyle was operating, with particular reference to the competition from budget gyms, opportunities for free outdoor activity and rising wage costs (the Oxford Living Wage has been paid, as a minimum, from the outset). Staff turnover was an issue which Fusion sought to counter with a training programme to encourage retention. There had been good progress with targeting particular groups of customers; both data capture and accuracy were improving; and the customer satisfaction rate was 87% overall.

Mark Munday, said the Company's ambition was always to add value and the many packages available from Fusion Lifestyle meant that simple comparisons with other providers (in terms of cost of membership) were rarely fair. Some of these packages represented particularly good value for money and provided a wider participation offer than competitors and a young person taking swimming lessons, for example, would be entitled to free swimming sessions during public sessions. Fusion had an ongoing marketing and promotion campaign via social media and elsewhere. There would be a campaign in the New Year to capitalised on the traditional increase in gym membership at that time. Fusion participated in a scheme for Social Prescribing, Exercise on Referral, with clinical practitioners. The offer provides low cost access to leisure facilities. There was currently a waiting list for entry onto the scheme.

Concern was expressed at the state of decoration and maintenance in some centres. There was concern too about the robustness of some of the data provided. It was suggested that it would be helpful to have more precise data about centre use, disaggregated to show the number of individuals (as distinct from just the number of visits) and, in turn, more detail about those individuals.

The Committee expressed concern at Fusion' apparent financial weakness as evidenced by the record at Companies House and a loss in the last financial year. Mark Munday acknowledged that the previous year had been very challenging for Fusion. The current year was better and improvements were evident. The financial position was shared with officers at least monthly.

The Head of Community Services said he recognised that some aspects of provision were unsatisfactory and officers were working closely with Fusion locally and with the Fusion senior executive team, to address concerns. He registered a note of caution about the requests for further disaggregated data. The information currently collected was set against national benchmarking data. In the absence of a readily available means of gathering the additional data now asked for, the costs associated with it would be considerable. The focus should, rather, be on addressing the areas of concern.

Councillor Smith, as Board Member for Leisure and Housing, said that she and officers met Fusion Lifestyle representatives on at least a monthly basis to review and challenged the company's performance as necessary. She noted that the swimming

provision was particularly good and that more work needed to be done to publicise that in schools. Fusion were also taking steps to improve the way in which their performance data are captured.

The Leisure and Performance Manager explained that the initial field work for the additional audit scope (to test the robustness of Fusion Lifestyles financial and participation accounting), was progressing with an independent auditor who expected to present findings and recommendation to Scrutiny Committee in January 2019.

70. Annual Monitoring Report 2017-2018

Councillor Hollingsworth, as Board Member for Planning & Transport, introduced the annual report which, on this occasion had two indicators removed in line with a previous request from the Committee, and responded to a number of detailed questions.

In discussion about planning appeals where conservation areas were cited as the reason for refusal it was suggested that there might be grounds for the use of an Article 4 direction under the Town and Country Planning Acts to provide more protection of heritage assets in the City. This was not something proper to the report, the principal purpose of which was simply to provide a factual snapshot of the position with data collected from the planning process and not to offer commentary. Any consideration of an Article 4 direction would have to take account of the pros and cons for residents in the affected areas. Both the Council's Planning Committees would however receive a report on the subject of appeals.

Some of the information in the report was derived from the 2011 census data which, while not recent, was the best available for the purpose.

The need for more dedicated residential moorings was recognised (and reflected in the emerging local plan) not least because of the number of unofficial residential moorings that there are.

The number of family houses 'lost' to AirBnb was not known but likely to be considerable. The growth of AirBnb generally was a cause for concern, given the number of homes which might otherwise be available for families.

71. Reports for Scrutiny Committee Endorsement

At its meeting on 12 November 2018, the Scrutiny Committee's Housing Panel considered a report concerning preparations being made for the Severe Weather Emergency Protocol (SWEP). The Committee endorsed the report and agreed that its recommendation should be submitted to the City Executive Board on 18 December 2018.

