

# SCRUTINY WORK PLAN

## June 2017 – April 2018

Published on: 16/06/17

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. 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 2017-18 council year and will be reviewed at each meeting of the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior 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 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 Altaf-Khan, Azad, Chapman, Curran, Fry, Gant, Henwood, Ladbroke, Lloyd-Shogbesan, Lygo, Pegg & Thomas.
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fry, Landell Mills, Simmons & Taylor.
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood, Pegg, Sanders, Thomas & Wade.
Scrutiny Shareholder Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Cllrs Chapman, Fry, Gant, Henwood & Simmons.

### Current and planned review groups and one-off panels

Topic	Scope	Nominated councillors
Budget review 2018/19	To review the Council's draft budget for 2018/19 and medium term financial strategy.	Finance Panel members.
TBC	TBC	TBC

### Indicative timings of 2016/17 review panels

Scrutiny Review	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
TBC										
Budget review 2018/19										

	Scoping
	Evidence gathering
	Reporting

## SCRUTINY COMMITTEE

### 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
Grant Allocations to Community and Voluntary Organisations 2017/18	Yes	A monitoring report on the reported achievements resulting from these grants allocations will be submitted to the City Executive Board in July 2017.	Customer and Corporate Services, Culture and Communities	Jackie Yates, Executive Director Organisational Development and Corporate Services
Review of Community Grants Programme	Yes	To inform the CEB of the review and request agreement for an approach which expands our 'offer' to the three year Community and Voluntary Sector grant programme from April 2018	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

### 31 JULY 2017 - PROVISIONAL MEETING

### 7 SEPTEMBER 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
Oxford 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
City Centre Strategy	Yes	To approve the proposed City Centre Strategy.	Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
East Oxford Community Centre - Improvement	Yes	To present an improvement scheme for the East Oxford Community Centre following public	Culture and Communities	Vicky Trietline, Development Project

Scheme		consultation.		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.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager
Scrutiny Committee Annual Report	No	To update the Council on the work of the Scrutiny Committee for the year 2016/17.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

#### 9 OCTOBER 2017 - 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
Review of Discretionary Housing Payment Policy	Yes	To propose changes to the Discretionary Housing Payment Policy	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Annual Monitoring Report 2016-17	Yes	Monitors the performance of policies in Oxford's Local Plan and the implementation of the Local Development Scheme.	Planning and Regulatory Services	Rebekah Knight, Planner

#### 7 NOVEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Air quality	No	To consider the annual status report for 2016, progress in addressing poor air quality and partnership working	A Clean Green Oxford	Jo Colwell, Environmental Quality Manager
Equality and Diversity	No	To consider an update following the recommendations of the Equality and Diversity Review Group.	Customer and Corporate Services	Chris Harvey, OD & Learning Manager

## 5 DECEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Update of the Corporate Plan 2018	Yes	Update report on the Corporate Plan	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive

## 15 JANUARY 2018 - PROVISIONAL MEETING

## 6 FEBRUARY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Devolution plans for Oxfordshire	No	To consider a progress update following the recommendations of the Devolution Review Group in January 2017.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Grant Allocations to Community and Voluntary Organisations 2018/19	Yes	This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2018/2019.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

## 6 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Health inequalities	No	To consider a progress update following the recommendations of the Health Inequalities Panel.	Finance, Asset Management	Val Johnson, Policy and Partnerships Team Leader

## 5 APRIL 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention and removal	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
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

Addressing anti-social behaviour on Oxford's waterways	No	To consider a progress report on plans to address instances of ASB at four identified hot spots on the Oxford waterways.	Community Safety	Richard Adams, Community Safety Service Manager
Guest houses	No	To reprioritise the recommendations of the Guest Houses Review Group and consider a progress update.	Community Safety	Richard Adams, Community Safety Service Manager

### SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recycling rates	No	To consider annual recycling rates data and incentives aimed at increasing recycling, including any proposals for continued funding of incentive schemes.	A Clean and Green Oxford	Stuart Pohler, Recycling & Waste Operations Manager
Streetscene services	No	To consider the performance of Streetscene services, including the issue of dog fouling.	A Clean and Green Oxford	Doug Loveridge, Streetscene Services Manager
Impacts of the Westgate Shopping Centre	No	To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management.	Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
Restorative justice	No	To consider the use of restorative justice to resolve low level cases of antisocial behaviour and the option of training and coordinating volunteers.	Community Safety	Richard Adams, Community Safety Service Manager
Isolation in older people	No	To consider the issue of loneliness and social isolation among older people in Oxford and how the Council can provide support and add value.	Culture and Communities	Ian Brooke, Head of Community Services
Oxford Town Hall	No	To consider how to improve the profile and accessibility of the Town Hall.	Finance, Asset Management	Ian Brooke, Head of Community Services
Oxford Living Wage	No	To consider how the Council is promoting the Oxford Living Wage to local employers and what more can be done.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
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, Sustainable Development & Regulatory Services

## FINANCE PANEL

### 6 JULY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 4	No	To monitor the Council's finances at the end of each quarter.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Council Tax Reduction Scheme for 2018/19	Yes	CEB July 2017: To obtain approval to consult residents on alternative proposals for a Council tax Reduction Scheme	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits

