

## Scrutiny Committee Work Programme 2013 - 2014

This programme represents the work of the Scrutiny Committee. It is divided between those items to be considered at:

- Full Committee Meetings – Agenda schedules at the end of this document.
- Standing Panels
- Review Panels in progress
- Potential Review Panels

Potential Review Panel items will only come forward for consideration as resources allow.

The programme also lists:

- Decisions called in.
- Councillor calls for action.
- New items suggested for scrutiny by councillors or residents.

### Full Committee Meetings

Topic	Area(s) for focus	Progress	Lead and other Councillors
Thames Water investment to improve flooding and sewage issues in the City.	To consider the experience of Swindon Council in influencing Thames Water.	Date check needed	Lead: Councillor Pressel (Councillor Darke if the committee convert this item to a Panel ).  Councillor Jones has expressed an interest in this issue.

2

Discretionary Housing Payments	Quarterly updates on spending, claimant/property profiles, and issues and knock on effects.	Report to September meeting.	Lead: Councillor Coulter.
Performance monitoring	Quarterly report on a set of Corporate and service measures chosen by the Committee.	Councillors met and agreed 2 performance sets: <ul style="list-style-type: none"> <li>• Scrutiny Committee</li> <li>• Housing Panel</li> </ul> Qtrly meetings scheduled.	Councillors Campbell?, Simmons, Coulter and Darke.
Council Tax exemption for students. Is this being applied consistently and managed.	Two councillors to talk to officers about the process and report back to the committee if there is an issue to follow up on.	November meeting to take issues.	Lead: Councillor Simmons.
Fusion Leisure Contract	Leisure centre usage and the engagement in all leisure activities across the City with a particular focus on engagement of residents from our most deprived wards.	April meeting.	Lead: Councillor Coulter.
Community Safety	Issue to be decided on after consultation with the Board Member.	Discussion with Board Member at the October meeting	All Committee.  Councillor Jones has expressed an interest in this issue.
The method by which the scale of new buildings and	Evaluation of the pilot in City development.	Date check needed	Lead: Councillor Fry.

<p>extensions is indicated in planning applications, in particular an evaluation of the agreed pilot scheme based on the practice in Swiss Cantons.</p>			<p>Councillor Jones has expressed an interest in this issue.</p>
<p>Use of Social Media by the Council</p>	<p>Review proposals within the Public Engagement Strategy.</p>	<p>October Meeting alongside the Public Engagement Strategy</p>	<p>Lead: Councillor Brett.</p>
<p>Any item called from the Forward Plan for pre decision scrutiny.</p>	<p>To consider and comment on issues to be decided by the City Executive Board.</p>	<p>The following have been considered by the Committee:</p> <ul style="list-style-type: none"> <li>• Discretionary Housing Payments Scheme – Recommendations made to CEB.</li> <li>• End of year integrated report – Issues raised for inclusion in the scrutiny programme.</li> <li>• Corporate Debt Management Policy – No actions.</li> <li>• Appointment of the main contractor for the Affordable Homes Programme – No actions.</li> <li>• Youth Ambition Strategy – Recommendations made to CEB.</li> <li>• Low Emissions Strategy and Air Quality Action Plan – Recommendations made to</li> </ul>	<p>Lead: Councillor Mills.</p>

		<p>CEB.</p> <ul style="list-style-type: none"> <li>• Riverside Land – Acquisition – September meeting.</li> <li>• Customer Contact Strategy – September meeting.</li> <li>• Oxford Fund – (item delayed indefinitely).</li> <li>• Grants Programme Commissioning Review – September meeting.</li> <li>• City Deal – September meeting.</li> <li>• Public Engagement Strategy – October meeting.</li> </ul>	
--	--	--	--