72. Appointments to standing panels

The Committee agreed the following appointments:

- Councillor Corais to Finance Panel
- Councillor Howlett to Companies Scrutiny Panel
- Councillor Taylor to Housing Panel (and noted that the additional Liberal Democrat vacancy will be appointed at the next meeting, as agreed by the Committee on 6 November 2018).

The Chair of the Housing Panel will be appointed in the New Year.

73. Dates of future meetings

The next meetings of the Scrutiny Committee and its panels are scheduled as follows:

Scrutiny Committee

- 14 January 2019
- 05 February 2019
- 05 March 2019
- 02 April 2019
- 15 May 2019

Standing Panels

- Housing Standing Panel: 4 March, 8 April
- Finance Standing Panel: 06 December, 8 January, 9 January
- Companies Panel: 12 December, 6 March

All meetings start at 6.00 pm

The meeting started at 6.00 pm and ended at 8.40 pm

Chair

Date: Monday 14 January 2019

SCRUTINY WORK PLAN

December 2018 - April 2019

Published on: 11/01/19

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The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the 2018-19 council year and will be reviewed at each meeting of the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our [suggestion form](#). See our [get involved webpage](#) for further details of how you can participate in the work of scrutiny.

The following criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- Is consideration of the issue timely?
- Is it a corporate priority?
- Is the issue of significant public interest?
- Can Scrutiny influence and add value?
- Is it an area of high expenditure, income or savings?

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's [Forward Plan](#) at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

Scrutiny Committee and Standing Panel responsibility and membership

Committee / Panel	Remit	Membership
Scrutiny Committee	Overall management of the Council's scrutiny function.	Councillors; Andrew Gant (Chair), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Steve Curran, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Joe McManners (Vice Chair), Craig Simmons, Mark Lygo.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Mohammed Altaf-Khan, Tiago Corais, Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; Lubna Arshad, Nadine Bely-Summers, Richard Howlett, Mike Gotch, Dick Wolff and Geno Humphrey (tenant co-optee).
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Councillors; James Fry (Chair), Tiago Corais, Richard Howlett, Tom Landell-Mills, Chewe Munkonge, Craig Simmons.

2018/19 Review Groups

Topic	Remit	Membership
No Local Connection Review Group	To review the Council's Local Connection Policy in relation to homelessness, and how services could be improved for those without a local connection.	Councillors; Nadine Bely-Summers (Chair), Shaista Aziz, Paul Harris, Richard Howlett, Tom Landell-Mills, Craig Simmons
Budget Review 2019/20	To review the 2019/20 budget proposals.	Finance Panel Membership
Tourism Management	To review how increasing tourism is being managed in the City, and new ways of improving the Oxford experience for both tourists and residents.	Councillors; Andrew Gant (Chair), James Fry, Pat Kennedy, Alex Donnelly, Paul Harris and Dick Wolff.

Indicative timings of review groups

	Nov	Dec	Jan	Feb	March	April	May	June
No Local Connection	Reporting							Consideration and scoping of review groups for 2019/20
Budget review		Scoping	Evidence Gathering	Reporting				
Tourism Management				Evidence Gathering			Reporting	

SCRUTINY COMMITTEE

14 JANUARY 2019 – **RESCHEDULED FOR 21 JANUARY**

21 JANUARY 2019 – CONFIRMED REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
JSSP Regulation 18 Consultation Document	Yes	This document sets out issues and options for the draft JSSP in a format ready for a meaningful consultation.	Planning and Transport	Sarah Harrison, Team Leader (Planning Policy)

5 FEBRUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention and removal 2018	No	To consider the issue of graffiti including removal and preventative projects.	Safer, Greener, Environment	Liz Jones, Interim ASBIT Team Leader
Corporate Plan Update	Yes	To consider an update on progress against the Councils Corporate Plan.	Leader of the Council	Caroline Green, Assistant Chief Executive
Oxford Rent Guarantee Scheme	Yes	To consider a review of the two year pilot, and whether to continue.	Leisure and Housing	David Rundle, Private Rented Team Leader

