

Agenda

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Scrutiny Committee

This meeting will be held by Zoom and streamed to the Council's YouTube channel when the meeting starts, <https://www.youtube.com/oxfordcitycouncil>

This meeting will be held on:

Date: **Tuesday 1 September 2020**

Time: **6.00 pm**

Place: **Zoom - Remote meeting**

For further information please contact:

John Mitchell, Committee Services Officer, Committee Services Officer

☎ 01865 252217

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Members of the public can attend to observe this meeting and.

- may register in advance to speak to the committee in accordance with the [committee's rules](#)
- may record all or part of the meeting in accordance with the Council's [protocol](#)

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer to register to speak; to discuss recording the meeting; or with any other queries.

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All public papers are available from the calendar link to this meeting once published

Committee Membership

Councillor Andrew Gant (Chair)

Councillor Dr Joe McManners (Vice-Chair)

Councillor Mohammed Altaf-Khan

Councillor Lubna Arshad

Councillor Shaista Aziz

Councillor Tiago Corais

Councillor Dr Hosnieh Djafari-Marbini

Councillor James Fry

Councillor Richard Howlett

Councillor Pat Kennedy

Councillor Ben Lloyd-Shogbesan

Councillor Craig Simmons

Apologies and notification of substitutes received before the publication are shown under *Apologies for absence* in the agenda. Those sent after publication will be reported at the meeting. Substitutes for the Chair and Vice-chair do not take on these roles.

Agenda

	Pages
1 Apologies for absence	
2 Declarations of interest	
3 Chair's Announcements	
4 Minutes	7 - 12
<p>Recommendation: That the minutes of the meeting held on 06 July 2020 be APPROVED as a true and accurate record.</p>	
5 Discretionary Housing Payment Policy	13 - 34
<p>Cabinet, at its meeting on 09 September, will consider a report on the Discretionary Housing Payment Policy. This item provides the Committee with an opportunity to comment on the report and make recommendations to Cabinet if it wishes.</p> <p>Marie Tidball, Cabinet Member for Supporting Local Communities; Paul Wilding, Rough Sleeping and Single Homelessness Manager; and Richard Wood, Strategy & Service Development Manager, have been invited to attend for this item.</p>	
6 Air Quality Action Plan	35 - 86
<p>Cabinet, at its meeting on 09 September, will consider a report on the Air Quality Action Plan. This item provides the Committee with an opportunity to comment on the report and make recommendations to Cabinet if it wishes.</p> <p>Councillor Tom Hayes, Cabinet Member for Zero Carbon Oxford; and Mai Jarvis, Environmental Quality Team Manager have been invited to attend for this item.</p>	

7 Work Plan and Forward Plan (including selection of review group topics)

87 - 118

The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year the latest version of which is attached. The work plan is driven to a very large extent by the Cabinet Forward Plan. A summary of the latest version of the Forward Plan is attached.

The Committee is also asked to consider the attached report concerning potential review group topics to inform selection of the next topic. The report also deals with related administrative matters.

8 Report back from Panel representatives and on recommendations to Cabinet from the Committee and its Panels.

119 -
122

Since the last meeting of the Scrutiny Committee, the Housing & Homelessness Panel has met. Councillor Shaista Aziz will provide a verbal update.

At its meeting on 15 July, Cabinet received the Committee's recommendations in relation to Local Growth Funded Workspace Projects and the Finance & Performance Panel's recommendations in relation to Social Value and the Q4 Integrated Performance Report. Copies of Cabinet's responses to those recommendations are attached.

At its meeting on 12 August, Cabinet received the recommendation of the Housing & Homelessness Panel in relation to the Housing Delivery Plan. A copy of the Cabinet's response to the recommendation is attached.

9 Draft Annual Report

Each year Scrutiny provides an Annual Report on the activity of the Scrutiny function over the last civic year. The Committee is recommended to read the draft text of the 2019/20 Annual Report and to agree it having raised any necessary amendments.

The draft report will be issued as a supplement.

10 Dates of future meetings

Meetings are scheduled as followed:

Scrutiny Committee

- 06 October
- 03 November
- 01 December

Standing Panels

- Housing & Homelessness: 03 September, 08 October, 05 November
- Finance & Performance: 02 September, 29 September, 14 December
- Companies Scrutiny: 14 September, 14 December

All meetings start at 6.00 pm.

Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

Councillors 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; licenses 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". 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 member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.