

# SCRUTINY WORK PLAN

April 2018 - July 2018

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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

<b>Committee / Panel</b>	<b>Remit</b>	<b>Nominated councillors</b>
Scrutiny Committee	Overall management of the Council's scrutiny function.	Cllrs Altaf-Khan, Azad, Chapman, Curran, Fry, Gant (chair), Henwood, Ladbroke, Lloyd-Shogbesan, Lygo, Paule & Thomas.
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fry, (chair) Landell Mills, Simmons & Taylor.
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (chair), Paule, Sanders, Thomas & Wade.
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Cllrs Chapman, Fry (chair), Gant, Henwood & Simmons.

### Completed review groups and one-off panels for 2017/18

<b>Topic</b>	<b>Scope</b>	<b>Nominated councillors</b>
Budget review 2018/19	To review the Council's draft budget for 2018/19 and medium term financial strategy.	Finance Panel members.
Oxford Living Wage	To consider how the Council can promote the implementation of the Oxford Living Wage across Oxford.	Cllrs Goff, Ladbroke (chair), Illey-Williamson, Lloyd-Shogbesan & Thomas

## SCRUTINY COMMITTEE

### 17 MAY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
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
Discretionary Housing Payment policy	Yes	Review of Discretionary Housing Payment policy	Customer and Corporate Services	James Pickering, Welfare Reform Manager

### 5 JUNE 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Annual Work Plan Review 2018/19	No	To set an indicative programme of work for the Scrutiny Committee and its Panels.	Deputy Leader Leisure, Parks and Sport	Stefan Robinson, Scrutiny Report
Workplace Equalities	No	To consider the annual workplace equalities report	Corporate Strategy and Economic Dev	Paul Adams
Fusion Lifestyle - Annual Service Plan 2018/19	Yes	To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager
Safeguarding Annual Report	Yes	To approve the Modern Slavery Act – Transparency Statement for 2017 – 2018.	Community Safety	Linda Ludlow, Human Exploitation Coordinator

### 3 JULY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Draft Local Plan	Yes	To present the draft Local Plan following public consultation on the preferred option.	Planning and Regulatory Services	Sarah Harrison, Senior Planner
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
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

**TO BE SCHEDULED – TO BE CONSIDERED IN 2018/19 WORK PLAN REVIEW (5 JUNE 2018)**

<b>Agenda item</b>	<b>Decision</b>	<b>Description</b>	<b>CEB Portfolio</b>	<b>Report Contact</b>
Growth Board Update	No	To receive an update on the work of the growth board.	Customer and Corporate Services	Anita Bradley, Monitoring Officer
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	Ian Gray, Interim Director – Regeneration and Economy
Fusion Performance	No	The Committee will consider quarterly performance reports from Fusion Lifestyle. June, September, December, March	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager
Inclusive cities	No	To consider what the Council has learnt from best practice in other cities about welcoming refugees and promoting inclusivity.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
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
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
Recycling rates	Yes	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

## FINANCE PANEL

### JULY 2018 (DATE TBC) - PROVISIONAL REPORTS

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
Local impacts of Brexit	No	To monitor the impacts of Brexit on the Council and the local economy.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Council Tax Reduction Scheme for 2019/20	Yes	To review the Council Tax Reduction Scheme	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits

### 10 SEPTEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Treasury Management Performance: Annual Report and Performance 2018/19	Yes	The Treasury Management Performance Report is submitted twice a year	Finance, Asset Management	Bill Lewis, Financial Accounting Manager

### TO BE SCHEDULED - TO BE CONSIDERED IN 2018/19 WORK PLAN REVIEW (5 JUNE 2018)

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Legal Services Income Generation	No	To consider an update on income generated from the Council by Legal Services	Customer and Corporate Services	Anita Bradley, Head of Law and Governance

## HOUSING PANEL

### 5 JULY - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
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
Local Plan Housing Policies	Yes	To review the Housing Policies within the Local Plan.	Planning and Regulatory Services	Sarah Harrison, Senior Planner

### TO BE SCHEDULED - TO BE CONSIDERED IN 2018/19 WORK PLAN REVIEW (5 JUNE 2018)

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Tenant satisfaction	No	To monitor tenant satisfaction survey results.	Housing	Stephen Clarke, Head of Housing Services
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
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Bill Graves, Landlord Services 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
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

## COMPANIES PANEL

There are currently no items scheduled. Items will be brought forward in line with reporting to the shareholder. Provisional dates for the upcoming year are under review, and will be agreed shortly.