5 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recycling in Oxford	No	At the request of the Committee, Oxford Direct Services have been invited to give a brief presentation outlining their work, and current recycling rates within the City.	Customer Focussed Services	Maria Warner – Oxford Direct Services / Stefan Robinson, Oxford City Council
Fusion Lifestyle Audit Report	No	To consider a report on the outcome of the Scrutiny Committee recommendation concerning an audit of Fusion Lifestyle's performance data.	Housing and Leisure	Lucy Cherry, Leisure and Performance Manager
Quarter 3 Council Performance Report	No	To consider the Council's performance for Quarter 3 of 2018/19.	Various	Liz Godin, Corporate Governance Manager

The Sustainability Strategy	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.	Safer, Greener, Environment	Mai Jarvis, Environmental Quality Team Manager
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2 APRIL 2019 – PROVISIONAL REPORTS

NONE

15 MAY 2019 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Town Hall Accessibility	No	To receive a report on the recent audit which evaluated the accessibility of the Town Hall.	Culture and City Centre	David Hunt, Town Hall Manager
Oxford Living Wage Review group – 12 Month Update	No	To receive an update made on progress made on the recommendations made by the Oxford Living wage Review Group and accepted by CEB.	Leader of the Council	Matt Peachey, Economic Development Manager
Scrutiny Committee Operating Principles	No	To review and agree the Committee's Operating Principles for 2019/20	Deputy Leader, Leisure and Housing	Stefan Robinson, Scrutiny Officer
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Vicky Trietline, Development Project Management Surveyor
Customer Services, Digital and ICT Strategy	Yes	To consider the draft Customer Services, Digital and ICT Strategy.	Customer Focused Services	Rocco Labellarte, Chief Technology and Information Officer

FINANCE PANEL

16 JANUARY 2019 - CONFIRMED REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Reduction Scheme for 2019/20 (post consultation)	Yes	To review the Council Tax Reduction Scheme	Leader, Economic Development and Partnership	Paul Wilding, Programme Manager Revenue & Benefits

30 JANUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Exemption Monitoring	No	To consider a report on the effectiveness of council tax exemption monitoring, and understand how rigorous the process is.	Leader, Economic Development and Partnership	Paul Wilding, Programme Manager Revenue & Benefits
Capital Strategy	Yes	To consider the Capital Strategy, with an additional invitation to the Head of Housing Services and the Chief Technology and Information Officer.	Finance / Asset Management	Bill Lewis, Financial Accounting Manager
Quarterly Integrated Report, Finance & Performance Q3	Yes	Quarterly Integrated Report for Finance, Performance and Risk	Deputy Leader / Finance / Asset Management	Anna Winship, Management Accountancy Manager

HOUSING PANEL

4 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Breaches in Building Regulations	No	To consider a report on enforcement action taken against breaches in building regulations.	Housing	Ian Wright, Environmental Health Manager
Options for a Council Owned Letting Agency	No	To consider options for the establishment of a council owned letting agency.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing

Severe Weather Emergency Protocol (SWEP) review	No	To consider how well SWEP has worked for rough sleepers, and any lessons learnt and areas for improvement.	Leisure and Housing	Stephen Clarke, Head of Housing
Q3 Housing Performance	No	To consider performance against a set of housing indicators for the period October - December.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing Services

8 APRIL 2019 – PROVISIONAL REPORTS

None

COMPANIES PANEL

The Companies Panel will meet prior to meetings of the Shareholder Groups. Provisional dates for the Companies Panel are outlined below.

