

## Scrutiny Recommendation Tracker 2014-15

STAR Survey results – Housing Panel 22 January				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Council reviews the methodology used to measure tenant satisfaction, and aims to make personal contact with tenants in future.		<i>To follow</i>	Cllr Seamons	TBC
2. That the City Council sets out its response to the STAR Survey 2014 results, including any improvement measures taken or planned.		<i>To follow</i>	Cllr Seamons	TBC
Fuel Poverty – Housing Panel 22 January				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That tenant-facing staff in Direct Services are encouraged to offer appropriate advice on the use of free electricity.		<i>To follow</i>	Cllrs Turner & Seamons	TBC
2. That the City Council explores the possibility of buying energy in bulk.		<i>To follow</i>	Cllrs Turner & Seamons	TBC
Banking Services Provider – Finance Panel 21 January				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Council monitors the added social value provided by its new bank.		<i>To follow</i>	Cllr Turner	TBC
2. That the terms and conditions for all tenders are revisited to ensure that they fully reflect the Council's ethical policies.		<i>To follow</i>	Cllr Turner	TBC
3. That the City Council continues to monitor which banks other former Co-op customers are switching to, and whether 'challenger banks' begin taking on local authority customers.		<i>To follow</i>	Cllr Turner	TBC

<b>Capital Programme Management – Finance Panel 21 January</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That sustainability is formalised throughout the capital gateway process.		<i>To follow</i>	Cllr Turner / David Edwards	TBC
2. That the City Council continues to develop a more flexible approach to the delivery of its capital programme.		<i>To follow</i>	Cllr Turner / David Edwards	TBC
<b>New Council controls over anti-social behaviour – Scrutiny Committee 19 January</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That a Scrutiny Councillor is included in the membership of the oversight group.		Recommendations are fine. Happy to have one member from Scrutiny on the oversight group. Good idea on the LA Forum input.	Cllr Sinclair / Richard Adams	TBC
2. That City Council officers engage with Local Area Forums regarding the application of new anti-social behaviour powers.			Cllr Sinclair / Richard Adams	TBC
<b>Educational Attainment – Scrutiny Committee 19 January</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
That any future City Council educational programmes are co-designed with schools and are cohesively focused on achieving long term improvements in educational attainment and reductions in inequalities.	Y	<p>I welcome the comments of the Scrutiny Committee and the acknowledgement that the City Council's Programme has raised achievement in schools.</p> <p>I agree with the proposals that any future education attainment programme is planned jointly with schools. This is what we did in setting up the programme being scrutinised and its evaluation. An evaluation of the Leadership for Learning Programme is currently taking place with individual visits to every school in the</p>	Cllr Kennedy / Tim Sadler	TBC

		programme. As part of this school leaders are being asked what support they feel would most help them to continue to raise attainment in future.		
Oxfordshire Growth Board – Scrutiny Committee 19 January				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
<p>That the City Council’s representative on the Oxfordshire Growth Board conveys the following suggestions to the Board and reports back to Scrutiny:</p> <ol style="list-style-type: none"> <li>1. That the Growth Board takes a more holistic approach to sustainability, ensuring that it is a key consideration in all planning and development activities.</li> <li>2. That the Growth Board considers whether it can and should have a wider brief in order to achieve greater benefits from collective working. This could include having scope to promote innovative ways of delivering new affordable housing, and further joint lobbying to Government.</li> <li>3. That all reports to the Growth Board are available in document form.</li> </ol>	Y	The Committee's proposals are very much in line with Oxford City Council's strategic approach to the role of the Growth Board and I am happy to adopt them in the Board's future deliberations.	Cllr Price	TBC
Older Persons Housing Review – Housing Panel 10 December				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That residents are surveyed face to face and that the City Council seeks to involve Oxford Brookes University in conducting these surveys. Tenant volunteers should also be closely consulted		<i>To follow</i>	Cllr Seamons / Allison Dalton	TBC

