

# **SCRUTINY WORK PLAN**

## **September 2018 - December 2018**

**Published on: 21/08/18**

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 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, income or savings?

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	Membership
Scrutiny Committee	Overall management of the Council's scrutiny function.	Councillors; Andrew Gant (Chair), David Henwood (Vice-Chair), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Craig Simmons, Christine Simm, Mark Lygo.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Mohammed Altaf-Khan, David Henwood, Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; David Henwood (Chair), Lubna Arshad, Nadine Bely-Summers, Richard Howlett, Angie Goff, Mike Gotch, Dick Wolff and Geno Humphrey (tenant co-optee).
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Councillors; James Fry (Chair), Tiago Corais, David Henwood, Tom Landell-Mills, Chewe Munkonge, Craig Simmons.

## Current and planned review groups

Topic	Remit	Membership
No Local Connection Review Group	To review the Council's Local Connection Policy in relation to homelessness, and how services could be improved for those without a local connection.	Councillors; Nadine Bely-Summers (Chair), Shaista Aziz, Paul Harris, Richard Howlett, Tom Landell-Mills, Craig Simmons
Budget Review 2019/20	To review the 2019/20 budget proposals.	Finance Panel Membership
Tourism Management	To review how increasing tourism is being managed in the City, and new ways of improving the Oxford experience for both tourists and residents.	Councillors; Andrew Gant (Chair), James Fry, Pat Kennedy, Alex Donnelly, Paul Harris and Dick Wolff.

## Indicative timings of review groups

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
<b>No Local Connection</b>	Evidence Gathering			Reporting					
<b>Budget review</b>					Scoping	Evidence Gathering	Reporting		
<b>Tourism Management</b>							Evidence Gathering		

## SCRUTINY COMMITTEE

### 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 Transport	Patsy Dell, Head of Planning and Regulatory
Quarter 1 Council Performance Report 2018/19	No	To consider the Council's performance for Quarter 1 of 2018/19.	Various	Liz Godin, Corporate Governance Manager
Air Quality Annual Status Report	No	To consider the Air Quality Annual Status Report.	Safer, Greener, Oxford	Jo Colwell, Environmental Sustainability Manager
Joint Statutory Spatial Plan	Yes	To consider the Local Development Scheme and Statement of Community Involvement.	Planning and Transport	Sarah Harrison, Senior Planner

### 8 OCTOBER 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 Transport	Sarah Harrison, Senior Planner
Staff Absence and Wellbeing	No	To consider an update on staff absence and wellbeing.	Customer Focussed Services	Paul Adams, HR Manager

### 6 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Workplace Equalities	No	To consider the diversity of the council's workforce, and strategies in place to promote workplace equalities.	Customer Focussed Services	Helen Bishop, Head of Business Improvement
Impact of the Westgate Shopping Centre	No	To consider the impact the re-opening of the Westgate has had on the local economy and the visitor experience.	Economic Dev and Partnerships / Culture and City	Tim Sadler, Director for Sustainable City
Report of the 'No Local Connection' Review Group (TBC)	No	To endorse the draft report and recommendations of the Review Group for submission to the City Executive Board.	Housing and Leisure	Stefan Robinson, Scrutiny Officer

Quarter 2 Council Performance Report 2018/19	No	To consider the Council's performance for Quarter 2 of 2018/19.	Various	Liz Godin, Corporate Governance Manager
Review of Financial Inclusion Strategy	Yes	A report reviewing the first year of the three year Strategy agreed in 2017.	Economic Development and Partnerships	Paul Wilding, Programme Manager Revenue & Benefits
East Oxford Community Centre Improvement Scheme	Yes	To consider an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Vicky Trietline, Development Project Management Surveyor
The Sustainability Strategy	Yes	To consider the revised Sustainability Strategy, which will go to CEB for approval for public consultation.	Safer, Greener, Oxford	Mai Jarvis, Environmental Quality Team Manager

#### 4 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Monitoring grants to Community/Voluntary Organisations 2017/18	Yes	To monitor the reported achievements resulting from Community and Voluntary Grant allocations for 2017/18.	Supporting Local Communities	Julia Tomkins, Grants & External Funding Officer
Customer Services, Digital and ICT Strategy	Yes	To consider the draft Customer Services, Digital and ICT Strategy.	Customer Focused Services	Rocco Labellarte, Chief Technology and Information Officer
Annual Monitoring Report 2017-2018	Yes	The AMR monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026..	Planning and Transport	Amanda Ford, Principal Planner
Accessibility Audit (TBC)	No	To consider a report on the Accessibility Audit of the Town Hall, as requested on 17 May 2018.	Customer Focussed Services / Culture and City Centre	David Hunt, Commercial Manager

#### 14 JANUARY 2018 (PROVISIONAL MEETING)

## FINANCE PANEL

### 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	Finance, Asset Management	Anita Bradley, Head of Law and Governance
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
Council Tax Reduction Scheme for 2019/20 (Pre-consultation)	Yes	To review the Council Tax Reduction Scheme	Finance, Asset Management	Paul Wilding, Programme Manager Revenue & Benefits

### 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	Deputy Leader / Finance / Asset Management	Anna Winship, Management Accountancy Manager

### 7,8,9 JANUARY 2019 – (BUDGET REVIEW GROUP)

### 16 JANUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Reduction Scheme for 2019/20 (post consultation)	Yes	To review the Council Tax Reduction Scheme	Leader, Economic Development and Partnership	Paul Wilding, Programme Manager Revenue & Benefits

## HOUSING PANEL

### 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
Draft Local Plan (Housing Policies)	Yes	To review the policies contained within the draft Local Plan.	Housing	Sarah Harrison, Senior Planner
Quarterly Housing Performance Report	No	To review the quarterly performance report for Housing Services.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing

### 12 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Severe Weather Emergency Protocol (SWEP) preparation	No	To consider what provision is in place for Rough Sleepers in severe winter weather. A further update report will be considered on 4 March 2019 concerning how well SWEP has worked for rough sleepers, and any lessons learnt and areas for improvement.	Leisure and Housing	Stephen Clarke, Head of Housing

### 4 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Options for a Council Owned Letting Agency	No	To consider options for the establishment of a council owned letting agency.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing
Severe Weather Emergency Protocol (SWEP) review	No	To consider how well SWEP has worked for rough sleepers, and any lessons learnt and areas for improvement.	Leisure and Housing	Stephen Clarke, Head of Housing

## **COMPANIES PANEL**

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

**11 SEPTEMBER 2018**  
**25 OCTOBER 2018**  
**12 DECEMBER 2018**  
**3 JANUARY 2019**