### 11 SEPTEMBER 2017 - 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 2017).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Local impacts of Brexit	No	To monitor the impacts of Brexit on the Council and the local economy.	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Building Control	No	To consider an internal audit report on the competitiveness of the Council's Building Control service.	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Review of Financial Inclusion Strategy 2017	Yes	To update the Financial Inclusion Strategy 2014-2017	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Treasury Management Performance: Annual Report and Performance 2016/17	Yes	The Treasury Management Performance Report 2016/17 is submitted twice a year: - Sept 2017 – the position at 31 March 2017 (Full Year)	Finance, Asset Management	Bill Lewis, Financial Accounting Manager

## 7 DECEMBER 2017 - 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
Budget Review 2017/18 - recommendations update	No	To agree recommendations following the annual scrutiny budget review.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Budget 2018/2019	Yes	A new Budget for the period 2018/2019. · The pre-consultation draft report will be submitted to CEB in December 2017.	Finance, Asset Management	Section 151 Officer
Treasury Management Performance: Annual Report & Performance 2017/18	Yes	The Treasury Management Performance Report 2017/18 is submitted twice a year: - December 2017 – the position at 30 September 2017	Finance, Asset Management	Bill Lewis, Financial Accounting Manager

## 31 JANUARY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Capital Strategy 2018/19	Yes	To consider the Capital Strategy 2018/19	Finance, Asset Management	Anna Winship, Management Accountancy Manager
Treasury Management Strategy 2018/19	Yes	To present the Council's Treasury Management Strategy for 2018/19 together with the Prudential Indicators for 2019/19 to 2020/21.	Finance, Asset Management	Bill Lewis, Financial Accounting Manager

## 14 MARCH 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 3	No	To monitor spend against budgets and projected outturn on a quarterly basis.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Fundamental service reviews	Yes	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	Nigel Kennedy, Head of Financial Services



## FINANCE PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Monitoring social value	No	To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Discretionary Business Rates Relief Scheme	Yes	At the Budget on 8 March the Chancellor announced that the Government would provide £300m to support those businesses most affected by the revaluation. The Council has been allocated an amount of grant to cover the next 4 years.	Customer and Corporate Services, Finance, Asset Management	Tanya Bandekar, Service Manager Revenue & Benefits

## HOUSING PANEL

### 10 JULY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - 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 Services
University housing needs	No	To invite representatives of universities to discuss their approach to land management in the City.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
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 Services

### 12 OCTOBER 2017 - 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 Services

Leaseholder relationships	Mo	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing Services
Tenant Involvement	No	Joint session with the Tenant Scrutiny Panel to consider how tenants are involved in decisions that affect them.	Housing	Simon Warde, Tenant Involvement Manager
Oxford City Council's Tenancy Strategy & Policy Statement 2018	Yes	To request CEB approval to go out to public consultation on the draft Tenancy Strategy	Housing	Frances Evans, Strategy & Service Development Manager

### 13 NOVEMBER 2017- 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 Services
Rent performance	No	To monitor the Council's rents performance including current and former tenant arrears.	Housing	Tanya Bandekar, Service Manager Revenue & Benefits

### 8 MARCH 2018 - 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 Services
Allocation of Homelessness Prevention Funds in 2018/19	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

### 9 APRIL 2018 - 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	Martin Shaw, Property Services Manager

## HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Tenant satisfaction	No	To monitor tenant satisfaction survey results.	Housing	Bill Graves, Landlord Services Manager
Tenancy Management	No	To consider tenancy management functions including the management of void properties and changes to the management of issues in sheltered housing schemes.	Housing	Bill Graves, Landlord Services Manager
Building the housing for the future	No	To consider the need to build homes fit for the future and the need to provide accommodation for the increasing older population with compound needs including dementia.	Housing	Frances Evans, Strategy & Service Development Manager
Impacts of absent owners on housing availability	No	To consider the impacts of foreign investors and other absent owners on housing availability in the city.	Housing	Stephen Clarke, Head of Housing Services
Draft Housing and Homelessness Strategy 2018 - 2021	Yes	To request CEB approval to go out to public consultation on the draft Housing and Homelessness Strategy 2018-21 which incorporates the strategy for bringing empty properties back into use.	Housing	Frances Evans, Strategy & Service Development Manager
Review of Home Choice Pilot	Yes	To update CEB on the 1st year's operation of the Home Choice Pilot.	Housing	Paul Wilding, Programme Manager Revenue & Benefits
Regulating the Private Rented Sector	Yes	To consider options to designate a Selective Licensing scheme in the City to improve the management of properties in the private rented sector.	Planning and Regulatory Services	Adrian Chowns, Team Leader HMO Enforcement Team
Flexible tenancies	Yes	To pre-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

## SHAREHOLDER PANEL

### 13 JULY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Housing Company Business Plan	No	To consider a sensitivity-analysis of Oxford City Housing Limited's business plan.	Housing	Nigel Kennedy, Head of Financial Services
Direct Services Trading Company - progress report	No	Scheduled update to the business case for the creation of Oxford Direct Services local authority trading company. To consider the following: <ul style="list-style-type: none"><li>• Which services should be transferred, and if so into which part of the structure principally having regard to the financial impact on the Council.</li><li>• Which if any staff should transfer from the Council to the Local Authority Trading Company.</li><li>• Client side arrangements as appropriate and to request an additional working capital loan from the Council.</li></ul>	Finance, Asset Management, A Clean and Green Oxford, Customer and Corporate Services	Simon Howick, Service Transformation Manager

### SHAREHOLDER PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Companies review	No	To consider an internal audit report on whether the objectives set out in establishing new companies have been achieved with regards to financial and quality measures.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services