

# SCRUTINY WORK PLAN

## May 2018 - August 2018

**Published on: 08/05/18**

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 start of the 2018-19 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 consideration of the issue timely?
- Is it a corporate priority?
- Is the issue of significant public interest?
- Can Scrutiny influence and add value?
- Is it an area of high expenditure?

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.	To be confirmed at Full Council on 15 May 2018
Finance Panel	Finance and budgetary issues and decisions	To be confirmed at the Scrutiny Committee meeting on 5 June 2018
Housing Panel	Strategic housing and landlord issues and decisions	To be confirmed at the Scrutiny Committee meeting on 5 June 2018
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	To be confirmed at the Scrutiny Committee meeting on 5 June 2018

## SCRUTINY COMMITTEE

### 17 MAY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Operating Principles and Standing Panels	No	To consider a proposal to re-establish the Committees operating principles and standing panels for 2018/19.	Customer and Corporate Services	Stefan Robinson, Scrutiny Officer
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	To review the 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 Scrutiny Work Plan Review	No	To formulate a plan of work for the Scrutiny Committee for the 2018/19 municipal year.	Customer and Corporate Services	Stefan Robinson, Scrutiny Officer
Safeguarding Annual Report	Yes	To consider progress made on the Safeguarding Action Plan, key findings from the external safeguarding Audit, and a revised Safeguarding Policy.	Young People, Schools and Public Health	Daniella Granito

Modern Slavery	Yes	To approve the Modern Slavery Act – Transparency Statement for 2017 – 2018.	Councillor Tom Hayes	Linda Ludlow, Human Exploitation Coordinator
Fusion Lifestyle Service Plan and Performance Dashboard	Yes	To consider Fusion Lifestyle’s Annual Service Plan and the performance dashboard.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

### 3 JULY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Sustainability Strategy 2017	Yes	To consider the revised Sustainability Strategy, which will go to CEB for approval for public consultation.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager
Workplace Equalities	No	To consider the diversity of the councils workforce, and strategies in place to promote workplace equalities.	Corporate Strategy and Economic Development	Paul Adams
Children and Young People Strategy	Yes	The children and young people's strategy has been consulted on and adjustments have been made. This is the final version that needs to be approved by the City Executive Board.	Young People, Schools and Public Health	Craig Morbey, Youth Ambition Manager

### 30 JULY 2018 - PROVISIONAL REPORTS

NONE

### 6 SEPTEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Planning and Regulatory Services Improvement Plan	No	To consider progress made against the Planning and Regulatory Services Improvement Plan	Planning and Regulatory Services	Patsy Dell, Head of Planning and Regulatory
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
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### 8 OCTOBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Monitoring grants to Community/Voluntary Organisations 2017/18	No	To monitor the reported achievements resulting from Community and Voluntary Grant allocations for 2017/18	Customer and Corporate Services, Culture and Communities	Julia Tomkins, Grants & External Funding Officer

## FINANCE PANEL

### 7 JULY 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
The Local implications of Brexit	No	To monitor and consider the impacts of Brexit on the Council and the local economy.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services
Quarterly Integrated Report, Finance & Performance Q4	Yes	Quarterly Integrated Report, including Finance, Performance Management and Risk	Finance, Asset Management	Anna Winship, Management Accountancy Manager

### 10 SEPTEMBER 2018 - 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
Legal Services Income Generation	No	To consider the Council's income generation through Legal Services	Customer and Corporate Services	Anita Bradley, Head of Law and Governance
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

Treasury Management Annual Report	Yes	To consider the Treasury Management Performance Report	Finance, Asset Management	Bill Lewis, Financial Accounting Manager
Quarterly Integrated Report, Finance & Performance Q1	Yes	Quarterly Integrated Report, including, Finance, Performance Management and Risk	Finance, Asset Management	Anna Winship, Management Accountancy Manager

### 6 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Quarterly Integrated Report, Finance & Performance Q2	Yes	Quarterly Integrated Report for Finance, Performance and Risk	Finance, Asset Management	Anna Winship, Management Accountancy Manager

## 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
Quarterly Housing Performance Report	No	To review the quarterly performance report for Housing Services.	Housing	Stephen Clarke, Head of Housing

### SEPTEMBER – DATE TBC

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Draft Local Plan (Housing Policies)	Yes	To review the policies contained within the draft Local Plan.	Housing	Sarah Harrison, Senior Planner

### 11 OCTOBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Rent Guarantee Scheme Pilot Review	Yes	Review of the two year pilot to know if this pilot is to continue	Housing	David Rundle, Private Rented Team Leader

## 12 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Tenant satisfaction TBC	No	To monitor tenant satisfaction survey results.	Housing	Bill Graves, Landlord Services Manager

## TO BE SCHEDULED

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
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing Services
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

The Companies Panel will meet prior to meetings of the Shareholder Groups. Provisional dates for the Companies Panel are outlined below.

**7 JUNE 2018**

**31 JULY 2018**

**11 SEPTEMBER 2018**

**29 OCTOBER 2018**

**12 DECEMBER 2018**

**3 JANUARY 2019**