### Standing Panels

4

Topic	Area(s) for focus	Progress	Nominated councillors
Housing – All strategic and landlord issues considered within the Scrutiny Function.	<p>Issues:</p> <ul style="list-style-type: none"> <li>• Allocation Policies and how we communicate, give advice and take account of feedback.</li> <li>• Decent Homes Standard – where do we go next in investment in our stock?</li> <li>• Regeneration on estates – what are our ambitions and how do we deliver and engage communities.</li> </ul>		<p><b>No substitutions allowed.</b> Lead: Councillor Smith.</p> <p>Co-opted Member – Linda Hill Councillor Hollick, Sanders and McCready.</p>

5

	<p>Items for pre decision scrutiny:</p> <ul style="list-style-type: none"> <li>• Housing Strategy Action Plan periodic review – September meeting</li> <li>• Housing Strategy refresh – September meeting.</li> <li>• Long term affordable housing for homelessness prevention – September meeting.</li> <li>• Allocations review and changes to the Allocations Policy – September meeting.</li> </ul>		
Finance Panel – All finance issues considered within the Scrutiny Function.	<ul style="list-style-type: none"> <li>• Quarterly budget monitoring.</li> <li>• Medium Term Financial Strategy and budget review.</li> <li>• “Proper Body” for scrutiny of the Treasury Management Strategy and Function.</li> </ul>		<p><b>No substitutions allowed.</b> Lead: Councillor Simmons.</p> <p>Councillors Fry, Darke and Mills. Councillor Fooks has asked to join this Panel</p>

**Review Panels in progress**

Topic	Scope	Progress	Nominated councillors
Covered Market Strategy and	Scope:	The Group is currently observing the	<b>No substitutions</b>

Leasing Strategy.	<ul style="list-style-type: none"> <li>• Pre-scrutiny and engagement with the developing Covered Market Strategy and Leasing Strategy.</li> <li>• Independent engagement with the Covered Market Traders Association.</li> <li>• Review of the leasing decision for the unit formerly occupied by Palm's Delicatessen.</li> <li>• Consideration of comparative data from similar markets.</li> </ul>	<p>Covered Market Stakeholder engagement and will be talked directly to Market Tenants on the 25<sup>th</sup>. July.</p> <p>Visits have been arranged to 4 London markets and Bristol market.</p> <p>Programmed to finish in October</p>	<p><b>allowed.</b></p> <p>Lead: Councillor Campbell.</p> <p>Councillors Fooks , Van Nooijen, Clarkson and Benjamin</p>
Recycling Rates – Are our targets ambitious enough.	<p>Scope:</p> <ul style="list-style-type: none"> <li>• Consider our current policies and their effects.</li> <li>• Review with service officers barriers to improvement alongside best practice and new initiatives.</li> </ul>	<p>The Group have identified a number of areas for potential improvement and are currently working with officers to explore these.</p> <p>The Group has agreed to focus its efforts around reward and penalty schemes taking in a broad range of suggestions.</p> <p>Data gathering is underway.</p> <p>Programmed to finish no later than October.</p>	<p><b>No substitutions allowed.</b></p> <p>Lead: Councillor Fry.</p> <p>Councillors Simmons and Jones</p>
Enfranchisement and Empowerment.	<p>Scope:</p> <p>As census data is published we begin</p>	<p>Planning is underway for the Group to run 3 focus groups talking to the</p>	<p><b>No substitutions allowed.</b></p>