throughout the review.				
2. That the scope of this review is expanded to include older persons living in their own homes and to those in privately rented housing. Consideration should be given to how best to do this, perhaps using sample surveys.		<i>To follow</i>	Cllr Seamons / Allison Dalton	TBC
3. That the timescale of the review is extended by 6 months (to September 2015). If required, additional resources should be allocated in the current budget round to enable this.		<i>To follow</i>	Cllr Seamons / Allison Dalton	TBC
4. That the review is focused on understanding the future requirements of people at the younger end of the 'Older Persons' category, so that the City Council can plan to best meet their future needs.		<i>To follow</i>	Cllr Seamons / Allison Dalton	TBC
5. That the Board Member prioritises the creation of new social housing for single older people if the review provides evidence that this could reduce under-occupancy or meet the current or future requirements of older tenants.		<i>To follow</i>	Cllr Seamons / Allison Dalton	TBC
6. That a Steering Group is established to oversee the review, and that this group includes at least two elected members.		<i>To follow</i>	Cllr Seamons / Allison Dalton	TBC
<b>Asset Management Strategy – Housing Panel 10 December</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That the City Council reviews whether it is doing all it reasonably can to ensure that tenants leave their homes in good condition before vacating them.	Y	I can agree to all the recommendations for the AMS.	Cllr Seamons / Martin Shaw	12 Feb 15
2. That the City Council strengthens partnership working to ensure that the advice and materials provided to tenants by the City Council and other agencies is joined up and consistent.	Y	Mould would not be covered in detail in a Strategy document but it is important.	Cllr Seamons / Martin Shaw	12 Feb 15
3. That the City Council reviews whether mould is a	Y	Information about the National Home Swap Scheme is made available but we can tighten this up.	Cllr Seamons /	12 Feb 15

recurring issue in the stock condition survey, and ensures that where mould occurs, it is treated effectively.			Martin Shaw	
4. That the City Council ensures that information about the National Home Swap scheme is made available to tenants who are under-occupying, in addition to other options.	Y		Cllr Seamons / Martin Shaw	12 Feb 15
<b>Oxford Standard – Scrutiny Committee 8 December</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. To include the Oxford Standard in the developing Asset Management Plan and provide a clear and “action planned” commitment to delivery.	Y	All recommendations are accepted with the exception of some details in recommendation 3. Budgetary constraints ultimately mean the council cannot deliver on all tenant aspirations with regards to bathroom and kitchen specifications, having instead prioritised improvements in energy efficiency.	Cllr Seamons / Stephen Clarke	12 Feb 15
2. To include the following categories of work within the Oxford Standard: • Bathrooms • Kitchens • Security • Efficiency and Heating • Environment All these categories of works should include some degree of choice for tenants where this is possible.	Y	The extensive summer consultation made clear that tenants see delivering energy efficiency measures as a top priority. The kitchen and bathroom specifications will however be upgraded, including with respect to the following points:  - Renewal cycle for bathrooms to be reduced from 30 to 25 years. The renewal cycle for kitchens will remain at 20 years in accordance with best practice.	Cllr Seamons / Stephen Clarke	12 Feb 15
3. That the following works are included in the Oxford Standard across the categories recommended. The Panel recognise that the view they have taken of best practice, within social housing providers, has been limited by time and therefore wish to propose this Standard as a minimum. This work should be carried out to programme regardless of condition... ( <i>detailed proposals</i> )	In part		Cllr Seamons / Stephen Clarke	12 Feb 15
4. The priority for delivering the Oxford Standard should be decided by a combination of significant pockets of disrepair (identified with the stock	Y	- The Council will now provide a shower	Cllr Seamons / Stephen Clarke	12 Feb 15

