

# SCRUTINY WORK PLAN

## May 2019 - August 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.	The membership will be agreed at Full Council on 13 May 2019.
Finance Panel	Finance and budgetary issues and decisions	The membership will be agreed by the Scrutiny Committee on 4 June 2019.
Housing Panel	Strategic housing and landlord issues and decisions	The membership will be agreed by the Scrutiny Committee on 4 June 2019.
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	The meeting of the Companies Panel on 28 May 2019 will take place with the 2018/19 membership, pending a new membership being agreed by the Scrutiny Committee on 4 June 2019.

## Current and planned review groups

Topic	Remit	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

	May	June	July	August	September /October
<b>No Local Connection</b>		Update report			Review Groups will be selected once a new Scrutiny Officer is in post.
<b>Tourism Management</b>	Reporting				

## SCRUTINY COMMITTEE

### 15 MAY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Committee Operating Principles	No	To review and agree the Committee's Operating Principles for 2019/20	Leader, Economic Development and Partnerships	Stefan Robinson, Scrutiny Officer
The Delivery Arrangements for Additional Affordable Housing	Yes	The recent changes to the Housing Revenue Account headroom limit gives the Council the opportunity to acquire and manage newly developed affordable housing. This report considers the future for Oxford City Housing Limited.	Housing	Alan Wylde, Housing Development & Enabling Manager
Community Infrastructure Levy Charging Schedule Review	Yes	This report aims to seek approval and for its recommendations post consultation and approval for submission to be examined with the Oxford Local Plan	Planning and Transport	Carolyn Ploszynski, Planning Policy and Place Manager,
Tourism Management Review Group Report	No	To endorse the report and recommendations of the Tourism Management Review Group, which will be submitted to the City Executive Board on 29 May for decision.	Culture and City Centre	Stefan Robinson, Scrutiny Officer

### 4 JUNE 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Committee Annual Work Plan 2019/20	No	To consider a longlist of Work Plan suggestions for prioritisation, and to appoint any standing panels for the year. Review Groups will be agreed once a new Scrutiny Officer is in post.	Leader, Economic Development and Partnership	Stefan Robinson, Scrutiny Officer
Accessibility project update	No	To consider proposals for improving the accessibility of Town Hall facilities and meetings for users with disabilities.	Leisure and Housing / Culture and City Centre	Andrew Brown, Committee and Member Services Manager / David Hunt, Commercial Manager

Fusion Lifestyle's Annual Service Plan	Yes	To consider the Fusion Lifestyle Annual Service Plan for 2019/20.	Leisure and Housing	Lucy Cherry, Leisure and Performance Manager
Seacourt Park and ride Extension	Yes	To review a report which seeks CEB approval for the capital scheme before major works commence and to approve the appointment of a contractor.	Planning and Transport	Paul Walker, Interim Projects Director, Regeneration Team
Safeguarding report and action plan	Yes	Annual safeguarding report 2018/19 and safeguarding action plan for 2019/20	Safer, Greener, Environment	Rosie Woollcott, Safeguarding Co-ordinator
No local connection review	No	To consider the report of the No Local Connection Review Group.	Deputy Leader (Statutory) - Leisure and Housing	Stefan Robinson, Scrutiny Officer

## 2 JULY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Monitoring the Community Grants Programme - Report for 2018/19	Yes	To inform members of the monitoring findings of the 2018/19 grants programme	Supporting Local Communities	Julia Tomkins, Grants & External Funding Officer
Go Ultra Low Pilot Next Steps (TBC)	No	To consider the outcome of the Go Ultra Low Pilot and any next steps.	Safer, Greener Oxford	Jo Colwell, Environmental Sustainability Manager
Oxpens Lane Redevelopment Update	Yes	To consider the position on the redevelopment of the Oxpens Lane City Centre site.	Planning and Infrastructure / Housing	Tom Bridgman, Executive Director

## FINANCE PANEL

### 1 JULY 2019 - PROVISIONAL REPORTS

### 5 SEPTEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Q1 Integrated Finance Report	Yes	To consider the Quarter 1 integrated report, which will be considered by the City Executive Board on 11 September 2019.	Finance and Asset Management	Nigel Kennedy, Head of Financial Services

## HOUSING PANEL

### 27 JUNE 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing Panel Co-option (TBC)	No	To consider the Panels future co-options arrangements for 2019/20. Discussion item only.	N/a	Andrew Brown, Committee and Member Services Manager
Barton Oxford LLP (TBC)	Yes	To consider an update on the progress of the joint venture with Grosvenor developments Limited and the purchase of social housing.	Housing	Tom Bridgman, Executive Director

### 3 OCTOBER 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 May 2019**

**3 July 2019**

**23 July 2019**

**17 October 2019**

**14 November 2019**