	<p>to see the diverse and changing nature of Oxford and the number of people who failed to complete details without a least 1 reminder. Alongside this there are a number of properties with no one registered to vote.</p> <ul style="list-style-type: none"> <li>• What effect does this have on our understanding of Oxford's communities?</li> <li>• Do we understand why some households/communities choose not to engage?</li> <li>• What is the extent of this democratic deficit?</li> <li>• What does this mean for communities, services and funding?</li> </ul>	<p>Somali, Pakistani and Polish communities to understand the extent of their knowledge of public services and issues they have with engagement. These will happen in September 2013.</p> <p>Programmed to finish in October.</p>	<p>Lead: Councillor Darke.</p> <p>Councillors Jones and O'Hara.</p>
<p>The effects and value of the City's investment in educational attainment at primary level.</p>	<p>Scope: To partner with a participating school to:</p> <ul style="list-style-type: none"> <li>• See the on the ground effects of the KRM model.</li> <li>• Understand the effects for children of all ability types.</li> <li>• Hear and see how the school copes with the cultural and professional challenges.</li> <li>• See how school inspectors</li> </ul>	<p>The Group has agreed continuing discussions with its partner school which will happen in July.</p> <p>Recent membership changes to the Group have slowed progress.</p> <p>Work with the school will continue for a third term.</p>	<p><b>No substitutions allowed.</b></p> <p>Lead: Not nominated</p> <p>Councillors Campbell, Jones, Coulter, Paule and Khan.</p>

	<p>respond.</p> <ul style="list-style-type: none"> <li>• Understand the targets set by the school management team and the part KRM plays in this.</li> </ul> <p>Latterly the group has also decided to look at absenteeism.</p>		
Mutual Exchanges between Council Tenants.	<p>Scope: To consider the under occupancy in the Council’s stock and the potential for mutual exchanges to support those tenants affected by the changes to benefits and in particular the “bedroom tax”.</p> <p>To consider what changes and support is needed to make mutual exchanges a more useful tool for tenants.</p> <ul style="list-style-type: none"> <li>• Interview a range of tenants who have just registered to move.</li> </ul> <p>Interview a range of tenants at the point of swap within the mutual exchange system.</p>	Evidence gathering underway interviewing tenants who are seeking mutual exchanges or have been through the process.	<p><b>No substitutions allowed.</b></p> <p>Housing Panel with Linda Hill (Lead) tenant.</p>
Budget Review	Scope: Review of the budget and Medium		Members of the Finance Standing



	Term Financial Plan – focus to be agreed.		Panel.
--	---	--	--------

**Potential Review Panels – to be taken when resources allow (no particular order)**

<b>Topic</b>	<b>Area(s) for focus</b>	<b>Nominated councillors</b>
Tracking the experience of a few families affected by benefit changes to record the affects in a holistic way.	Initial scoping with Lead Councillor	Lead: Councillor Smith

6

**Items Called in and Councillor Calls for Action**

None

**New suggestion from Councillors or Residents**

None

## Committee Agenda Schedules

Each agenda will have 2 standing items:

- Work programme and recommendation progress
- Forward Plan

Date	Agenda Item
4 <sup>th</sup> . June	<ol style="list-style-type: none"> <li>1. Scrutiny operating arrangements.</li> <li>2. Forward Plan.</li> <li>3. Pre-scrutiny – Discretionary Housing Payments.</li> <li>4. Pre-scrutiny – End of Year Integrated Report.</li> <li>5. Pre-scrutiny – Corporate Deb Management Policy.</li> <li>6. Pre-scrutiny – Appointment of Main Contractor for Affordable Homes Programme.</li> </ol>
2 <sup>nd</sup> . July	<ol style="list-style-type: none"> <li>1. Work programme selection and set up.</li> <li>2. Fusion Contract End of Year Performance 2012 - 2013.</li> <li>3. Pre-scrutiny – Emissions Strategy and Air Quality Action Plan.</li> <li>4. Pre-scrutiny- Youth Ambition Strategy.</li> </ol>
5 <sup>th</sup> . September	<ol style="list-style-type: none"> <li>1. Performance Monitoring – Qtr. 1.</li> <li>2. Discretionary Housing Payments – Monitoring Report.</li> <li>3. Pre-scrutiny - Riverside Land.</li> <li>4. Pre-scrutiny -Customer Contact Strategy.</li> <li>5. Pre-scrutiny -Oxfutures Fund (item delayed indefinitely)</li> <li>6. Pre-scrutiny – City Deal</li> <li>7. Pre-scrutiny -Grants Programme Commissioning Review.</li> </ol>
1 <sup>st</sup> . October	<ol style="list-style-type: none"> <li>1. Pre-scrutiny - Oxpens Master Plan – consultation outcome.</li> <li>2. Public Engagement Strategy.</li> <li>3. Use of Social Media by the Council.</li> <li>4. Community Safety issues – Board Member.</li> <li>5. Covered Market – Panel report.</li> </ol>
5 <sup>th</sup> . November	<ol style="list-style-type: none"> <li>1. Performance Monitoring – Qtr. 2.</li> <li>2. Discretionary Housing Payments – Monitoring Report.</li> <li>3. Student Council Tax Exemptions – issues.</li> <li>4. Enfranchisement and Empowerment – Panel report.</li> <li>5. Recycling – Panel report</li> </ol>
3 <sup>rd</sup> . December	TBC

