

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

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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	Councillors Simmons (Chair), Darke, Fooks and Fry
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 2	Councillors Hollick (Chair), Sanders and Wade Co-opted Member – Linda Hill

2. Review panels and ad hoc panels in progress

Topic	Scope	Progress	Next steps	Nominated councillors
Oxford Standard Panel	To give advice to the City Executive Board on the content and definition of the Oxford Standard for Council properties.	The Scrutiny Committee on 6 October endorsed the report and provided comment.	Final report due to go to the City Executive Board in December.	Joint Chairing; Housing Panel and Tenant Scrutiny Group
Thames Water investment to improve flooding and sewerage	To continue engagement with Thames Water Utilities (TWU) at a senior level to ensure delivery of the agreements reached.	Catchment study publically launched and a press statement issued in advance. Contact made with TWU to establish governance structure.	Panel briefing on study to be arranged. Governance structure meeting dates to be set.	Councillors Darke (Chair) Pressel, Thomas and Goddard
Tacking Inequality	To review how the City Council contributes to combatting harmful inequality in Oxford, and whether there is more that could reasonably be done.	The panel met on 24 November to begin gathering evidence. The panel heard from a local expert on food poverty and a range of city council officers. A call for evidence has been issued to 'interested parties', along with a press release.	Panel meetings scheduled for 16 December and 9 February.	Councillor Coulter (Chair), Gant and Thomas
Budget Review	Annual review of draft budget and medium term financial plan	Scope agreed and all meetings scheduled.	Initial review meeting on 11 December 2014	Finance Panel Members
Recycling rates	To review of recycling and waste data rates, and consider community incentives and other recycling initiatives.	Continuation of previous panel which reported in July 2014. Meeting held on 8 October to consider bid for incentive funding.	Panel to visit depot and consider waste and recycling on 16 February 2015	Councillor Fry (Chair), Simmons and Hayes
Educational Attainment	To consider evidence from KRM on the City Council's Educational Attainment programme.	Panel meeting scheduled for 4 December.	Panel to report to 19 January Scrutiny Committee	Councillors Altaf-Khan, Hayes, Thomas

3. Potential Review Panels – to be established when resources allow

Topic	Area(s) for focus	Nominated councillors
Support for the local economy	<p>Panel to meet on 3 December to consider terms of reference. Suggestions include:</p> <ul style="list-style-type: none"> - How City Council policies on planning and licensing affect the local economy, including aspects such as the restrictions on changes of use. - How more can be done to ensure that local businesses are aware of all kinds of support available, including City Deal Funding. - What a small cross-section of businesses, from large to small, and from across the City, feel are the biggest barriers to success locally (and just as important, how many of these barriers are amenable to action by the City Council). 	Councillors Fry (Chair), Benjamin, Darke, Gotch
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, Pressel and Hayes

Indicative scrutiny review timeline 2014-2015 (does not include ad hoc review panels)

Review	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Budget Scrutiny	Scoping	Scoping	Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting				
Inequalities		Scoping	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Evidence gathering and review	Reporting				
Cycling						Scoping	Evidence gathering and review	Evidence gathering and review	Reporting		
Support for the local economy								Scoping	Evidence gathering and review	Evidence gathering and review	Reporting

	Scoping
	Evidence gathering and review
	Reporting

4. Items for Committee meetings (in no particular order)

Topic	Area(s) for focus	Lead and other Councillors
Discretionary Housing Payments	Quarterly updates on spending profiles within a framework agreed by the Committee.	Councillor Coulter
Performance monitoring	Quarterly report on a set of Corporate and service measures chosen by the Committee.	Councillors Altaf-Khan, Coulter, Darke & Simmons
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, & Hayes & Thomas
Fusion Lifestyle contract performance	Regular yearly item agreed again by the Committee to consider performance against contract conditions.	Councillor Simmons
Research on the effects of welfare reform	To consider research into the impact of welfare reforms in the City.	Councillor Coulter
Clean streets	To receive an update on the City Council's approach to keeping Oxford streets clean from graffiti, detritus, littering and waste.	
Living Wage	To review how the living wage is enforced through procurement contracts	
New controls over anti-social behaviour	To receive an update on the City Council's changing approach to anti-social behaviour.	
Low Carbon Oxford	To receive an update on the progress of this scheme and plans to progress the low carbon agenda in Oxford.	
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.	
Activities for older residents and preventing isolation	To receive an update on services and activities for over 50s, with a focus on preventing isolation.	
Individual voter registration	To receive an update on changes to electoral registration and to monitor how the City Council is maximising registration.	
Taxi Licencing	To review rules and processes; to understand driver issues.	
Forward Plan items	To consider issues to be decided by the City Executive Board.	

