

# SCRUTINY WORK PLAN

## June 2016 - May 2017

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The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its inhabitants. 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 City Executive Board. This document represents the work of scrutiny for the remainder of the 2016-17 council year and will be reviewed monthly by the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior council 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.

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

- *Is the issue controversial / of significant public interest?*
- *Is it an area of high expenditure?*
- *Is it an essential service / corporate priority?*
- *Can Scrutiny influence and add value?*

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to two 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 executive 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 City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

### Scrutiny Committee and Standing Panel responsibility and membership


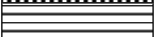

Committee / Panel	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council's scrutiny function.	Cllrs Azad, Chapman, Coulter, Fry, Gant (Chair), Hayes, Henwood, Pegg, Simmons, Taylor, Tidball & Wilkinson
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (Chair), Pegg, Sanders, Thomas & Wade, Geno Humphrey (tenant co-optee)

### Current and planned review groups

Topic	Scope	Nominated councillors
Budget review 2017/18	To review the Council's 2017/18 draft budget and medium term financial strategy	Cllrs Fooks, Fry, Simmons & Taylor
Devolution plans for Oxfordshire	To scrutinise devolution proposals for Oxfordshire	Cllrs Coulter, Gant, Hayes, Simmons & Tidball (Chair)
Language schools	TBC	TBC

### Indicative timings of 2016/17 review panels

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Devolution plans for Oxfordshire	Scoping	Evidence gathering	Reporting							
Budget review 2017/18		Scoping	Evidence gathering	Reporting						
Language schools				Scoping	Evidence gathering	Reporting				

	Scoping
	Evidence gathering
	Reporting

## SCRUTINY COMMITTEE

### 7 JUNE 2016 - REPORTS TAKEN

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Planning and Regulatory Service Plan	No	To consider a combined service plan for the Planning and Regulatory service. This is expected to bring together various action plans into a single updated document.	Planning, Transport and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Planning enforcement	No	To consider how planning compliance is monitored, what enforcement action is taken and whether this is relayed to the appropriate Planning Committee.	Planning, Transport and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Westhill Farm	No	To consider the proposed demolition of a Council-owned building at Westhill Farm in Shotover Woods.	Leisure, Parks and Sport	David Edwards, Executive Director City Regeneration and Housing
Employment of interns, apprentices and work experience students	No	To receive a briefing on how many interns, apprentices and work experience students have been taken on by the Council and in which departments. Consider career progression and tasks undertaken.	Young People, Schools and Skills	Jarlath Brine, OD & Learning Advisor
Oxford City Council Safeguarding report 2015-2016	Yes	To note the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2015-2016 and to approve the Action Plan for 2016-2017.	Community Safety	Val Johnson, Policy Team Leader
Performance monitoring - 2015/16 quarter 4	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

#### 4 JULY 2016 - REPORTS TAKEN

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Devolution plans for Oxfordshire	No	For Scrutiny to monitor the progress of devolution proposals for Oxfordshire	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Fusion Lifestyle – Performance Report 2015/16	No	To monitor an annual Fusion Lifestyle contract performance dashboard.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager
Fusion Lifestyle's 2016/ 2017 Annual Service Plan	Yes	This report presents Fusion Lifestyle's 2016/ 2017 Annual Service Plan for the management of the council's leisure facilities. The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2016/17.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager
Grant Allocations to Community and Voluntary Orgs 2015/16	Yes	A monitoring report on the reported achievements resulting from grant allocations will be submitted to the City Executive Board in June 2017.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

#### 5 SEPTEMBER 2016 - REPORTS TAKEN

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Submission to ERDF Innovation Call for Oxfordshire	Yes	To brief members on officer's work with partners to deliver a specific element of the county-wide ERDF Innovation call, namely the Smart Oxford initiative initiated by OSP, of which the council is a leading partner ( <a href="http://oxfordsmartcity.uk">http://oxfordsmartcity.uk</a> ).	Corporate Strategy and Economic Development	Matthew Peachey, Economic Development Manager

OxLEP Strategic Economic Plan Refresh	Yes	To update members on the consultation draft of the Strategic Economic Plan, and to request feedback and endorsement.	Corporate Strategy and Economic Development	Matthew Peachey, Economic Development Manager
Performance Monitoring - quarter 1	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

