

SCRUTINY WORK PLAN

December 2018 - July 2019

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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 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), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Steve Curran, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Joe McManners (Vice Chair), Craig Simmons, Mark Lygo.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Mohammed Altaf-Khan, Tiago Corais, Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; Lubna Arshad, Nadine Bely-Summers (Chair), Richard Howlett, Mike Gotch, Elizabeth Wade, 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, Richard Howlett, 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

	Feb	March	April	May	June	July	August	September
No Local Connection					Update report	Decision on review groups for 2019/20	Preparation for review group meetings in September 2019.	New Review Group starts its work, reporting in November / December.
Budget review	Reporting							
Tourism Management	Evidence Gathering			Reporting				

SCRUTINY COMMITTEE

5 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recycling in Oxford	No	At the request of the Committee, Oxford Direct Services has been invited to give a brief presentation outlining their work, and current recycling rates within the City.	Customer Focussed Services	Maria Warner – Oxford Direct Services / Stefan Robinson, Oxford City Council
Fusion Lifestyle Performance	No	To consider the Q3 performance information for Fusion Lifestyle and the outcome of the Committee's recommendation concerning an audit of Fusion Lifestyle's performance data.	Leisure and Housing	Lucy Cherry, Leisure and Performance Manager
Quarter 3 Council Performance Report	No	To consider the Council's performance for Quarter 3 of 2018/19.	Various	Liz Godin, Corporate Governance Manager
Approach to the City Centre Public Spaces Protection Order (PSPO)	Yes	To consider a report concerning a proposal to consult about behaviours in the city centre and the appropriateness of a City Centre Public Spaces Protection Order.	Safer, Greener, Oxford	Richard Adams, Community Safety Service Manager
Corporate Plan Update	Yes	To consider an update on progress against the Councils Corporate Plan.	Leader of the Council	Caroline Green, Assistant Chief Executive

2 APRIL 2019 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Living Wage Review group – 12 Month Update	No	To receive an update on progress made against the recommendations of the Oxford Living Wage Review Group in March 2018.	Leader of the Council	Matt Peachey, Economic Development Manager

15 MAY 2019 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Town Hall Accessibility	No	To receive a report on the recent audit which evaluated the accessibility of the Town Hall.	Culture and City Centre	David Hunt, Town Hall Manager

Scrutiny Committee Operating Principles	No	To review and agree the Committee's Operating Principles for 2019/20	Deputy Leader, Leisure and Housing	Stefan Robinson, Scrutiny Officer
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Vicky Trietline, Development Project Management Surveyor
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

4 JUNE 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
No local connection review update	No	To consider an update on progress made against the recommendations of the No Local Connection Review Group.	Leisure and Housing	Nerys Parry, Housing Strategy & Needs Manager
Scrutiny Annual Work Plan Review	No	To consider a longlist of Work Plan suggestions for prioritisation.	Leisure and Housing	Stefan Robinson, Scrutiny Officer
Go Ultra Low Pilot	No	To consider the outcome of the Go Ultra Low Pilot and any next steps.	Safer, Greener Oxford	Jo Colwell, Environmental Sustainability Manager
Safeguarding report and action plan	Yes	To consider the annual safeguarding report 2018/19 and safeguarding action plan for 2019/20	Supporting Local Communities	Rosie Woolcott, Safeguarding Co-ordinator

2 JULY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Review Group Scoping and Selection	No	To select one or more review groups to undertake a detailed piece of scrutiny work in 2019/20.	Leisure and Housing	Stefan Robinson, Scrutiny Officer
Monitoring the Community Grants Programme - Report for 2018/19	Yes	To inform the Committee of the monitoring findings of the 2018/19 grants programme	Supporting Local Communities	Julia Tomkins, Grants & External Funding Officer

FINANCE PANEL

4 APRIL 2019 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Quarterly Integrated Report, Finance & Performance Q3	Yes	Quarterly Integrated Report for Finance, Performance and Risk	Deputy Leader / Finance / Asset Management	Anna Winship, Management Accountancy Manager

1 JULY 2019 - PROVISIONAL REPORTS

5 SEPTEMBER 2019 - PROVISIONAL REPORTS

7 NOVEMBER 2019 - PROVISIONAL REPORTS

HOUSING PANEL

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	Rachel Lawrence, Rough Sleeping and Single Homelessness Manager
Q3 Housing Performance	No	To consider performance against a set of housing indicators for the period October - December.	Housing / Leisure and Housing	Stephen Clarke, Head of Housing Services
Allocation of Homelessness Prevention Funds 2019/20	Yes	To consider a report which seeks approval from the City Executive Board for the allocation of homelessness prevention funds in 2019/20.	Leisure and Housing	Rachel Lawrence, Rough Sleeping and Single Homelessness Manager

8 APRIL 2019 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Breaches in Building Regulations	No	To consider a report on enforcement action taken against breaches in building regulations.	Planning and Transport	Ian Wright, Head of Regulatory Services and Community Safety

27 JUNE 2019 - PROVISIONAL REPORTS**3 OCTOBER 2019 - PROVISIONAL REPORTS****5 DECEMBER 2019 - PROVISIONAL REPORTS****COMPANIES PANEL**

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

28 February 2019**17 April 2019****3 July 2019****23 July 2019****17 October 2019****14 November 2019**