5. Draft Scrutiny Committee Agenda Schedule

Date (all 6pm, St. Aldate's Room unless stated)	Agenda Item	Lead Member; Officer(s)
8 December 2014	<ol style="list-style-type: none"> 1. Corporate Peer Challenge Action Plan 2. Clean Streets 3. Discretionary rates relief for businesses policy (pre-scrutiny) 	Cllr Price; Peter Sloman Douglas Loveridge Tanya Bandekar
<i>23 December 2014 (10.00am start)</i>	<i>Provisional meeting to allow for call in of the Sale of Temple Cowley Pool decision to be taken by the City Executive Board on 10 December 2014</i>	<i>Cllr Rowley; Jane Winfield</i>
19 January 2015	<ol style="list-style-type: none"> 1. Growth Board Work Programme 2. Educational Attainment 3. Research into the local impact of Welfare Reform 4. New Council controls over anti-social behaviour 5. Purchase of St. Aldate's Chambers (pre-scrutiny) 	Cllr Price; Paul Staines Pat Kennedy; Val Johnson Paul Wilding Richard Adams Jane Winfield
3 February 2015	<ol style="list-style-type: none"> 1. Cycle City 2. Community and Neighbourhood services 3. Activities for older residents and preventing isolation 4. Performance monitoring – quarter 3 	Jo Colwell Ian Brooke Luke Nipen, Vicki Galvin N/A

2 March 2015	<ol style="list-style-type: none"> 1. Living Wage 2. Consultation and Engagement 	<p>Simon Howick</p> <p>Sadie Paige</p>
23 March 2015	<ol style="list-style-type: none"> 1. Low Carbon Oxford 2. Inequalities Panel report 	<p>John Copley</p> <p>Cllr Coulter</p>
5 May 2015	<ol style="list-style-type: none"> 1. Recycling rates 	<p>Geoff Corps</p>

6. Items called in and Councillor calls for action

None

7. Items referred to Scrutiny by Council

None

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.
Local financing	To consider whether there is a case for the City Council to generating capital financing locally through bonds or crowd-funding.
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.

Draft Finance Panel agenda schedule

Date and room (all 5.30pm, St. Aldate's Room)	Agenda Item	Lead Member; Officer(s)
21 January 2015	<ol style="list-style-type: none"> 1. Capital programme process review update 2. Banking Services Provider 3. Budget Scrutiny – recommendation areas agreed 	David Edwards, Stephen Clarke, Nigel Kennedy Nigel Kennedy Cllr Simmons
5 February 2015	<ol style="list-style-type: none"> 1. European funding 2. Budget monitoring – quarter 3 3. Treasury Management Strategy 15/16 4. Budget Scrutiny – report finalised 	Anneliese Dodds MEP; others TBC Nigel Kennedy Anna Winship Cllr Simmons
25 March 2015	<ol style="list-style-type: none"> 1. Local Financing 	TBC

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Meetings closed to the public:

Date and room (all 5.30pm)	Agenda Item	Lead Member; Officer(s)
11 December 2014, Plowman Room	<ol style="list-style-type: none"> 1. Review of draft budget 	Nigel Kennedy
12 January 2015, Plowman Room	<ol style="list-style-type: none"> 1. Budget Scrutiny – Community Services 	Cllr Turner; Tim Sadler
13 January 2015, Plowman Room	<ol style="list-style-type: none"> 1. Budget Scrutiny – Organisational Development and Corporate Services 	Cllr Turner; Peter Sloman, Jackie Yates
14 January 2015, Plowman Room	<ol style="list-style-type: none"> 1. Budget Scrutiny – City Regeneration and Housing 	Cllrs Turner & Seamons; David Edwards, Stephen Clarke
3 February 2015, St. Aldate's Room	<ol style="list-style-type: none"> 1. Review of published budget report 	Nigel Kennedy

Appendix 2 - 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	To contribute to and monitor the customer profiling survey of residents in sheltered accommodation and how this data should inform future provision.
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)
10 December, Plowman Room, 5pm	<ol style="list-style-type: none"> 1. Asset Management Strategy 2. Sheltered Housing 	<p>Stephen Clarke</p> <p>Gary Parsons; Alison Dalton</p>
22 January 2015, Plowman Room, 5pm	<ol style="list-style-type: none"> 1. Star Survey Results 2. Fuel Poverty 3. Aids and Adaptions Policy (pre-scrutiny) 4. Exemption policy (pre-scrutiny) 	<p>Gary Parsons</p> <p>Deborah Haynes</p> <p>Stephen Clarke</p> <p>Gary Parsons; Nicola Griffiths</p>
4 February 2015, St Aldate's Room, 5.30pm	<ol style="list-style-type: none"> 1. Unlawful dwellings 2. Tackling under-occupancy 	<p>Ian Wright</p> <p>Bill Graves</p>
24 March 2015, Judges Room, 5pm	<i>Items TBC</i>	

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Meetings closed to the public:

Date, room and time	Agenda Item	Lead Member; Officer(s)
15 January 2015, Plowman Room, 5.30pm	<ol style="list-style-type: none"> 1. Budget Scrutiny - Housing 	<p>Cllrs Turner & Seamons; Stephen Clarke</p>