condition survey) and the views of residents. The Panel was conscious that respondents to the surveys were not necessarily representative geographically so would recommend that more work is done on an area by area basis to determine local priorities.		over bath as standard and only provide a shower instead of a bath where this is required to meet the needs of someone with a disability.		
5. Works should be packaged together so that more efficient outcomes for residents and the Council can be achieved. For example: • If we replace windows then doors should be done at the same time (if needed) to give optimum benefits. • If the heating is to be replaced or upgraded we should consider insulation and other connected repairs at the same time. This should be a fundamental part of the planning process	Y		Cllr Seamons / Stephen Clarke	12 Feb 15
6. Delivery of the Oxford Standard should be on an area by area basis with good communication both within and outside of the area so that all tenants can easily access information on when, where, how and why. The Panel would like to review the proposals for this communication.	Y		Cllr Seamons / Stephen Clarke	12 Feb 15
7. Individual tenants should not be able to “opt out” except in very exceptional circumstances. If there are difficulties these should be recognised and support offered so that the work can take place. Properties should be maintained for both the present and the future.	Y		Cllr Seamons / Stephen Clarke	12 Feb 15
8. As the Panel considered their recommendations a number of principles were voiced that can be found in the recommendations but the Panel wanted to put these in one place for clarity. • Homes should be maintained for the present and the future so opt-outs from repairs should not be	Y		Cllr Seamons / Stephen Clarke	12 Feb 15

<p>allowed except in very exceptional circumstances.</p> <ul style="list-style-type: none"> <li>• Difficulties of individual tenants should be recognised and support offered.</li> <li>• Optimum result for residents for the work commissioned</li> <li>• The “like for like principle” should be removed</li> <li>• Allow “choice” for tenants wherever possible</li> <li>• A joined up approach to delivery</li> <li>• Improved communication plans for tenants on what, where, when and why. Timescale for delivery of the Oxford Standard is available for each area.</li> <li>• The quality of work should be of a high standard judged both by the Council and tenants.</li> </ul>				
<b>Discretionary Rate Relief Policy – Scrutiny Committee 8 December</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That non-profit making organisations are clearly encouraged to contact the City Council for an early assessment of whether they may be entitled to discretionary reliefs.	Y	All rate payers receive an annual bill which contains information about reliefs. Smaller start-ups are more difficult to identify but perhaps Scrutiny could help with this.	Cllr Brown / Tanya Bandekar	TBC
<b>Clean Streets – Scrutiny Committee 8 December</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That consideration is given to how street cleaning can be sufficiently resourced whilst the Streetscene Service responds appropriately to future flooding events.	N	As the public understands, at times of emergency such as flooding, it is vital that City Council staff are deployed to safeguard life and property. Sometimes this will mean some street cleaning being postponed until after the emergency is over.	Cllr Tanner / Doug Loveridge	NA
2. That the street cleaning service standards are circulated to elected members, so that any Member	Y	I am very happy to ask officers to circulate streets cleaning standards to be circulated	Cllr Tanner / Doug	Y

requests for additional work can be costed and considered within the current budget round.		to all councillors.	Loveridge	
3. That clarification is provided as to what legal powers the City Council has to ensure the removal of graffiti from privately owned properties. Any guidance provide (e.g. online, written correspondence) should be reviewed and updated accordingly.	Y	This seems timely and Legal colleagues will review what powers (if any) are available. The Council is also planning to invest in a new officer post to encourage graffiti removal from private properties.	Cllr Tanner / Doug Loveridge	Y
<b>Statement of Community Involvement 2014 Review – Scrutiny Committee 10 November</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That the Statement of Community engagement clearly sets out how members of the public can access paper versions of planning documents	Y	Very happy to accept that change to the report	Cllr Price / Lyndsey Beveridge	Y
<b>Towards Mental Health and Wellbeing – Scrutiny Committee 6 October</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
2. That the establishment of the Member Challenge Panel for Mental Health and Wellbeing does not divert officer resources away from other Member Services such as Scrutiny. Consideration should be given to whether a budget bid is required to support this new Member Panel.	Y	I would anticipate this challenge panel being member led, and operating for the most part informally, rather than drawing upon extensive officer support.	Cllr Turner / Val Johnson	March 2015
3. That the Action Plan is updated and elaborated upon to include progress made against actions that are due.	Y	These are sensible comments on how to develop the action plan, and we had certainly hoped to update and monitor it.	Cllr Turner / Val Johnson	March 2015
4. That resources required to deliver the Action Plan are fully identified and costed, so that any bids for additional resources can be made as part of the current budget setting process.	Y		Cllr Turner / Val Johnson	March 2015
5. That consideration is given to the role of ethnic minority groups and faith leaders in supporting	Y		Cllr Turner / Val Johnson	March 2015