6 March 2019

FORWARD PLAN

February 2019 - June 2019

REPORTS TO CEB AND COUNCIL CEB: 22 JANUARY 2019

ITEM 1: ID: I019691	COUNCIL TAX REDUCTION SCHEME 2019.20 Report Status: Confirmed for this meeting
A report setting out changes to the Council Tax Reduction Scheme for 2019/20	
ITEM 2: ID: I020193	REVIEW OF TRAILBLAZER PROGRAMME (HOMELESSNESS PREVENTION) Report Status: Confirmed for this meeting
A Review of the first year of the two year Trailblazer Programme to support homelessness prevention across Oxfordshire.	
ITEM 3: ID: I020598	TREASURY MANAGEMENT MID-YEAR REPORT Report Status: Provisional: Decision reliant on another action or process
Review of the Treasury performance for the first half of the financial year (April – September 2018) including an update on the investment and debt portfolios.	
ITEM 4: ID: I020600	JSSP REGULATION 18 CONSULTATION DOCUMENT Report Status: Provisional: Awaiting further information, advice or input.
This document sets out issues and options for the draft JSSP in a format ready for a meaningful consultation. The report will also ask City Executive Board to agree to: <ol style="list-style-type: none"> 1. adopt the Statement of Community Involvement for the JSSP following consultation; and 2. approve the amendment to the Local Development Scheme for the JSSP 	
ITEM 5: ID: I020899	PROPOSAL TO MOVE CAR PARKING DECKING FROM OXPENS CAR PARK TO REDBRIDGE PARK AND RIDE Report Status: Provisional: Decision reliant on another action or process
To seek Project Approval to commence this project, assuming that the requisite budget is approved in the Council's budget in February 2019	

COUNCIL 28 JANUARY 2019

ITEM 6: ID: I020532	PAY POLICY STATEMENT 2019 Report Status: Confirmed for this meeting
Review and approval of annual pay policy statement in accordance with legislative requirements	

CEB: 12 FEBRUARY 2019

ITEM 7: ID: I019080	BUDGET 2019/20 Report Status: Confirmed for this meeting
Budget 2019/20	
ITEM 8: ID: I019081	CAPITAL STRATEGY Report Status: Confirmed for this meeting
Capital strategy update	
ITEM 9: ID: I017048	OXFORD RENT GUARANTEE SCHEME PILOT REVIEW Report Status: Provisional: Awaiting further information, advice or input.
Review of the two year pilot to know if this pilot is to continue	
ITEM 10: ID: I020468	CORPORATE PLAN UPDATE Report Status: Provisional: Decision reliant on another action or process
Annual update to the Corporate Plan detailing key achievements and future plans	
ITEM 11: ID: I020599	TITLE-TREASURY MANAGEMENT STRATEGY 2019/20 Report Status: Provisional: Decision reliant on another action or process
Presentation of the Treasury Management strategy for 2019/20	
ITEM 12: ID: I020559	SALE OF LAND TO OXFORD CITY HOMES LIMITED (OCHL) Report Status: Provisional: Awaiting further information, advice or input.
OCHL will be developing over 200 on 10 Council sites as part of its current programme. This report seeks to agree a process for land transfers between the Council and OCHL to enable this development to proceed in a timely manner.	
ITEM 13: ID: I020041	CONSTRUCTION CONTRACT AWARD Report Status: Provisional: Decision reliant on another action or process
Report to seek approval to direct award a construction contract through a framework agreement	
ITEM 14: ID: I020427	SALE AND LEASEBACK OF FLATS AT ST PAULS HOUSE, JERICHO TO ENABLE REDEVELOPMENT OF THE WIDER SITE Report Status: Provisional: Decision needs further consideration or information
The Council holds some areas of the former Jericho Health Centre site freehold but other areas of the site are held freehold by Lucy Properties. To enable redevelopment of this underused site	
ITEM 15: ID: I020959	ADMINISTRATION FEE FOR INVALID PLANNING APPLICATIONS THAT ARE RETURNED Report Status: Provisional: Awaiting further information, advice or input.

The Development Management Service are seeking to introduce an administration fee for invalid applications that are returned. This is intended to form part of a wider strategy for reducing the number of invalid applications received by the applications team and to incentivise applicants (including regular agents) to get their submission correct the first time.

COUNCIL 13 FEBRUARY 2019

ITEM 16: ID: I020684	COMMUNITY GOVERNANCE REVIEW - HEADINGTON NEIGHBOURHOOD PLAN REFERENDUM AREA Report Status: Provisional: Decision reliant on another action or process
The report will set out the timetable for the community governance review in the area covered by the Headington neighbourhood plan. The request has come from the Forum asking the Council to consult on setting up a new parish following the yes vote in the plan referendum in 2017.	

