

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: **Wednesday 17 June 2020**

Time: **6.00 pm**

Place: **Remote: Zoom meeting**

For further information please contact:

John Mitchell, Committee Services Officer, Committee Services Officer

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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 |
| Recommendation: That the minutes of the meeting held on 02 June be APPROVED as a true and accurate record. | |
| 5 City Council COVID Recovery Programme | |
| On 24 June Cabinet will consider a report on the City Council's Covid recovery programme. This item provides an opportunity for the Committee to consider the report and make recommendations to Cabinet if it wishes. Councillor Susan Brown, Leader of the Council and Caroline Green, Assistant Chief Executive, have been invited to attend for this item. | |
| The report will be published as a supplement to this agenda. | |
| 6 Report back from Panel representatives. | |
| Report back on Panel activities since last Scrutiny Committee meeting. | |
| 7 Work Plan and Forward Plan | 13 - 20 |
| The latest version of the Committee's Work Plan is attached. | |

8 Dates of future meetings

Scrutiny Committee

06 July 2020

04 August 2020 (no items currently scheduled for this meeting)

01 September 2020

All meetings start at 6.00 pm.

Standing Panels

Housing & Homelessness: 03 August

Finance & Performance: 07 July, 29 September

Companies Scrutiny: 22 June, 14 September

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.

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Minutes of a meeting of the Scrutiny Committee on Tuesday 2 June 2020

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Committee members present:

| | |
|----------------------------|-----------------------------------|
| Councillor Gant (Chair) | Councillor McManners (Vice-Chair) |
| Councillor Altaf-Khan | Councillor Arshad |
| Councillor Aziz | Councillor Corais |
| Councillor Djafari-Marbini | Councillor Fry |
| Councillor Howlett | Councillor Kennedy |
| Councillor Lloyd-Shogbesan | Councillor Simmons |

Also present:

Councillor Susan Brown, Leader of the Council,
Councillor Alex Hollingsworth, Cabinet Member for Planning and Housing Delivery

Officers present for all or part of the meeting:

Mish Tullar, Corporate Policy, Partnership and Communications Manager
Adrian Arnold, Head of Planning Services
Carolyn Ploszynski, Planning Policy and Place Manager
Amanda Ford, Planning Policy Team Leader
Sarah Harrison, Team Leader (Planning Policy)
Andrew Brown, Committee and Member Services Manager
Tom Hudson, Scrutiny Officer
John Mitchell, Committee and Member Services Officer

1. Election of Chair for the Council Year 2020-21

The Committee resolved to elect Councillor Gant as Chair for the Council year 2020-21.

2. Election of Vice Chair for the Council Year 2020-21

The Committee resolved to elect Councillor McManners as Vice Chair for the Council year 2020-21.

3. Declarations of interest

None.

4. Chair's Announcements

The Chair reminded the Committee of the protocols to be followed at a remote meeting and proposed a reordering of the agenda for the benefit of guests of the Committee which was agreed.

5. Minutes

The Committee resolved to APPROVE the minutes of the meeting held on 03 March 2020 as a true and accurate record.

6. Scrutiny Operating Principles and Standing Panel Arrangements

Councillor McManners proposed an amendment to replace paragraph 9 of the operating principles with the following wording:

For the council year 2020/21 the Chair of the Housing Panel is elected by the Panel from among its membership, not by the Scrutiny Committee; and that the Scrutiny Committee elects a Vice-Chair of the Housing Panel from among the membership of the Scrutiny Committee. The Vice-Chair will be responsible for reporting back on the work of the Housing Panel to the Scrutiny Committee. The Committee may also ask the Chair of the Panel to attend.

Panel Chairs are asked to report back to the main Committee if there are any issues arising from these operating principles in good time for any changes to be considered at the first meeting of the Committee in the council year 2021/22.

On being seconded and put to a vote the amendment was carried by a majority.

The Committee noted:

- The suggested revision to the titles of the Housing Panel and the Finance Panel and the slight revision to the remit of the latter.
- The proposal that Chairs or Vice Chairs of Panels report back to the Committee on a regular basis about the work of their Panels.
- The desirability of a flexible approach to the scheduling of Scrutiny work given the current exceptional circumstances caused by Covid-19.

While the Committee is meeting remotely, members of the Committee were encouraged to let the Scrutiny Officer know if alternative meeting times meeting times (afternoon rather than early evening for example) would be preferable.