mental health and wellbeing in Oxford, and to how these can be included in the action plan.				
6. That consideration is given to how the action plan supports the mental health and wellbeing of service personnel and veterans, and to whether more focus on these specific groups is required.	Y		Cllr Turner / Val Johnson	March 2015

#### Draft Culture Strategy 2015-18 – Scrutiny Committee 6 October

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the Culture Strategy presents the fullest picture of Oxford's cultural offering, including cultural experiences that the City Council is not directly involved in.	Y	The Strategy is focused on cultural offerings and experiences that the Council supports (by funding or partnership working) or delivers. There's no reason why we can't explore these links.	Cllr Simm / Peter McQuitty	Feb 2015
2. That the Culture Strategy sets out how City Council functions such as licencing and planning can play an important role in supporting culture.	Y	Yes	Cllr Simm / Peter McQuitty	Feb 2015
3. That the list of organisations invited to contribute to the Culture Strategy is shared with elected members, so that they can make any further suggestions.	Y	Yes. Happy for this to be shared with anyone else members think would be helpful.	Cllr Simm / Peter McQuitty	Feb 2015
4. That consideration is given to how the City Council can encourage visitors to spend more time in Oxford, and to whether increasing visitor length of stay should be made a priority in the Culture Strategy.	Y	This will be considered by Experience Oxfordshire, who are funded by the City Council, and included in their Service Level Agreement. It will also be considered in the action plan under priority one; Support the sustainability of Oxford's cultural sector and improve the skills and diversity of the city's current and future creative workforce.	Cllr Simm / Peter McQuitty	Feb 2015

#### Budget Monitoring 2014/15 – Quarter 1 – Finance Panel 4 September

Recommendation	Agreed	Executive response	Lead Member	Implemented
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	<b>Y/N</b>		<b>&amp; Officer</b>	<b>Y/N / due date</b>
7. That urgent action is taken to avoid a loss of subsidy relating to the overpayment of benefits.	Y	Extra action is already being taken, looking at training and processes. The threshold is more stringent this year due to the removal of Council Tax benefit from this calculation.	Cllr Turner / Helen Bishop	Y
8. If necessary to avoid slippage, a flexible approach should be taken to spending the £2m investment in Homelessness Property Acquisitions in 2014/2015. This could include investing in social housing instead.	In part	Note sentiment but other uses are likely to take longer.	Cllr Turner	N/A
9. The premises for the heavy vehicle testing facility should be flexible enough that it can be used for other purposes in the event that the testing facility is not successful.	Y	The facility is expected to be successful.	Cllr Turner	March 2015
10. The capital programme should be a red risk in performance reports until the new capital gateway process proven to be effective.	N	Risks are measured using the Risk Management Framework agreed by Council.	Cllr Turner	N/A
<b>Treasury Management – Finance Panel 4 September</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That consideration is given to how the capital process can be made more flexible so that approved projects can be brought forward to mitigate slippage elsewhere in the programme.	In part	Noted. Where possible a flexible approach will be taken. Changes to the capital programme have to be agreed by Council.	Cllr Turner	N/A
<b>Oxfordshire Growth Board - Scrutiny Committee 23 June</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. For the Terms of Reference to explicitly set out that meeting agendas and minutes will be publicly available and that access to meetings will be possible for Councillors and members of the public.	Y	This suggestion will be referred to the Board	Cllr Price	Dec 2014

