

Scrutiny Work Programme 2014 - 2015

This programme represents the work of Scrutiny, including panel work and Committee items. The work programme is divided under the following headings:

1. Standing Panels
2. Review Panels in progress
3. Potential Review Panels (to be established if and when resources allow)
4. Items for Scrutiny Committee meetings
5. Items called in and Councillor calls for action
6. Items referred to Scrutiny by Council
7. Draft Scrutiny Committee agenda schedule

1. Standing Panels

Topic	Area(s) for focus	Nominated councillors (no substitutions allowed)
Finance Panel – All finance issues considered within the Scrutiny Function.	See appendix 1	Lead: Councillor Simmons Councillors Darke, Fooks and Fry
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 2	Lead: To be confirmed Co-opted Member – Linda Hill Councillors Hollick, Sanders and Wade

2. Review panels in progress

Topic	Scope	Progress	Next steps	Nominated councillors
Thames Water investment to improve flooding and sewerage issues in the City.	<p>Issue carried forward from 13/14 Work Programme.</p> <p>To continue engagement with Thames Water Utilities (TWU) at a senior level to ensure delivery of the agreements reached.</p>	<p>Panel members met with TWU in May and obtained agreement to bring forward a whole area study of the condition of Oxford's sewerage system.</p> <p>The governance of this process and subsequent investment will be monitored and challenged via an Expert Group and a Steering Group including Members from the Scrutiny Panel and Officers.</p>	<p>Catchment study will be publically launched at Flood Alliance meeting on 16 October and a joint press statement issued in advance.</p> <p>Governance arrangements to be established.</p> <p>Panel to meet in early 2015 and again once the catchment study is nearing completion.</p>	<p>Lead: Councillor Darke</p> <p>Councillors Pressel, Thomas, Goddard</p>
Oxford Standard Panel	<p>To give advice to the City Executive Board on the content and definition of the Oxford Standard for all Council properties.</p> <p>To outline the timeframe for delivery of this standard. To use the experience and views of tenants and members when delivering the decent homes standard. To comment on the process of this delivery.</p>	<p>Data from the stock condition survey considered by the Group.</p> <p>Broader tenant consultation underway.</p> <p>Report to be complete in time to feed into the asset Management strategy at CEB in October.</p>	<p>Final report due to go to Scrutiny Committee and City Executive Board in October.</p>	<p>Housing Standing Panel members plus the Tenant Scrutiny Group</p> <p>Joint Chairing</p>

3. Potential Review Panels – to be established if and when resources allow (no particular order)

Topic	Area(s) for focus	Nominated councillors
Budget Scrutiny	Review of budget proposals. Scope to be agreed by Finance Panel in October.	Finance Standing Panel Members
Tacking Inequality	<p>Scope to be determined. Panel to consider which area to focus on first:</p> <ul style="list-style-type: none"> • Child Poverty • Food Poverty • Health inequality <p>The approach could include:</p> <ul style="list-style-type: none"> • Understanding the causes and extent of poverty in Oxford. • Determining the impact that the City Council has on both causing and mitigating poverty in Oxford, either directly or in partnership with others. • Identifying other types of support that are available locally and how people in need can access these. • Recommending how policy, expenditure and partnership working could be strengthened to improve the situations of people affected by poverty. 	Councillors Coulter, Lloyd-Shogbesan, Thomas
Growing a Low-Carbon Economy	<p>Scope to be determined. Panel to consider area(s) of focus which could include one or more of the following:</p> <ul style="list-style-type: none"> • Review the City Council’s approach to growing a low-carbon economy. • Renewable energy generated on Council owned buildings and land. • Review the Council’s Sustainable Energy Action Plan. 	Councillor Upton
Community Engagement	<p>Scope to be determined. Panel to consider area(s) of focus which could include on or more of the following:</p> <ul style="list-style-type: none"> • Review how the City Council engages with community leaders and groups to build an on-going dialogue, and their perceptions of the City Council. • Identify and explore key interfaces with Council services and the satisfaction levels, feedback and common complaints. • Review participation levels in consultations and explore reasons for low participation. 	Councillors Hollick, Lloyd-Shogbesan, Altaf-Khan

Support for the local economy	<p>Scope to be determined. Panel to consider area(s) of focus which could include:</p> <ul style="list-style-type: none"> • Explore how the Council's activities support the local economy and whether there is a case for doing more. • Review efforts to improve relationships with traders and their satisfaction levels. • Explore how smaller businesses can access City Deal funding. 	Councillors Fry, Benjamin, Darke
Cycling	<p>Scope to be determined. Panel to consider area(s) of focus which could include:</p> <ul style="list-style-type: none"> • Review cycling funding including City and County Council contributions. • Explore progress against sought outcomes and value for money achieved. 	Councillors Wolff, Upton
Recycling	<p>Continuation of review established in 2013/14:</p> <ul style="list-style-type: none"> • To receive an update on the Recycling Fund. • To consider community incentives and how to measure their success. • Review of recycling rates (at Scrutiny Committee). 	Councillors Fry, Hayes, Simmons

