

SCRUTINY WORK PLAN

March 2017 - April 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)
Scrutiny Shareholder Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Cllrs Fry, Gant, Henwood & Simmons

Current and planned review groups and one-off panels

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 (Chair) & Taylor
Devolution plans for Oxfordshire review	To scrutinise devolution proposals for Oxfordshire	Cllrs Coulter, Gant, Hayes, Simmons & Tidball (Chair)
Health inequalities (one-off panel)	To consider the council's response to the recommendations of the Independent Commission on Health inequalities	Cllrs Coulter (Chair), Taylor, Thomas, Wade

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				

	Scoping
	Evidence gathering
	Reporting

SCRUTINY COMMITTEE

27 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Waterways Public Space Protection Order	Yes	To update the Board on the outcome of phase one of the consultation process and proposals for the way forward.	Community Safety	Richard Adams, Community Safety Service Manager
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 Adams, Community Safety Service 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
Recommendation Monitoring - Guest Houses	No	To monitor progress and implementation following the recommendations of the Guest Houses Review Group to the City Executive Board in December 2015.	Corporate Strategy and Economic Development	Richard Adams, Community Safety Service Manager
Oxford Flood Alleviation Scheme	Yes	<ul style="list-style-type: none"> To update Members on the Oxford Flood Alleviation Scheme; To request approval to revise Oxford City Councils' project contribution; To request delegated authority to enter a funding agreement with Environment Agency. 	Corporate Strategy and Economic Development	Helen Vaughan-Evans, Northway & Marston Flood Scheme Project Manager

2 MAY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Railway Station Supplementary Planning Document (SPD)	Yes	To seek approval to consult on the draft Oxford Railway Station Supplementary Planning Document (SPD).	Planning and Regulatory Services	Fiona Piercy, Regeneration Programme Director

Fusion Lifestyle's Annual Service Plan 2017/18	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
City Centre Strategy	Yes	To approve the strategy which aims to <ul style="list-style-type: none"> • create and promote a strong investment proposition • facilitate ongoing dialogue with those involved in the management and future of the city centre • provide a framework for collaboration and action • assist in the allocation of resources 	Planning and Regulatory Services, Corporate Strategy and Economic Development	Fiona Piercy, Regeneration Programme Director
Community leases	Yes	This report requests CEB to agree an approach to community leases	Culture and Communities	Ian Brooke, Head of Community Services
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 and Partnerships Team Leader

6 JUNE 2017 - PROVISIONAL REPORT

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

8 JUNE 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
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
Planning and Regulatory Services improvement plan	No	To update the committee on the progress of implementing the improvement plan for Planning and Regulatory Services.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Grant Allocations to Community & Voluntary Orgs 2016/17	Yes	A monitoring report on the reported achievements resulting from grants allocations will be submitted to the City Executive Board in June 2017.	Customer and Corporate Services, Culture and Communities	Julia Tomkins, Grants and External Funding Officer

7 SEPTEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
East Oxford Community Centre improvement scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Culture and Communities	Vicky Trietline, Development Project Management Surveyor
Commissioned Advice Strategy 2018-2021	Yes	To update the Board on the progress made in developing a new commissioned advice strategy during 2017/18	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Sustainability Strategy 2017	Yes	The report will recommend approval of the draft strategy for public consultation.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager
Governance implications of Council-owned companies	No	To receive an update following the Audit and Governance Committee's consideration of the long term risks and governance implications associated with Council-owned companies.	Corporate Strategy and Economic Development	Nigel Kennedy, Head of Financial Services.

SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
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
NHS Sustainability and Transformation Plan	No	To receive a briefing on the emerging STP for Buckinghamshire, Oxfordshire and Berkshire West.	Finance, Asset Management and Public Health	Andrew Brown, Scrutiny Officer

FINANCE PANEL

29 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
The implications of Brexit	No	To consider an updated report on the impacts of Brexit on the City Council.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Fundamental 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	Jan Heath, Business Development and Support Manager

HOUSING PANEL

26 APRIL 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 an improvement programme.	Housing	Martin Shaw, Property Services Manager
Empty garages and former garage sites	No	To receive an update on how the Council deals with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager
Empty Property Strategy	No	To receive a briefing on approaches to dealing with empty properties ahead of a refresh of the Council's Empty Property Strategy 2013-18.	Housing	Frances Evans, Strategy and Service Development Manager
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

HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Leaseholder relationships	No	To consider relationships with leaseholders including the views of individual leaseholders.	Housing	Bill Graves, Landlord Services Manager
Private sector licensing	Yes	To pre-scrutinise any decisions on proposals to extend licensing to the non-HMO private rented sector.	Planning and Regulatory	Ian Wright, Environmental Health Service Manager
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of plans to prevent councils in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager
Management of void properties	No	To consider how the Council manages properties that become void.	Housing	Bill Graves, Landlord Services Manager