

Agenda

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Scrutiny Committee

This meeting will be held on:

Date: **Monday 4 December 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.

Membership will be confirmed at the Full Council meeting on 27 November 2023.

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	9 - 14
<p>Minutes from 6 November 2023.</p> <p>Recommendation: That the minutes of the meeting held on 6 November 2023 be APPROVED as a true and accurate record.</p>	
5 Work Plan and Forward Plan	15 - 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 confirm its agreement to the work plan, or agree any amendments as required.</p>	
6 Report back on recommendations and from Scrutiny Panel meetings	23 - 30
<p>At its meeting on 15 November 2023, Cabinet considered the following reports from Scrutiny and made responses to the recommendations:</p> <ul style="list-style-type: none">- Grant Allocations to Community and Voluntary Organisations 2024/25- Central (City & University) Conservation Area Appraisal <p>Since the Scrutiny Committee's previous meeting on 06 November 2023, the following Panels have met:</p> <ul style="list-style-type: none">- Climate and Environment Panel (29 November 2023) <p>The Committee is asked to:</p> <ol style="list-style-type: none">1. Note Cabinet's responses to its recommendations.	

	2. Note any updates from Panel meetings.	
7	Scrutiny Standing Panel and Review Group Arrangements	31 - 34
	The Head of Law and Governance has submitted a report seeking the appointment of members and chairs of Scrutiny Standing Panels and Review Groups following changes to the political composition of Oxford City Council. The recommendations are set out in the report.	
8	Authority Monitoring Report and Infrastructure Funding Statement 2022/23	35 - 110
	Cabinet, at its meeting on 13 December 2023, will consider a report from the Planning Policy and Place Manager seeking approval of the Authority Monitoring Report and Infrastructure Funding Statement for publication. Cllr Louise Upton, Cabinet Member for Planning and Healthier Communities, Rachel Williams, Planning Policy and Place Manager, Alexander Sutton, Planner, Lorraine Freeman, CIL, Data Analysis and Reporting Team Leader and Lan Nguyen, Senior Data Analyst, have been invited to present the report and answer questions. The Committee is asked to consider the report and agree any recommendations.	
9	Equalities Update	111 - 168
	Cabinet, at its meeting on 13 December 2023, will consider a report from the Head of Business Improvement seeking approval for the publication of the annual Workforce Equality Report 2023, Gender Pay Gap Report, Ethnicity Pay Gap Report and Disability Pay Gap Report; and setting out progress on the Workforce Equalities Report and Action Plan. Cllr Nigel Chapman, Cabinet Member for Citizen Focused Services and Council Companies, Helen Bishop, Head of Business Improvement and Gail Malkin, Head of People, have been invited to present the report and answer questions. The Committee is asked to consider the report and agree any recommendations.	
10	Review of Glyphosate Use by Oxford Direct Services to Manage Weeds on Behalf of Oxford City Council	169 - 182
	Cabinet, at its meeting on 13 December 2023, will consider a report from the Head of Corporate Strategy setting out recommendations over the use of Glyphosate by Oxford Direct Services (ODS) to control weeds on behalf of Oxford City Council. Cllr Nigel Chapman, Cabinet	

Member for Citizen Focused Services and Council Companies, Tina Mould, Head of Sustainability and Laura Harlock, Parks and Open Spaces Service Manager (Oxford Direct Services), have been invited to present the report and answer questions. The Committee is asked to consider the report and agree any recommendations.

11 Local Government Association Corporate Peer Review: Council Action Plan

183 -
222

Cabinet, at its meeting on 13 December 2023, will consider a report from the Chief Executive outlining the Council's Action Plan in response to the Corporate Peer Review feedback and recommendations received in July 2023. Cllr Susan Brown, Leader of the Council and Cabinet Member for Inclusive Economy and Partnerships, Caroline Green, Chief Executive and Lucy Cherry, Policy and Partnerships Officer, have been invited to present the report and answer questions. The Committee is asked to consider the report and agree any recommendations.

12 Dates of future meetings

Scrutiny Committee

- 16 January 2024
- 06 February 2024
- 04 March 2024
- 11 April 2024

Standing Panels

Housing & Homelessness: 05 December 2023; 07 March 2024

Finance & Performance: 06 December 2023; 22 January 2024; 26 March 2024

Climate & Environment: 27 February 2024; 20 March 2024

Companies Scrutiny Panel will meet on the same dates as the Shareholder and Joint Venture Group (SJVG): 07 December 2023; 27 March 2024; 24 April 2024

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.

Members Code – Other Registrable Interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing** of one of your Other Registrable Interests*** then you must declare an

interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Members Code – Non Registrable Interests

Where a matter arises at a meeting which ***directly relates*** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests, then you must declare the interest.

You must not take part in any discussion or vote on the matter and must not remain in the room, if you answer in the affirmative to this test:

“Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting.”

Otherwise, you may stay in the room, take part in the discussion and vote.

*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.

** Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person’s quality of life, either positively or negatively, is likely to affect their wellbeing.

*** Other Registrable Interests: a) any unpaid directorships b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any Body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.