The Committee then resolved to:

1. **Agree** the proposed Committee Operating Principles for the 2020/21 municipal year, as set out in Appendix 1;
2. **Agree** to re-establish three standing panels for the 2020/21 municipal year with the following remits:
 - i) Finance and Performance Panel – finance and budgetary issues and decisions, annual review of the Council's budget, quarterly monitoring of finance and performance;

- ii) Housing and Homelessness Panel – strategic housing and landlord issues and decisions, homelessness, housing services performance;
 - iii) Companies Scrutiny Panel - executive decisions made in relation to any companies wholly or partly owned by the Council;
3. **Agree** the number of seats of each standing panel for 2020/21 as follows (Finance and Performance Panel: 4, Companies Scrutiny Panel: 4, Housing and Homelessness Panel: 6) with the political make up as given in the report;
 4. **Appoint** Cllr Fry as Chair of both the Finance & Performance Panel and Companies Panel and Cllr Aziz as Vice-Chair of Housing & Homelessness Panel;
 5. **Co-opt** Tony Buchanan as a Council tenant representative onto the Housing Panel; and
 6. **Agree** temporary ways of working until September 2020 to reflect the particular challenges posed by the Covid-19 pandemic

7. 2019-20 Annual Update on the Oxford City Council Corporate Plan 2016-20

Councillor Susan Brown, Leader of the Council, introduced the report and was pleased to see its account of good progress and many notable achievements over the previous 12 months. She drew particular attention to the Council's attraction of 27 self-certified Oxford Living Wage employers (most notably the University of Oxford and the Oxford Bus Company, as two of the biggest local employers) and the Council's Citizens' Assembly on Climate change.

Mish Tullar, Corporate Policy, Partnership & Communications Manager, reminded the Committee that this was the final annual report about progress against the targets in the Corporate Plan 2016-20. Priorities for 2020-21 would be set out in the Council's Business Plan for 2020-21 which was currently being reviewed in the light of Covid-19.

Progress in relation to the Oxford Living Wage (OLW) was welcome and it was suggested that there might be merit in setting a target for the number of employers to adopt the OLW. Cllr Brown noted that attention should be paid to the number of employees who benefit from the OLW as well as to the number of employers. The question also raised a more fundamental question about the merit of targets in relation to which the Council might have influence but no direct control. Care would be taken to ensure that only indicators over which the Council had some reasonable measure of control would be included in the Corporate Strategy/Business Plan for 2020/21. Irrespective of the presence or absence of a target, no opportunities are lost to point out to employers which have not adopted the OLW the desirability of doing so.

The Committee noted that many significant achievements had been achieved over the last year as reflected in the report. At the same time it was important that the language used to report these achievements presented an honest appraisal did not give a false impression about the degree of success or merit. It was suggested, for example, that while money had been allocated to addressing the challenge of rough sleeping, not all of it had been spent. It was also noted that the quoted figure of a 5% reduction in the Council's carbon footprint implied an absolute reduction of 5% when the target was for a 5% reduction against a projection of what the carbon footprint would have been had no mitigating action been taken.

Councillor Brown said that the report expressed performance against a very specific set of predetermined indicators. The Corporate Policy, Partnership & Communications Manager agreed to pick up the point about the carbon reduction measure with relevant officers. The Committee requested the inclusion in the report of a reference to the work of the Committee's Climate Emergency Working Group which had taken place within the period covered by the report.

In relation to activities supported by the Oxfordshire Growth Deal which had not met their targets, Cllr Brown acknowledged the significant challenges of delivering some of them in short measure as required. Nonetheless it was important not to lose sight of the fact that the city had benefited greatly from the deal.

In conclusion, the Committee recommended that:

The Council agrees to the following amendments to the Annual Update on the Corporate Plan 2016-20 for inclusion in the published version:

In Appendix 1 to the covering report:

1. Add to the existing text relating to the Council's achievements regarding 'Convene a Citizens' Assembly in Oxford to help consider additional carbon reduction measures to address the climate emergency' the following text: 'The Council's Scrutiny function also established the Climate Emergency Review Group which, over seven meetings, developed 56 recommendations on how to realise the expressed ambition of Citizens' Assembly members regarding the Climate Emergency, particularly in relation to the built environment.'
2. After 'Implementation of measures calculated to reduce the City Council's carbon footprint by 5% each year' add the words 'below what it would otherwise have been.'