COUNCIL 18 FEBRUARY (IF REQUIRED) CEB: 13 MARCH 2019

ITEM 17: ID: I015077	SUSTAINABILITY STRATEGY 2017 Report Status: CEB: Provisional: Decision needs further consideration or information Council: Provisional: Decision needs further consideration or information
The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.	

ITEM 18: ID: I019078	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q3 Report Status: Confirmed for this meeting
Quarterly Integrated Report: Finance, Performance and risk	

ITEM 19: ID: I020323	CORPORATE ENFORCEMENT POLICY Report Status: Provisional: Decision reliant on another action or process
The Council's Corporate Enforcement Policy covers a range of regulatory services delivered by the Council. It was adopted in 2015 and requires reviewing and updating as necessary..	

ITEM 20: ID: I019467	OXPENS LANE REDEVELOPMENT UPDATE Report Status: Confirmed for this meeting
The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward and the procurement of a preferred development partner. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme	

ITEM 21: ID: I020491	CORPORATE DEBT POLICY Report Status: Provisional: Decision reliant on another action or process
Policy revision	

ITEM 22: ID: I020898	EXTENSION TO CENTRAL CONSERVATION AREA Report Status: Provisional: Decision reliant on another action or process
The alteration of the Oxford Central Conservation Area to include additional areas identified as being of special architectural and historic interest following review and public consultation	

ITEM 23: ID: I020882	REVIEW OF CIVIC FLAG FLYING ARRANGEMENTS Report Status: Provisional: Awaiting further information, advice or input.
For the City Executive Board to review the Council's arrangements for civic flag flying and agree any changes the schedule of flag flying commitments and the flag flying protocol, which guides the Head of Law and Governance in exercising delegated responsibility for flag flying. These arrangements were last reviewed in 2015.	

ITEM 24: ID: I020879	WOLVERCOTE NEIGHBOURHOOD PLAN Report Status: Provisional: Decision reliant on another action or process
Report to CEB to endorse the Examiner's modifications to the Wolvercote Neighbourhood Plan, following the Examination, and to move to a Referendum	

ITEM 25: ID: I020962	APPROVAL TO DELEGATE AWARD - FIRE SAFETY MONITORING CONTRACT Report Status: Provisional: Decision needs further consideration or information
<p>The Fire Safety Systems Repair and Maintenance contract ensures the statutory inspections and required remedial work are carried out to our fire safety systems such as; fire extinguishers, sprinklers, fire detectors and emergency lighting</p> <p>This contract has been in place for 5 years and is coming to the end of its extension period which terminates on 1 June 2019</p> <p>In order to maintain legislative compliance regarding fire safety systems the contract is currently being re-tendered. At the time of writing this report received tender submissions are being evaluated. As the contract sum will be above £500,000 Officers are seeking delegated powers to award this contract.</p>	

CEB: 10 APRIL 2019

COUNCIL 29 APRIL 2019

COUNCIL 13 MAY 2019 (ANNUAL MEETING)

CEB: 22 MAY 2019

ITEM 26: ID: I015275	EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME Report Status: Provisional : Decision needs further consideration or information
To present an improvement scheme for the East Oxford Community Centre following public consultation.	

ITEM 27: ID: I020922	SUMMERTOWN AND ST. MARGARET'S NEIGHBOURHOOD PLAN Report Status: Confirmed for this meeting
The report to CEB will follow the decision of the Referendum, which is likely to take place in early March 2019. Assuming that there is a majority in favour of the Plan, this report will seek the adoption of the Summertown and St. Margaret's Neighbourhood Plan which will then go to Full Council for the decision to be ratified..	