## 6 OCTOBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Educational attainment	No	To consider an independent report on the Council's educational attainment investments produced by Oxford Brookes University.	Young People, Schools and Skills	Tim Sadler, Executive Director Community Services
Recommendation monitoring - Inequality Panel	No	To monitor progress and implementation following the recommendations of the Inequality Panel reported to CEB in July 2015.	Corporate Strategy and Economic Development	Val Johnson, Policy Team Leader
Review of Tree Management Policy	Yes	The Tree Management Policy was adopted in 2008 and last reviewed in 2011. If the Tree Management Policy needs to be revised then a report will be submitted to the CEB	Leisure, Parks and Sport	Stuart Fitzsimmons, Parks and Open Spaces Manager
Sustainable Energy Action Plan (SEAP) for Oxford	Yes	This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy.	Climate Change and Cleaner Greener Oxford	Mairi Brookes, OxFutures Programme Manager

## 7 NOVEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Discretionary Housing Payments spend	No	To monitor Discretionary Housing Payments spend mid-way through the year.	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Air Quality	No	To consider data on air quality in the City and ways of improving air quality in the worst areas (e.g. the city centre).	Climate Change and Cleaner Greener Oxford	Mai Jarvis, Environmental Quality Team Manager
Graffiti prevention	No	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Climate Change and Cleaner Greener Oxford	Liz Jones, Interim ASBIT Team Leader
Safeguarding Language School Students	Yes	Update on safeguarding arrangements for foreign language students studying in Oxford.	Community Safety	Richard J Adams, Community Safety & Resilience Manager
Annual Monitoring Report (AMR) 2015/16	Yes	This is the City Council's 12th AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan.	Planning and Regulatory Services	Rebekah Knight, Planner

## 6 DECEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Corporate Plan 2017/2018	Yes	A new Corporate Plan for the period 2017/2018	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Recommendation Monitoring - Cycling	No	To monitor progress and implementation following the recommendations of the Cycling Review Group reported to CEB in September 2015.	Climate Change and Cleaner Greener Oxford	Sophie Hearn, Contracts Manager
Performance monitoring - quarter 2	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

### 30 JANUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recommendation monitoring - Recycling rates	No	To receive an update on the monitoring of recycling rates and the impacts of the Blue Bin Recycling League following a site visit to the Waste Services Team.	A Clean and Green Oxford	Jeff Ridgley, waste Services Business Development & Fleet Manager
Waterways Public Space Protection Order	Yes	The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on the waterways within Oxford City's local authority boundary.	Community Safety	Richard J Adams, Community Safety & Resilience Manager
Grant Allocations to Community and Voluntary Orgs 2017/2018	Yes	This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2017/2018.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

### 28 FEBRUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Performance Monitoring - quarter 3	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

### 27 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Safeguarding Report 2017/18	Yes	An annual report to monitor the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2016-2017 and to approve the Action Plan for 2017-2018.	Finance, Asset Management and Public Health	Val Johnson, Policy Team Leader

## 2 MAY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Fusion Lifestyle's 2017/18 Annual Service Plan	Yes	The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2017/18.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

## JUNE 2017

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Local Plan Preferred Options	Yes	Progress of the review of the Local Plan	Planning and Regulatory Services	Sarah Harrison, Senior Planner

## SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recommendation monitoring - Guest houses	No	To monitor progress and implementation following the recommendations of the Guest Houses Review Group reported to CEB in December 2015.	Corporate Strategy and Economic Development	Richard J Adams, Community Safety & Resilience Manager
Recommendation monitoring - Local economy	No	To monitor progress and implementation following the report and recommendations of the Local Economy Review Group reported to CEB in June 2015.	Corporate Strategy and Economic Development	David Edwards, Executive Director City Regeneration and Housing
Public Spaces Protection Orders	No	To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions.	Community Safety	Richard J Adams, Community Safety & Resilience Manager