8. Adoption of Oxford Local Plan 2036

Councillor Alex Hollingsworth, Cabinet Member for Planning & Housing Delivery, introduced the report noting that there was no option, at this late stage, for the Committee, Cabinet or Council to make amendments to the plan. The plan had been some 4 years in the making and he thanked officers for their significant contribution to it over that time. He said officers were liaising closely with the County's other authorities to bring the timescales for all of Oxfordshire's local plans into line as far as possible. This would be particularly valuable in the future in relation cross-county discussion of housing numbers.

The Committee considered a suggestion to make a recommendation that would require a timetable for the next Local Plan, which is aligned to the latest Oxfordshire Plan 2050 timetable, to be brought to Cabinet in July 2020 with a view to urgently addressing the recent challenges presented by the Climate Emergency, in particular the recommendations presented by the Climate Emergency Review Group and the intent to 'build back better' post-COVID-19.

Cllr Hollingsworth said that the Forward Plan already included a new Local Development Scheme to go to Cabinet in July, which as set out in the introduction, would seek to align to the Oxfordshire Plan 2050 timescales. He explained that he would not be able to commend such a recommendation to Cabinet as the second part of the recommendation implies that the current Local Plan does not take account of issues like Climate Change, which was not the case although it was acknowledged that

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Scrutiny work plan

June 2020 to September 2020

Published on 09/06/20

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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 Cabinet.

The plan sets out the work of scrutiny for this council year and will be reviewed at each meeting of the Scrutiny Committee.

The 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.

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 Cabinet 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 Cabinet 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), Joe McManners (Vice Chair), Mohammed Altaf-Khan, Lubna Arshad, Shaista Aziz, Tiago Coarais Hosnieh Djafari-Marbini, James Fry, Richard Howlett, Pat Kennedy, Ben Lloyd-Shogbesan, Craig Simmons |
| Finance and Performance Panel | Finance and budgetary issues and decisions, performance | Councillors: James Fry (Chair), Chewe Munkonge, Craig Simmons, Roz Smith. |

| | | |
|--------------------------------|---|--|
| | management | |
| Housing and Homelessness Panel | Strategic housing, homelessness and landlord issues and decisions | Councillors: Shaista Aziz (vice-Chair), Nadine Bely-Summers, Mike Gotch, Sian Taylor, Elizabeth Wade, Dick Wolff Tenant co-optee: Tony Buchanan |
| Companies Panel | Shareholder function for companies and joint ventures | Councillors: James Fry (Chair), Tom Landell Mills, Chewe Munkonge, Craig Simmons. |

Current and planned review groups

TBC

Timings of review groups

TBC



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Scrutiny Committee

17 June 2020 - reports

| Agenda item | Cabinet item | Description | Cabinet portfolio | Lead officer |
|--|--------------|--|--|---|
| COVID19 update and work areas moving forward | Yes | An update to Cabinet on the issues, challenges and opportunities arising from COVID and the work required during a phase of transition from the emergency response to recovery | Leader - Economic Development and Partnerships | Caroline Green, Assistant Chief Executive |

06 July 2020 - provisional reports

| Agenda item | Cabinet item | Description | Cabinet portfolio | Lead officer |
|--|--------------|---|--|---|
| Scrutiny Workplan 2020/21 Longlist | No | A list of possible topics for inclusion by Scrutiny into its 2020/21 work plan and an opportunity for Committee members to make additional suggestions | | Tom Hudson, Scrutiny Officer |
| Local Growth Funded Workspace Projects | Yes | Delegate Officer authority to enter into contract with OxLEP for an award of £1.93m of funding to subsidise delivery of affordable workspaces for entrepreneurs in Oxford city centre and surrounds. | Leader - Economic Development and Partnerships | Matthew Peachey, Economic Development Manager |
| Local Development Scheme (LDS) 2020-2023 | Yes | The LDS provides a three year project plan for preparing policy documents. This LDS will provide timescale for emerging Supplementary Planning Documents (SPDs) and the review of the Oxford Local Plan | Cabinet Member for Planning and Housing Delivery | Amanda Ford, Planning Policy Team Leader |
| Procurement Strategy 2020 - 2021 | Yes | To present the Councils Strategy for the Procurement of Goods and Services for the period 2020- 2021. | Deputy Leader - Finance and Asset Management | Annette Osborne |
| Street Naming and Numbering Policy | Yes | Revised Street Naming and Numbering Policy for adoption | Safer Communities and Customer Focused Services | Emma Griffiths, Lawyer |

