

## 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, Smith and Wade Co-opted Member – Linda Hill

## 2. Review panels and ad hoc panels in progress




Topic	Scope	Progress	Next steps	Nominated councillors
Thames Water investment to improve flooding	To continue engagement with Thames Water Utilities (TWU) at a senior level to ensure delivery of the agreements reached.	Data gathering is on-going prior to start of study from April 2015. TWU presentation to be circulated to Panel members.	Panel to provide oversight as project progresses.	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.	Call for evidence has closed and the 30 responses are being analysed. Meeting held on 9 February with Prof. Danny Dorling and Paul Cann of Age UK.	Meeting scheduled for 5 March where the Panel will speak with OCCG, Healthwatch, CAG Oxfordshire and City Council officers.	Councillor Coulter (Chair), Gant, Lloyd-Shogbesan and Thomas
Recycling rates	To review of recycling and waste data rates, and consider community incentives and other recycling initiatives.	Site visit to Cowley Marsh depot held on 16 February. Bid made for DCLG Recycling Reward Scheme funding.	Awaiting comparison data and outcome of bid for government funding.	Councillor Fry (Chair), Simmons and Hayes
Local economy	1. What can the City Council can do to mitigate disruption to the city centre economy while major developments are taking place? How can communication be improved for lasting benefit to residents and visitors? 2. What scope does the City Council have to minimise the time shop units are left empty, and to improve the appearance of empty units?	Evidence gathering has started. Written questions are being circulated to officers.	Panel meeting scheduled for 17 March. Panel to meet with Town Team in May.	Councillor Fry (Chair), Darke, Benjamin and Gotch

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

Topic	Area(s) for focus	Nominated councillors
Cycling	Scope to be determined. Panel to consider area(s) of focus which could include: <ul style="list-style-type: none"> <li>Review cycling funding including City and County Council contributions.</li> <li>Explore progress against sought outcomes and value for money achieved.</li> </ul>	Councillors Upton (Chair), Gant, Hayes and Pressel
Neighbourhood working	Scope to be determined. Could to consider how to address feedback provided to the City Council by the peer review group.	TBC

#### 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	Evidence gathering and review	Reporting	Reporting		
Local economy					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	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
Discretionary Housing Payments	Quarterly updates on spending profiles within a framework agreed by the Committee.
Performance monitoring	Quarterly report on a set of Corporate and service measures chosen by the Committee.
Educational attainment investment	To consider the academic progress and key stage results at schools operating the KRM model compared to those not.
Fusion Lifestyle contract performance	Regular yearly item agreed again by the Committee to consider performance against contract conditions.
Research on the effects of welfare reform	To consider research into the impact of welfare reforms in the City.
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

<b>Date (all 6pm, St. Aldate's Room unless stated)</b>	<b>Agenda Item</b>	<b>Lead Officer(s)</b>
2 March 2015, Long Room	<ol style="list-style-type: none"> <li>1. Living Wage</li> <li>2. Consultation and Engagement</li> <li>3. Research into the local impact of Welfare Reform</li> <li>4. Discretionary Housing Payments (pre-scrutiny)</li> <li>5. The Culture Strategy 2015-18 (pre-scrutiny)</li> <li>6. Performance monitoring – quarter 3</li> </ol>	Simon Howick; Jane Lubbock  Sadie Paige  Paul Wilding  Paul Wilding  TBC
23 March 2015	<ol style="list-style-type: none"> <li>1. Low Carbon Oxford</li> <li>2. Cycle City</li> <li>3. OxFutures programme (pre-scrutiny)</li> <li>4. Fusion Lifestyle – Annual Service Plan 2015/16 (pre-scrutiny)</li> <li>5. Safeguarding Children, Young People and Vulnerable Adult Policy</li> </ol>	Jo Colwell  Jo Colwell  Jo Colwell  Lucy Cherry  Val Johnson
29 April 2015	<ol style="list-style-type: none"> <li>1. Review of Scrutiny work programme</li> </ol> <p style="text-align: center;"><i>Other items TBC</i></p>	Andrew Brown

**2015/16 Scrutiny Committee dates:**

**2 June**

**30 June**

**7 September**

**6 October**

**2 November**

**8 December**

**12 January**

**2 February**

**7 March**

**5 April**

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**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 / Local bonds	To receive an update on the establishment of a municipal bonds agency and consider whether there is a case for the City Council to generate 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 Officer(s)
25 March 2015	1. Municipal / Local bonds	Mark Luntley & Steve Drummond, Low Carbon Hub
	2. Budget monitoring – quarter 3	Nigel Kennedy
	3. Capital Strategy (pre-scrutiny)	Nigel Kennedy
	4. Creation of a Panel to Manage the Council's Investment Portfolio (pre-scrutiny)	Jane Winfield

***Provisional 2015/16 Finance Panel dates: 2 July, 3 November, 14 January, 28 January & 7 April.***

## Appendix 2 - Housing Panel work programme 2014-15

### Items for Housing Panel meetings

<b>Suggested Topic</b>	<b>Suggested approach / area(s) for focus</b>
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**

<b>Date, room and time</b>	<b>Agenda Item</b>	<b>Lead Officer(s)</b>
24 March 2015, Judges Room, 5pm	<ol style="list-style-type: none"> <li>1. Non-statutory homelessness services</li> <li>2. De-designation review year 4</li> <li>3. Affordable housing</li> <li>4. Housing Strategy</li> </ol>	<p>Shaibur Rahman</p> <p>Tom Porter</p> <p>Laura Higgins</p> <p>Stephen Clarke</p>

***Provisional 2015/16 Housing Panel dates: 4 June, 9 September, 8 October, 9 December & 9 March.***

<b>Date, room and time</b>	<b>Agenda Item</b>	<b>Lead Officer(s)</b>
4 June 2015, Plowman Room, 5pm (Provisional)	<ol style="list-style-type: none"> <li>1. <i>Private Sector Housing Policy (pre-scrutiny)</i></li> <li>2. <i>Houses in Multiple Occupation (HMO) Licensing Scheme (pre-scrutiny)</i></li> </ol>	<p><i>Ian Wright</i></p> <p><i>Adrian Chowns</i></p>

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