4. Items for Committee meetings

34

Topic	Area(s) for focus	Lead and other Councillors
Discretionary Housing Payments	Quarterly updates on spending profiles within a framework agreed by the Committee.	Lead: Councillor Coulter
Performance monitoring	Quarterly report on a set of Corporate and service measures chosen by the Committee.	Councillors Altaf-Khan, Simmons, Coulter & Darke
Educational attainment investment	To consider the academic progress and key stage results at schools operating the KRM model compared to those not.	Councillors Altaf-Khan, & Thomas
Fusion Lifestyle contract performance	Regular yearly item agreed again by the Committee to consider performance against contract conditions.	Lead Member: Councillor Simmons
Research commissioned on the effects of welfare	To consider research into the impact of welfare reforms in the City.	Lead Member: Councillor Coulter

Scrutiny work programme 2014 - 2015

reform		
Highways contract	To review and monitor current arrangements.	TBA
Clean streets	To receive an update on the City Council's approach to keeping Oxford streets clean from graffiti, detritus, littering and waste.	TBA
Living Wage	To review how the living wage is enforced through procurement contracts	TBA
New controls over anti-social behaviour	To receive an update on the City Council's changing approach to anti-social behaviour.	TBA
Low Carbon Oxford	To receive an update on the progress of this scheme and plans to progress the low carbon agenda in Oxford.	TBA
Community and Neighbourhood services	To review aims, activities and outcomes; grant distribution; community centres and associations; volunteering; Neighbourhood plans; how better on-going engagement can be established with different communities.	TBA
Activities for older residents and preventing isolation	To receive an update on services and activities for over 50s, with a focus on preventing isolation.	TBA
Individual voter registration	To receive an update on changes to electoral registration and to monitor how the City Council is maximising registration.	TBA
Taxi Licencing	To review rules and processes; to understand driver issues.	TBA
Any item called from the Forward Plan for pre decision scrutiny.	To consider and comment on issues to be decided by the City Executive Board.	N/A

35

5. Items Called in and Councillor Calls for Action

None

6. Items referred to Scrutiny by Council

None

7. Draft Scrutiny Committee Agenda Schedule

Date (all 6pm, St. Aldate's Room)	Agenda Item	Lead Member; Officer(s)
6 October 2014	<ol style="list-style-type: none"> 1. Oxford Standard Panel Report 2. Educational attainment investment 3. Welfare reform, European social fund project – pre-scrutiny 4. Towards mental wellbeing and community resilience in Oxford – pre-scrutiny 5. Culture Strategy – pre-scrutiny 	<p>Cllr Smith</p> <p>Cllr Pat Kennedy; Anna Wright</p> <p>Cllr Brown, Ian Brooke, Paul Wilding</p> <p>Cllr Turner; Val Johnson</p> <p>Cllr Simm, Cllr Lygo; Peter McQuitty, Ceri Gordon</p>
10 November 2014	<ol style="list-style-type: none"> 1. Budget Scrutiny proposal 2. Consultation and Engagement – interim update report 3. Performance monitoring – quarter 2 4. Enfranchisement and Empowerment - Individual voter registration 5. Discretionary Housing Payments 	<p>Cllr Simmons</p> <p>Sadie Paige</p> <p>Neil Lawrence</p> <p>Jeremy Thomas, Martin John</p> <p>Cllr Susan Brown; Paul Wilding</p>
8 December 2014	<ol style="list-style-type: none"> 1. Research into the local impact of Welfare Reform 2. Corporate Peer Challenge Action Plan 	<p>Paul Wilding</p> <p>Cllr Price; Peter Sloman</p>
19 January 2015	<ol style="list-style-type: none"> 1. New Council controls over anti-social behaviour 	<p>Richard Adams</p>

3 February 2015	<ol style="list-style-type: none"> 1. Performance monitoring – quarter 3 2. Cycle City 3. Community and Neighbourhood services 4. Activities for older residents and preventing isolation 	Neil Lawrence Jo Colwell Ian Brooke Vicki Galvin and Luke Nipen
2 March 2015	<ol style="list-style-type: none"> 1. Consultation and Engagement 	Sadie Paige
23 March 2015	<ol style="list-style-type: none"> 1. Low Carbon Oxford 	John Copley
5 May 2015	<ol style="list-style-type: none"> 1. Recycling – progress of targeted initiatives 	Geoff Corps