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04 August 2020 - meeting spare

| Agenda item | Cabinet item | Description | Cabinet portfolio | Lead officer |
|-------------|--------------|-------------|-------------------|--------------|
|-------------|--------------|-------------|-------------------|--------------|

01 September 2020 - provisional reports

| Agenda item | Cabinet item | Description | Cabinet portfolio | Lead officer |
|--|--------------|---|--|---|
| Proposal to improve the Private Rented Sector through Selective Licensing | Yes | The report provides findings from a review carried out into the housing conditions within the private rented sector and seeks approval from members to conduct a statutory consultation into the introduction of selective licensing of the private rented sector across the city | Cabinet Member for Planning and Housing Delivery | Gail Siddall, Team Leader , HMO Enforcement Team |
| Review of the Additional HMO licensing scheme | Yes | The report provides findings from a review carried out for the HMO Licensing Scheme and seeks approval from members to conduct a statutory consultation to renew the scheme in January 2021 | Cabinet Member for Planning and Housing Delivery | Gail Siddall, Team Leader , HMO Enforcement Team |
| Council Tax Reduction Scheme for 2021/22 | Yes | A report to seek approval for proposals for consultation on changes to the Council's Council Tax Reduction Scheme for 2021/22. | Supporting Local Communities | Tanya Bandekar, Service Manager Revenue & Benefits |
| Fusion Lifestyle's Annual Service Plan for Oxford leisure facilities (2020/21) | Yes | To recommend that Cabinet endorses Fusion Lifestyle's Annual Service Plan (2020/21) for the continuous development, management and operation of leisure services in Oxford. | Cabinet Member for Leisure and Parks | Lucy Cherry, Leisure and Performance Manager |
| Discretionary Housing Payment Policy | Yes | To review the operation of the Discretionary Housing Payment policy, and to amend the policy, if required. | Cabinet Member for Supporting Local Communities | Paul Wilding, System Change Manager - Homelessness Prevention |

Finance Panel

16 June 2020 - reports

| Agenda item | Cabinet item | Description | Cabinet portfolio | Lead officer |
|--------------------------------|--------------|---|--|---|
| April Budget Monitoring Report | Yes | April Financial monitoring report showing the financial impact on the council of coronavirus together with mitigations taken to date. | Deputy Leader (Statutory) - Finance and Asset Management | Nigel Kennedy, Head of Financial Services |

07 July 2020 - provisional reports

| Agenda item | Cabinet item | Description | Cabinet portfolio | Lead officer |
|--------------------------------------|--------------|--|--|--|
| Integrated Performance Report for Q4 | Yes | A report to update Members on Finance, Risk and Performance as at the end of the financial year. | Deputy Leader (Statutory) - Finance and Asset Management | Anna Winship, Management Accountancy Manager |
| Performance Monitoring for Q4 | No | A series of Scrutiny-chosen corporate performance measures | Deputy Leader (Statutory) - Finance and Asset Management | Helen Bishop, Head of Business Improvement |

Housing Panel

03 August - provisional reports

| Agenda item | Cabinet item | Description | Cabinet portfolio | Lead officer |
|-----------------------|--------------|--|--|-----------------------------|
| Housing Delivery Plan | Yes | On 13 February 2020, Government published the results of the Housing Delivery Test for 2019. The Housing Delivery Test compares how many homes were built in Oxford over the last three years against how many homes were needed during the same period. The Council's result fell below 95% (scoring 70%) meaning that a Housing Delivery Test Action Plan (Housing Delivery Plan) must be published. This report introduces the Housing Delivery Plan for Cabinet to approve. | Cabinet Member for Planning and Housing Delivery | Tom Rice, Principal Planner |

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Companies Panel

22 June 2020 - reports will be the same as those at the Shareholder and Joint Venture Group meeting

| Agenda item | Cabinet item | Description | Cabinet portfolio | Lead officer |
|-------------|--------------|-------------|-------------------|--------------|
|-------------|--------------|-------------|-------------------|--------------|

Criteria

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

- **Timely** – is it timely to consider the issue?
- **Oxford priority** – is it a council priority or relates to an essential service?
- **Public interest** – is it of significant public interest?
- **Influence** – can Scrutiny have a meaningful influence and add value?
- **Cost** – is there a significant financial impact or an area of high expenditure?

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