<b>Community Engagement Policy Statement - Scrutiny Committee 23 June</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
11. To provide a clear statement in the principles on the ambition for engagement focusing on depth as well as breadth.	Y	Merged with recommendation 3.	Cllrs Price&Simm; Sadie Paige	N/A
12. To provide information on the engagement ambitions set for all consultations during the last year, what was achieved and how this fits with the principles set within the Policy Statement.	Y	To provide this information for all consultations would be a huge piece of work so a sample will be used instead, together with a forward-looking approach.	Cllrs Price &Simm; Sadie Paige	Verbal update on progress expected on 10 Nov 14. Full response to follow.
13. To suggest to the Scrutiny Committee an up and coming engagement/empowerment exercise that can act as a pilot study to demonstrate the effectiveness of the principles within this report.	Y	Two consultations identified as candidates for the pilot as per CEB suggestion. Project brief created for the pilot, which includes the objectives, and a reporting template.	Cllrs Price &Simm; Sadie Paige	2 March 15
14. To provide a table that shows how all comments received during the consultation on this Policy Statement have been handled.	Y	Expected at 10 November Scrutiny Committee meeting.	Cllrs Price &Simm; Sadie Paige	10 Nov 14
<b>End of Year Integrated Report – 2013-2014 - Scrutiny Committee 23 June</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N</b>
2. The Committee supports the purchase of the Iffley Road building as an asset of value to the community and recognises that negotiations are on-going. There is a gap between the asking price and the money available and the City Executive Board is asked to do what it can within reasonable value for money criteria to secure the purchase of this property.	Y	Noted (£250k has been earmarked for acquisition of property).	Cllr Turner; Nigel Kennedy; Jane Lubbock	N
3. To consider the contingency available to support homelessness in light of county proposals for implementing cuts in the	N	Current level of contingency considered to be sufficient.	Cllr Turner; Nigel Kennedy; Jane	N/A

Supporting People and if underspends from 13/14 should be maintained within this budget.			Lubbock	
<b>Fusion Lifestyle Performance 2013-2014 - Scrutiny Committee 23 June</b>				
<b>Additional information requested</b>	<b>Agreed Y/N</b>	<b>Outcome</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N</b>
<p><b>Facility running costs</b> It was agreed at the June meeting in 2013 that the running costs of the facilities would be shown including all capital investment and loan cost in the next report. This hadn't been done.</p> <p><b>Performance outside of expectations</b> Members asked how poor performance was addressed and asked to see the issues raised and the actions/penalties taken over the last year.</p> <p><b>Publicity Campaign</b> An issue was raised concerning literature used to highlight the Active Women Campaign. The images used were considered to be too stereotypical and gendered. The Committee asked that this issue be taken up with Sports England who run this national campaign.</p> <p><b>Views of non-card users at facilities</b> The Committee asked to see any information on the views and experiences of non-card users.</p> <p><b>Falling attendance amongst young people</b> The Committee were concerned to see this and wanted some more detailed data and information to understand more fully the reasons behind it and whether it was a particular set of circumstances or a trend.</p>	N/A	<p>Information papers considered by Scrutiny Committee on 2 September.</p> <p>Meeting offered to Chair to discuss finance investment financing.</p>	Cllr Rowley; Lucy Cherry	Y

<p><b>Information excluded from the public</b> The Committee heard a complaint from a member of the public that the information provided outlining the running costs to the Council of each Leisure Facility should be made public because if the Council was still running these centres then the information would be available publically. The Committee heard that this was commercial information but asked that this exclusion is reconsidered by Fusion.</p> <p><b>Investment financing</b> Members were interested in why the City Council financed investment spending that Fusion Lifestyle was originally required to finance, and in how much this saved the partnership.</p>				
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