Appendix 1 - Finance Panel work programme 2014-15

Items for Finance Panel meetings

Suggested Topic	Suggested approach / area(s) for focus
Budget Scrutiny	Review of the Council's medium term financial strategy.
Budget monitoring	Regular monitoring of projected budget outturns through the year.
Treasury Management	Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance.
Capital process	To receive an update on the implementation of the Capital Gateway process.
Maximising European funding	To consider how the City Council can maximise funding opportunities; invite local MEPs to contribute to the discussion.
Municipal bonds	To receive an update on the establishment of a municipal bonds agency.
Ethical investment	To monitor the City Council's approach to implementing an ethical investment policy.
Council tax exemptions	To receive an update on the financial implications of different types of exemptions.

38

Draft Finance Panel agenda schedule

Date, room and time	Agenda Item	Lead Member; Officer(s)
8 October 2014, St Aldate's Room, 5.30pm	<ol style="list-style-type: none"> 1. Municipal bonds 2. Budget Review - scope proposal 	<p>Nigel Kennedy</p> <p>Andrew Brown</p>
21 January 2015, St Aldate's Room, 5.30pm	<ol style="list-style-type: none"> 1. Capital programme process review update 2. European funding 	<p>David Edwards, Stephen Clarke, Nigel Kennedy</p> <p>MEPs, Heads of Service, Mark Lundy?</p>
5 February 2015, St Aldate's Room, 5.30pm	<ol style="list-style-type: none"> 1. Budget monitoring – quarter 3 2. Treasury Management Strategy 15/16 	<p>Nigel Kennedy</p> <p>Anna Winship</p>

Appendix 2 - Draft Housing Panel work programme 2014-15

Items for Housing Panel meetings

Suggested Topic	Suggested approach / area(s) for focus
Performance monitoring	Regular monitoring of performance measures for Estates Regeneration, Housing Supply and Welfare Reform and Housing Crisis.
Housing Strategy	Review headline priorities and sought outcomes in Housing Strategy at draft stage, and the action plan post-consultation.
Increasing the provision of affordable housing	Monitoring of performance measures; scrutiny of the Housing Business Plan and the Housing Strategy; consider alternative options e.g. pre-fabs and 'pods'; possible review topic.
Homelessness	Monitoring of performance measures; scrutiny of the Housing Business Plan and Housing Strategy; pre-scrutiny of homelessness grant allocations; possible review topics.
Rent arrears	Monitoring of performance measures; bi-annual update reports.
STAR survey results	Monitoring of results.
Tackling under-occupancy	Report on efforts to tackle under-occupancy; consider in rent arrears reports.
Oxford Standard	To receive a progress update on the delivery of the Oxford Standard through the Asset Management Strategy and Action Plan, including an update on work to improve thermal efficiency in the Council's housing stock.
Private sector licencing	Update report on the scheme; consider views of landlords and PRS tenants.
Unlawful dwellings	A report on the City Council's approach to tackling illegal dwellings e.g. beds in sheds, given that funding ends in April 2015.
Repairs exemptions policy	To scrutinise proposed changes to the current policy.
De-designation of 40+ accommodation	Update report on the final phase of de-designating 40+ accommodation (expected in April 15).
Sheltered Housing	Scrutiny of changes to the City Council's sheltered housing stock. This could include reviewing the County Council's plans and/or the provision of extra care and virtual extra care.
Fuel Poverty	To receive an update on the City Council's approach to the issue of Fuel Poverty. Commission/review research; consider during other items; possible review topic.
Supporting people	Verbal updates on the joint commissioning of housing support services.

Draft Housing Panel Agenda Schedules

Date, room and time	Agenda Item	Lead Member; Officer(s)
9 October 2014, Plowman Room, 5pm	<ol style="list-style-type: none"> 1. Performance Monitoring 2. Draft Housing Strategy 3. Rent arrears 4. Leaseholder Payment Options for Major Works 	Neil Lawrence Cllr Seamons; Gary Parsons Helen Bishop Cllr Seamons; David Watt
15 January, 5.30pm (TBC)	<ol style="list-style-type: none"> 1. Housing budget Scrutiny session. Key documents include the Housing Business Plan, Housing Strategy and Housing Asset Management Strategy 	Cllr Seamons; David Edwards, Stephen Clarke
22 January 2015, Plowman Room, 5pm	<ol style="list-style-type: none"> 1. Star Survey Results 	Gary Parsons
4 February 2015, St Aldate's Room, 5.30pm	<ol style="list-style-type: none"> 1. Unlawful dwellings 	Ian Wright