ITEM 28: ID: I021018	SEACOURT PARK AND RIDE EXTENSION Report Status: Provisional: Decision needs further consideration or information
Seacourt P&R Extension	
Approval of main works contract, and associated capital expenditure	

CEB: JUNE 2019

ITEM 29: ID: I020875	SAFEGUARDING REPORT AND ACTION PLAN Report Status: Confirmed for this meeting
Annual safeguarding report 2018/19 and safeguarding action plan for 2019/20	

- CEB:JULY 2019**
- CEB:AUGUST 2019**
- CEB:SEPTEMBER 2019**
- CEB:OCTOBER 2019**
- CEB:NOVEMBER 2019**
- CEB:DECEMBER 2019**

ITEM 30: ID: I020878	ANNUAL MONITORING REPORT 2018/19 Report Status: Confirmed for this meeting
The AMR report is a statutory requirement providing information as to the extent to which the policies set out in the Local Plan are being achieved and the implementation of the Local Development Scheme.	

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Scrutiny Committee Report back on Recommendations – 21 January 2019

18 December City Executive Board response to recommendations

The Westgate Centre

Recommendation	Agree?	Comment
Recommendation 1: That CEB considers what further opportunities are available to promote and encourage the take up of the Oxford Living Wage among employers located in the Westgate Centre.	Yes	Agree that it would be wrong simply to focus on Westgate and that there should be a campaign to promote the OLW across Oxford and across a range of employment sectors.
Recommendation 2: That CEB carries out a survey of the 125 retailers in the Westgate Centre to understand how many are paying the Oxford Living Wage as a minimum to all their staff.	No	Recommendation 1 is a higher priority and we need to promote good practice amongst employers first of all. Surveys can be costly and may not achieve anything given that the City Council has no powers of enforcement.
Recommendation 3: That CEB engages with local retailers in the wider city to understand where improvements to the public realm are most needed, and that these are incorporated into the City Council's scheme of works.	Yes	This has already started to happen through the City Centre Taskforce. We are looking to strengthen our City Ambassadors team and their enforcement powers. Improved public realm is also likely to be a key feature of a BID, if this comes forward.
Recommendation 4: That CEB carries out a survey of retailers in secondary retail areas in the City (outside of the city centre) to understand what impact the redevelopment of the Westgate Centre has had on local businesses.	In part	It would be useful to have this information, and to look at ways in which we can boost secondary shopping centres in the way we have supported Covered a Market traders. However, it will be difficult to establish exactly what the impact of Westgate is on the shopping areas given that each is affected by a variety of different factors, such as roadworks and car parking which will be different in each area. Officers have very recently undertaken a shopfront frontage survey of occupancy levels in the district centres (November 2018) so recent data is available. This information could be supplemented by discussion with any local or neighbourhood trading associations to get an understanding of how trading conditions in those locations are evolving.

The Severe Weather Emergency Protocol

Recommendation	Agree?	Comment
That the City Executive Board introduces a brief exit survey for all SWEP users to gather feedback on how they were made aware of SWEP, and their experience of accessing the service.	Yes	No comment

To: City Executive Board
Date: 22 January 2019
Report of: Finance Scrutiny Panel
Title of Report: Securing Social Value Through Procurement

Summary and recommendations	
Purpose of report:	To present Finance Panel recommendations concerning Social Value.
Key decision:	No
Scrutiny Lead Member:	Councillor James Fry, Chair of the Finance Scrutiny Panel
Executive Board Member:	Councillor Ed Turner. Board Member for Finance and Asset Management
Corporate Priority:	Vibrant and Sustainable Economy
Policy Framework:	None
Recommendation: That the City Executive Board states whether it agrees or disagrees with the recommendations in the body of this report.	

Introduction and overview

1. At its meeting on 6 December 2018, the Scrutiny Committee's Finance Panel considered a report it requested earlier in the year concerning securing social value within contracts. The Public Services (Social Value) Act 2012 requires all public services to factor in economic, social and environmental well-being in connection with their contracts. Broadly speaking, social value is considered as the wider benefit gained by the local community, businesses and the environment through the better spending of public money. For example, some contractors can demonstrate social value through hosting community events, work placements, and reducing their energy and carbon emissions.
2. The Panel would like to thank Amanda Durnan, Strategic Procurement and Payments Manager, and Nigel Kennedy, Head of Financial Services, for producing the report and attending the meeting to answer questions.