14 <sup>th</sup> . January	1. Public Involvement Strategy (consultation outcome).
4 <sup>th</sup> . February	1. Discretionary Housing Payments – Monitoring Report. 2. Performance Monitoring – Qtr. 3.
4 <sup>th</sup> . March	1. Education Attainment Panel report.
1 <sup>st</sup> . April	1. Leisure centre usage and the engagement in all leisure activities across the City with a particular focus on engagement of residents from our most deprived wards.

## Finance Standing Panel

Dates	Agenda Items
6 <sup>th</sup> . September 5.00pm	<ol style="list-style-type: none"> <li>1. Budget monitoring – Qtr. 1.</li> <li>2. Treasury Management Strategy end of year report 12/13</li> <li>3. Treasury Management performance – Qtr. 1.</li> </ol>
7 <sup>th</sup> . November 6.00pm.	<ol style="list-style-type: none"> <li>1. Budget monitoring – Qtr. 2.</li> <li>2. Treasury Management performance – Qtr. 2.</li> </ol>
6 <sup>th</sup> . February 2014 6.00pm.	<ol style="list-style-type: none"> <li>1. Budget monitoring – Qtr.3.</li> <li>2. Treasury Management performance – Qtr. 3.</li> <li>3. Treasury Management Strategy – 2014 – 2015.</li> </ol>

## Housing Standing Panel

### Outline –issues still to be developed by Panel

The Scrutiny Committee has asked that this Panel also take issues from the Forward Plan related to the Housing theme. Addition dates have been reserved to allow this to happen if necessary, these are:

- 3<sup>rd</sup>. October.
- 5<sup>th</sup> December (used).
- 15<sup>th</sup>. January 2014.
- 6<sup>th</sup>. March 2014.
- 3<sup>rd</sup>. April 2014.

Dates	Agenda Items
3 <sup>rd</sup> . September 6.00pm.	<ol style="list-style-type: none"> <li>1. Housing Strategy Action Plan.</li> <li>2. Long term affordable housing for homelessness prevention.</li> <li>3. Allocations review and changes to the Allocations Policy.</li> <li>4. Performance monitoring – Housing Measures – Qtr. 1.</li> <li>5. Allocation Policies and how we communicate, give advice and take account of feedback.</li> </ol>

	6. Panel work programme.
4 <sup>th</sup> . November at 6.00pm.	<ol style="list-style-type: none"> <li>1. Performance monitoring – Housing Measures- Qtr. 2.</li> <li>2. Decent Homes standard – where next for investment in our stock.</li> <li>3. Outcome from review of the Mutual Exchange process.</li> </ol>
5 <sup>th</sup> . December at 6.00pm.	<ol style="list-style-type: none"> <li>1. Housing Strategy refresh.</li> </ol>
7 <sup>th</sup> . February at 6.00pm.	<ol style="list-style-type: none"> <li>2. Performance monitoring – Housing Measures – Qtr. 3.</li> <li>3. Regeneration on estates – what are our ambitions and how do we deliver and engage communities.</li> </ol>

This page is intentionally left blank