Assessing disabled impacts in planning	No	To consider how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Design Review Panel	No	To consider the work and effectiveness of the Oxford Design Review Panel.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Disabled Students' Allowance	No	To consider the impacts of cuts to Disabled Students' Allowance on disabled students in the City.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
Workplace parking levies	No	To consider the pros and cons of the proposed introduction of workplace parking charges in Oxford.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
Health and Wellbeing Board update	No	To receive an update on the work of Oxfordshire Health and Wellbeing Board by the Council's representative on the Board.	Finance, Asset Management and Public Health	Val Johnson, Policy Team Leader
Police and Crime Panel update	No	To receive an update on police and crime scrutiny activities by the Council's representative on Thames Valley Police and Crime Panel (PCP).	Community Safety	Andrew Brown, Scrutiny Officer

## FINANCE PANEL

### 30 JUNE 2016 - REPORTS TAKEN

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - 2015/16 quarter 4	No	To monitor the Council's finances at the end of each quarter.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Credit union services	No	To consider the Council's response to the Evaluation of Credit Union services in Oxford report.		

### 8 SEPTEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 1	No	To monitor the Council's finances at the end of quarter 1 (June 2016).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Council Tax Support Scheme	No	To consider spend and impacts of the Council's discretionary Council Tax support scheme.	Customer and Corporate Services	Tanya Bandekar, Service Manager Revenue & Benefits
The Implications of Brexit for Local Government	No	To receive a briefing on the expected financial impacts on the Council of Brexit (British exit from the European Union).	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Treasury Management Strategy: Annual Report and Performance 2015/16	Yes	Treasury Management Strategy: Annual Report and Performance 2015/16 is submitted twice a year: <ul style="list-style-type: none"> <li>Sept 2016 – the position at 31 March 2016 (Full Year)</li> </ul>	Finance, Corporate Asset Management and Public Health	Bill Lewis, Financial Accounting Manager

## 8 DECEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 2	No	To monitor the Council's finances at the end of quarter 2 2016-17 (September).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Treasury Management Performance: Annual Report and Performance 2016/17	Yes	Treasury Management Strategy: Annual Report and Performance 2016/17 is submitted twice a year: <ul style="list-style-type: none"> <li>Dec 2016– the position at the 30 September 2016 (Half Year)</li> </ul>	Finance, Asset Management and Public Health	Bill Lewis, Financial Accounting Manager
Transfer Station for Recycled Material	Yes	Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recyclate, green waste, street arisings and engineering works spoil.	A Clean and Green Oxford	Geoff Corps, Cleaner Greener Services Manager

## 16 JANUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Service reviews	No	To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Funding mechanisms for affordable housing	No	To consider alternative and innovative models for financing new affordable housing.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Scrutiny Budget Review 2017/18 - recommendations	No	To agree recommendations following the annual scrutiny budget review.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

## 1 FEBRUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Budget Review 2017/18	Yes	Review of the Councils draft budget for 2017/18 and medium term financial strategy.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Capital Strategy 2017/18	Yes	To consider the Council's Capital Strategy for 2017/18.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Treasury Management Strategy 2017/18	Yes	Treasury Management Strategy for 2017/2018, including prudential indicators: <ul style="list-style-type: none"> <li>The pre-consultation draft report will be submitted to CEB in December 2016.</li> <li>The post-consultation draft report will be submitted to CEB in February 2017</li> <li>Submitted to Council for adoption in February 2017.</li> </ul>	Finance, Asset Management and Public Health	Bill Lewis, Financial Accounting Manager
Divestment	No	To consider an ethical policy on divestment.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

## 29 MARCH 2017 - NO REPORTS CURRENTLY SCHEDULED

## HOUSING PANEL

### 7 JULY 2016 - REPORTS TAKEN

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - 2015/16 quarter 4	No	To consider year-end Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing and Property
Tenant satisfaction	No	To monitor tenant satisfaction survey results.	Housing	Bill Graves, Landlord Services Manager
Private Sector Housing Policy	Yes	<p>The policy will set out the future priorities and areas of intervention in the private rented and owner occupied residential sectors in Oxford and will clarify the regulatory approach to be taken by the Council.</p> <p>The policy will be considered at the following meetings:</p> <ul style="list-style-type: none"> <li>• CEB – February 2016 for pre-consultation</li> <li>• CEB – July 2016 post-consultation</li> </ul>	Planning and Regulatory Services	Ian Wright, Service Manager Environmental Health
Review of Lord Mayors Deposit Guarantee Scheme	Yes	To agree changes to the Lord Mayors Deposit Guarantee Scheme in order to update the scheme approach in light of expected changes to legislation and to boost positive outcomes for vulnerable persons.	Housing	David Rundle, Private Rented Team Leader

