

Agenda

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Scrutiny Committee

This meeting will be held on:

Date: **Monday 16 January 2023**

Time: **6.00 pm**

Place: **Long Room - Oxford Town Hall**

For further information please contact:

Lucy Brown, Committee and Member Services Officer

01865 252784  DemocraticServices@oxford.gov.uk

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

Councillors: Membership 12: Quorum 4 substitutes are permitted.

Councillor Dr Christopher Smowton
(Chair)

Councillor Lizzy Diggins (Vice-Chair)

Councillor Mohammed Altaf-Khan

Councillor Lubna Arshad

Councillor Nadine Bely-Summers

Councillor Tiago Corais

Councillor Barbara Coyne

Councillor Chris Jarvis

Councillor Edward Mundy

Councillor Lucy Pegg

Councillor Mike Rowley

Councillor Jemima Hunt

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>Minutes from 5 December 2022.</p> <p><u>Recommendation:</u> That the minutes of the meeting held on 5 December 2022 be APPROVED as a true and accurate record.</p> | |
| 5 Work Plan and Forward Plan | 13 - 22 |
| <p>The work plan is driven to a very large extent by the Cabinet Forward Plan a summary of which is attached. The Scrutiny Committee agrees its priorities for items coming onto the Forward Plan, which then form part of its work plan.</p> <p>The Committee is recommended to:</p> <ol style="list-style-type: none">1. Confirm its agreement to the current priorities and the work plan both of which are attached. | |
| 6 Flexible Working/Hybrid Working Policy | 23 - 40 |
| <p>Council will, at its meeting on 30 January 2023, consider a report on Flexible Working/Hybrid Working Policy. Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services, Helen Bishop, Head of Business Improvement and Gail Malkin, Head of People, have been invited to present the report and to answer questions.</p> <p>The Committee is asked to consider the report and to agree any recommendations it wishes to make to Council.</p> | |
| 7 Disciplinary Policy | 41 - 80 |
| <p>Council will, at its meeting on 30 January 2023, consider a report on the Disciplinary Procedure. Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services, Helen Bishop, Head of Business Improvement and Gail Malkin, Head of People, have been invited to present the report and to answer questions.</p> <p>The Committee is asked to consider the report and to agree any recommendations it wishes to make to Council.</p> | |

8 Report back on recommendations and from Scrutiny Panel meetings

At its meeting on 14 December 2022, Cabinet considered the following reports from the Scrutiny Committee and made responses to the recommendations:

- Thriving Communities Strategy 2023-2027
- Grant Allocations to Community & Voluntary Organisations 2023/24
- Authority Monitoring Report and Infrastructure Funding Statement 2021/22
- Workplace Equalities and Action Plan

Since the last meeting of the Scrutiny Committee, the **Finance and Performance Panel** met on 07 December 2022. The Panel considered reports to Cabinet on Integrated Performance Report Q2 and Treasury Management Mid-year Review for April-September 2022. It made no recommendations to Cabinet on 14 December.

The Panel noted the Medium Term Financial Strategy 2024-25 to 2026-27 and 2023-24 Budget for Consultation which had been published on 06 December 2022 in readiness for Cabinet on 14 December. The Panel began to prepare a list of written questions to Heads of Service which were to form part of the discussion for the Budget Review Group.

The **Budget Review Group** has met three times, on 04 January, 05 January, and 10 January 2023. It will meet a fourth time on 19 January 2023 in order to agree its draft report. This will be confirmed by the Finance and Performance Panel on 23 January 2023 and submitted to the Scrutiny Committee for its approval on 01 February 2023.

The **Climate and Environment Panel** will have met for the first time by the time of the Scrutiny Committee's meeting. It will have met on 11 January 2023 for a briefing by Professor Nick Eyre, the Scientific Adviser to the Council. An update will be provided to the Committee.

9 Dates of future meetings

Scrutiny Committee

- 01 February 2023
- 06 March 2023
- 04 April 2023

Standing Panels

Housing & Homelessness: 02 March 2023; 24 April 2023

Finance & Performance: 23 January 2023; 28 March 2023

Climate & Environment Panel: A provisional date of 01 March 2023 has been set for the first substantive meeting with another before the end of the municipal year to be agreed in consultation with the Chair and Panel.

Companies Scrutiny Panel will meet on the same dates as the SJVG: 01 March 2023; 27 April 2023.

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.