

Agenda

Scrutiny Committee

This meeting will be held on:

Date: **Tuesday 3 February 2026**

Time: **6.00 pm**

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

For further information please contact:

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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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Committee Membership

Councillors: Membership 12: Quorum 4 substitutes are permitted.

Councillor Alex Powell (Chair)

Councillor Mike Rowley (Vice-Chair)

Councillor Mohammed Altaf-Khan

Councillor Mohammed Azad

Councillor Tiago Corais

Councillor Chris Jarvis

Councillor Dr Amar Latif

Councillor Katherine Miles

Councillor Simon Ottino

Councillor Asima Qayyum

Councillor Anne Stares

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 of the previous meeting	9 - 24
	The Committee is asked to approve the minutes of the meeting held on 13 January 2026 as a true and accurate record.	
5	Addresses by members of the public	
	Public addresses relating to matters of business for this agenda. Up to five minutes is available for each public address.	
	The request to speak accompanied by the full text of the address must be received by the Director of Law, Governance and Strategy by 5.00 pm on Wednesday, 28 January 2026.	
6	Councillor addresses on any item for discussion on the Scrutiny agenda	
	Councillor addresses relating to matters of business for this agenda. Up to five minutes is available for each address.	
	The request should be received by the Director of Law, Governance and Strategy by 5.00 pm on Wednesday, 28 January 2026.	
7	Debt Recovery Procedure	25 - 28
	At the Scrutiny Committee meeting on 14 October 2025, the Committee requested for an update on the council's debt recovery procedure. Councillor Ed Turner, Deputy Leader (Statutory) and Cabinet Member for Finance and Asset Manager, Nigel Kennedy, Group Finance Director (Section 151 Officer) and Philip McGaskill, Revenues Service Delivery Manager will be in attendance to present the report and	

answer questions.

The Committee is asked to consider the report and agree any recommendations.

8 Noticeboards Update

29 - 32

At the Scrutiny Committee meeting on 9 September 2025, the Committee requested an update on the Council owned noticeboards. Tom Hook, Deputy Chief Executive will be in attendance to present the report and answer questions.

The Committee is asked to consider the report and agree any recommendations.

9 AI Strategy Update

33 - 44

At the Scrutiny Committee meeting on 1 July 2025, the Committee requested a review of the Council's AI Strategy. Councillor Nigel Chapman, Cabinet Member for Citizen Focussed Services and Council Companies, Tom Hook, Deputy Chief Executive – City and Citizens, and Helen Bishop, Director of Communities and Citizens' Services will be in attendance to present the report and answer questions.

The Committee is asked to consider the report and agree any recommendations.

10 Budget Review Group Report

Appendix 3 to this item includes exempt information pursuant to Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. If the Scrutiny Committee wishes to discuss matters relating to the information set out in Appendix 3 to the report, it will be necessary for the Scrutiny Committee to pass a resolution to exclude the press and public from the meeting.

The Scrutiny and Governance Advisor has submitted a report on behalf of the Chair of the Budget Review Group, following the Scrutiny Committee's agreement to establish a Budget Review Group at it's meeting on 10 June 2025 and approval of the Terms of Reference and Scope at it's meeting on 9 September 2025.

The Committee is recommended to:

1. **Endorse** the report and recommendations from the Budget Review Group.
2. **Delegate authority** to the Scrutiny and Governance Advisor, in consultation with the Chair of the Scrutiny Committee, to make

minor amendments to the report.

The report and appendices will be published as part of a supplement.

11 Scrutiny Work Plan

45 - 48

The Work Plan is driven to a very large extent by the [Cabinet Forward Plan](#). The Scrutiny Committee agrees its priorities for items coming onto the Forward Plan, which then form part of its Work Plan.

The Committee is recommended to confirm its agreement to the Work Plan, or agree any amendments as required.

12 Cabinet responses to Scrutiny recommendations

49 - 58

At its meeting on 21 January 2026, Cabinet considered the following reports from Scrutiny and made responses to the recommendations:

- Workforce Report
- Proposed Submission Draft Oxford Local Plan 2045

The Committee is asked to:

1. **Note** Cabinet's responses to its recommendations.

13 Endorsement of Recommendations from Working Groups

There have been no meetings of the Working Groups since the Scrutiny Committee's previous meeting on 13 January 2026.

14 Dates of future meetings

Scrutiny Committee

- 10 March 2026
- 7 April 2026

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.