

SCRUTINY WORK PLAN

May 2017 - June 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 (Chair), 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 |

SCRUTINY COMMITTEE

2 MAY 2017 - CONFIRMED REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|--|----------------------------------|--|
| 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 |
| Grenoble Road - Housing Development | Yes | To request delegated authority to submit a planning application for Grenoble Road. | Planning and Regulatory Services | Patsy Dell, Head of Planning & Regulatory Services |

12 JUNE 2017 - PROVISIONAL REPORTS

| 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 |

14 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, Sustainable Development & Regulatory Services |
| Planning & 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, Sustainable Development & Regulatory Services |

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|--|-----|---|---|--|
| 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, Interim Assistant Chief Executive, Regeneration and Economy |
| City Centre Strategy | Yes | To approve the City Centre Strategy. | Planning and Regulatory Services, Corporate Strategy and Economic Development | Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy |
| Grant Allocations to Community and Voluntary Organisations 2017/18 | Yes | A monitoring report on the reported achievements resulting from grant allocations to community and voluntary groups. | Customer and Corporate Services, Culture and Communities | Jackie Yates, Executive Director Organisational Development and Corporate Services |
| Low Emissions Taxi Infrastructure Scheme | Yes | Oxford City Council has been awarded capital funding for the provision of electric vehicle charging infrastructure for the use of hackney carriages and private hire taxis. | A Clean and Green Oxford | Jo Colwell, Service Manager Environmental Sustainability |
| 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 |

4 JULY 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|---|--------------------------|--|
| 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 |

7 SEPTEMBER 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|--|---|---|
| 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, Sustainable Development & Regulatory Services |
| Governance implications of Council-owned companies | No | To receive an update following consideration by the Audit and Governance Committee of the long term risks and governance issues associated with Council-owned companies | Corporate Strategy and Economic Development | Nigel Kennedy, Head of Financial Services |
| 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 - Progress report | 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 provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation. | A Clean and Green Oxford | Mai Jarvis, Environmental Quality Team Manager |

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 (STP) | No | To receive a briefing on the emerging STP and its implications for the city. | Finance, Asset Management and Public Health | Andrew Brown, Scrutiny Officer |

HOUSING PANEL

26 APRIL 2017 - CONFIRMED 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 Services |
| 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. | Housing | Melanie Mutch, Empty Property Officer (Private Sector) |

HOUSING PANEL - TO BE SCHEDULED

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