### 5 OCTOBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 1	No	To consider Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing & Property

Choice Based Lettings refusal reasons	No	To receive a briefing on reasons given by Choice Based Lettings applicants for refusing Council properties, including requests for minor adaptations.	Housing	Tom Porter, Allocations Manager
Under-occupation in the Council's housing stock	No	To receive an update on the levels of under-occupation in the Council's housing stock and efforts to reduce under-occupation, including support and incentives for downsizing.	Housing	Bill Graves, Landlord Services Manager
Houses in multiple occupations (HMOs)	No	To consider the licensing of HMOs in the City including member oversight of HMO planning decisions (currently delegated) and rules around the numbers of rooms and the number of HMOs in the street etc.	Corporate Strategy and Economic Development	Ian Wright, Service Manager Environmental Health
Energy Strategy - Housing & Property	No	To consider past, current and future work around energy in Housing, and Housing & Property's approach to Energy and fuel poverty in its own domestic housing stock.	Housing	Deborah Haynes, Energy Efficiency Projects Officer
Right to Buy Retention Funding	Yes	Seeks approval for alternative mechanisms to use Right to Buy Retention Funding to avoid having to return any such funding to Department for Communities and Local Government (DCLG).	Finance, Asset Management and Public Health, Housing	Nigel Kennedy, Head of Financial Services, Alan Wylde, Housing Development & Enabling Manager

## 9 NOVEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 2	No	To consider mid-year Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing and Property
Universities land management	No	To invite representatives of universities to discuss their approach to land management in the City.	Corporate Strategy & Economic Development	Andrew Brown, Scrutiny Officer

Rent performance	No	To monitor the Council's rents performance including current and former tenant arrears.	Housing	Tanya Bandekar, Service Manager Revenue & Benefits
Tower block refurbishment	No	To receive a progress update on the Tenant Scrutiny Panel's review of the tower block refurbishment project.	Housing	Stephen Clarke, Head of Housing and Property

### 1 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 3	No	To consider a report on Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing and Property
Rough sleeping	No	To consider how the Council deals with people sleeping rough including those with no recourse to public funds.	Community Safety, Housing	Stephen Clarke, Head of Housing and Property
Access to the private rented sector	No	To receive a briefing on support to people in receipt of Housing Benefit in accessing the private rented sector, including the rent guarantee scheme, Home Choice pilot and 'real lettings'.	Housing	Dave Scholes, Housing Strategy & Needs Manager
Allocation of Homelessness Prevention Funds	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy	Housing	Ossi Mosley, Rough Sleeping & Single Homelessness Officer

### 3 MAY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Housing	Stephen Clarke, Head of Housing and Property

Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager
Empty Property Strategy	No	To receive a briefing on the Council's approaches to dealing with empty properties in the City ahead of a refresh of the Council's Empty Property Strategy 2013-18.	Housing	Melanie Mutch, Empty Property Officer (Private Sector)

### HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing Revenue Account Business Plan	Yes	To pre-scrutinise a decision on the Housing Revenue Account (HRA) business plan, which sets out projected income (from rents, service charges etc.) and expenditure on the Council's housing stock.	Finance, Asset Management and Public Health	Stephen Clarke, Head of Housing and Property
Housing Company for Oxford	Yes	To pre-scrutinise any decisions on funding the Housing Company for Oxford and monitor progress in the Company's first year of operation.	Housing	David Edwards, Executive Director City Regeneration and Housing
Pay to stay	Yes	To pre-scrutinise any decisions on the local implementation of government plans to increase rents for council and housing association tenants with incomes over £30,000 a year from April 2017. This is known as "Pay to Stay".	Housing	Bill Graves, Landlord Services Manager
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent councils in England offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing and Property