Summary and recommendations

3. The Panel supported the principle of providing a weighting to tender bids which could demonstrate social value. It was noted that Oxford City Council has one of the highest rates of spend with local suppliers in comparison to other local authorities, having achieved a record spend with local suppliers in July 2018 of 75%. This in itself generates social value through supporting local businesses and residents. The Panel was also pleased to note a steady increase in recent years in the proportion of spend with small and medium size enterprises.
4. One of the challenges highlighted by the Panel was the difficulty in verifying or monitoring a contractor's progress in delivering social value; measures which are often qualitative and subjective. One example of social value that the Panel wished to see in the awarding of contracts related to whether contractors paid their employees the Oxford Living Wage. However, it was recognised that as private companies, the Council had no role or right in knowing the salaries paid by an external contractor, beyond assurances that they are legally compliant.
5. Whilst there are specific European Union Contract Regulations (OJEU) which set out how social value must be taken into account for contracts of more than £181,000, there is more autonomy for local authorities to give a greater social value weighing to contracts below this level of spend. Manchester City Council for example had a target of 10% of the quality scoring in awarding contracts (as opposed to the cost / value score) being based on social value when evaluating non OJEU tenders, and this was increased in November 2018 to 15% of the overall weighting. Bristol City Councils similarly retains a target at 10%.
6. The Panel were of the view that where contractors can reliably demonstrate that they can meet the tender specification, account should also be taken of what role the contract can have in delivering the Council's wider objectives. For example, where it is demonstrated that one contractor can reduce its impact on the environment over the life of the contract, this should be given reasonable weighting in the decision to award a contract. Based on examples at other Councils, and officer advice, the Panel wishes to recommend that a reasonable social value weighting be given in all non OJEU contracts. This should start at a 5% weighting, and once it has been established as a useful mechanism for scoring tenders, it should be reviewed and increased annually.

Recommendation 1: That CEB considers introducing a 5% social values weighting for all non OJEU procurement requirements within the Council, which should be reviewed annually (and reported to Finance Panel) to consider whether subsequent increases are appropriate. This change should be subsequently recommended to Council for incorporation in the next Constitution review.

7. The Panel noted that the Council currently has a standard of paying local companies within 14 days upon request. The Panel agreed that this standard should also be extended to payments for small and medium size enterprises and voluntary community sector organisations within 14 days. It is widely recognised that employing local contractors is a means of generating social value in terms of

local employment, and quick payments by the Council would no doubt be a welcome benefit for local contractors.

Recommendation 2: That the Council sets a target of paying contracted small and medium size enterprises and voluntary community sector organisations within 14 days of the contract being agreed, where it is requested.

8. The Panel noted that Green Public Procurement (GPP), which is championed by the European Commission, is a means of delivering social and environmental value through the awarding of public contracts. Compliance with the GPP, which is voluntary, requires the inclusion of clear and verifiable environmental criteria for products and services in the procurement process.
9. The Panel recognised value in the procurement of goods, services and works with a reduced environmental impact throughout their life-cycle, compared to contracts of equal quality, which did not offer the same social value. Examples of where these standards may be applied include the use of indoor cleaning services, and refurbishment contracts. It was noted that many of the Council's contractors and services already have regard to these standards, but they were not applied universally throughout the organisation.

Recommendation 3: That the Council should seek to apply the Green Public Procurement Policy on all of its future contracts, and that these requirements are highlighted to all prospective tenders seeking to bid for a Council contact.

Further Consideration

10. The Panel noted that the Council's Environmental, Sustainability and Ethical Policies do not contain details about the Council's duties under the Social Value Act 2012. It was suggested that the Council may wish to update these policies to reflect this. However, the Panel first wanted to understand more detail about how these policies would be updated, before such a change could be recommended. In relation to the other recommendations made within the body of this report, it is likely the Panel will want to review their implementation at annual intervals, if they are to be taken forward.

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