

Scrutiny Recommendation Tracker 2014-15

European Funding – Finance Panel 28 April				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. We recommend that the City Council actively looks to bid for LEP managed funding in priority issue areas (see recommendation 2).		<i>To follow</i>	Cllr Ed Turner / Nigel Kennedy	
2. We recommend that the City Council identifies a small number of priority issue areas for future EU bids. We suggest that these priorities should be drawn from the following short-list: - Housing (see recommendation 3) - Low Carbon Economy - Sustainable transport - Recycling - Air pollution			Cllr Ed Turner / Nigel Kennedy	
3. We recommend that the City Council keeps a watching brief on details of the EU Strategic Investment Plan, including whether this covers housing, with a view to identifying viable projects in Oxford.			Cllr Ed Turner / Nigel Kennedy	
4. We recommend that the City Council explores whether there is an appetite amongst regional partner organisations for the establishment of a South East England European Office, similar to the East of England European Partnership Office.			Cllr Ed Turner / Nigel Kennedy	
5. We recommend that the City Council encourages Oxfordshire LEP to develop expertise and provide advice to local organisations on obtaining European funding.			Cllr Ed Turner / Nigel Kennedy	
6. We recommend that a member or officer champion is appointed to raise the profile of EU			Cllr Ed Turner / Nigel Kennedy	

funding. Given that maximising non-government funding streams is increasingly important to the City Council, this role could be explicitly set out in the responsibilities of an Executive Board Member.			Kennedy	
7. We recommend that the City Council discusses the option of joint EU funding bids with Oxford's Twin Towns and identifies other cities across the EU to partner with on future bids. This could involve working with historic cities in Southern Europe on sustainable transport solutions, for example.			Cllr Ed Turner / Nigel Kennedy	
8. We recommend that the City Council identifies local businesses that it could potentially collaborate with on future EU funding bids.			Cllr Ed Turner / Nigel Kennedy	
9. We recommend that the City Council promotes the Low Carbon Hub model through MEPs or other suitable channels, and encourages its replication across the EU.			Cllr Ed Turner / Nigel Kennedy	
Capital Strategy – Finance Panel 28 April				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
<p>We recommend that the City Executive Board approve the Capital Strategy subject to the following suggestions:</p> <p>a) To enable more accurate and consistent ratings, Key Outcomes in the Capital Project Scoring Guidance should be more clearly defined and explicitly aligned to the Council's corporate objectives (Appendix B).</p> <p>b) The Project Delivery Process and the Gateway Process should be better integrated and provide similar levels of detail at each stage (Appendix F,</p>	Y		Cllr Ed Turner / Nigel Kennedy	20 July 15

<p>pages 1 and 2).</p> <p>c) A member briefing on the capital process should be offered to all City Councillors.</p> <p>d) The City Council should look to improve its project management function by exploring what can be learnt from Royal Institute of British Architects (RIBA) guidance and from partners who do project management successfully, such as the University of Oxford.</p>				
Covered Market Action Plan – Scrutiny Committee 27 April				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
<p>We recommend that the City Executive Board note the following comments:</p> <p>a) Wifi in the Covered Market should remain a priority for the City Council, even if traders do not want to invest in this.</p> <p>b) The Covered Market website should be updated more regularly as the News section is several months out of date.</p> <p>c) Improvements to signage are very welcome and we would like to see progress in developing an overall brand identity for the Covered Market, which should be tied in with on-going improvements.</p> <p>d) A new leaflet promoting the Covered Market that includes a map showing transport links would be welcome.</p>	In part	<i>To follow</i>	Cllr Ed Turner / Jane Winfield	

e) Consideration should be given to providing signage and menus in different languages to cater for the needs of the main visitor groups.				
f) Moving the gates to the Covered Market would push rough sleepers somewhere else.				
Safeguarding Policy – Scrutiny Committee 27 April				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
Recommendation 1 – We recommend that the City Council strengthens engagement and protocols with Housing Associations in relation to vulnerable groups that they house.	Y	Yes we do want to strengthen our engagement and protocols with Mental Health. For Clarification We do not have such protocols with Housing Associations. We are, however, working with Housing associations and other housing providers to develop information sharing and an interface with the MASH	Cllr Pat Kennedy / Val Johnson	
Recommendation 2 – We recommend that the City Council prioritises the following in the next budget round: a) Continuing to fund the Safeguarding Coordinator post, b) Supporting the Multi-Agency Safeguarding Hub.	Y		Cllr Pat Kennedy / Val Johnson	Dec 15
Recommendation 3 – We recommend that the City Council ensures that feedback from frontline staff is sought more widely when monitoring the effectiveness of training and policy.	Y		Cllr Pat Kennedy / Val Johnson	
Recommendation 4 – We recommend that the City	Y	Yes we can do some engagement with	Cllr Pat	

Council monitors feedback from children to test the effectiveness of Safeguarding policies and plans on the ground and to identify any blockages.		young people around safeguarding issues through the youth Ambition Programme and Young Engagement Officer. For clarification. We would not monitor feedback directly from children involved in safeguarding cases. This would be done through OSCB Case File Reviews.	Kennedy / Val Johnson	
Recommendation 5 – We recommend that the City Council ensures that training for City Councillors includes a focus on their role as being the eyes and ears of their communities.	Y		Cllr Pat Kennedy / Val Johnson	
Recommendation 6 – We recommend that the City Council raises the following with the County Council: a) The need for schools to be issued with guidance on safeguarding policies, including the role of elected Councillors in safeguarding, b) Concern that some School counsellors have been cut and that some pupils have to wait a long time to be able to access this provision.	Y	Yes we could pass on members' concerns to the County Council.	Cllr Pat Kennedy / Val Johnson	
Fusion Lifestyle Annual Service Plan 2015/16 – Scrutiny Committee 23 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. We recommend that a more ambitious performance target is adopted for increasing the participation of users resident in the most deprived wards in our city (the existing proposal is for the	Y	We will liaise with Fusion and report at CEB what we feel is doable.	Cllr Mike Rowley / Ian Brooke	Y

target to increase from 110,000 visits in 2014/15 to 114,000 visits in 2015/16).				
2. We recommend that a more ambitious performance target is adopted for increasing the participation of disabled users (the existing proposal is for the target to increase from 15,000 visits in 2014/15 to 16,000 visits in 2015/16).	Y	We will liaise with Fusion and report at CEB what we feel is doable.	Cllr Mike Rowley / Ian Brooke	Y
3. We recommend that the City Council continues to work with Fusion Lifestyle to remove barriers to participation for our target groups, for example by seeking to extend crèche provision at Council leisure facilities.	Y	Agreed - it describes what we're doing and intend to keep doing.	Cllr Mike Rowley / Ian Brooke	March 16
4. We recommend that the utility consumption performance target is changed to a carbon reduction target, measured on a per user basis. This could be in line with the City Council's corporate target of reducing carbon emissions by 5% per annum.	Y	Happy to report on a per user basis for carbon.	Cllr Mike Rowley / Ian Brooke	Y
Living Wage – Scrutiny Committee 2 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. We recommend that the City Council surveys all suppliers to measure compliance with paying the Oxford Living Wage.	Y	We should make every effort to ensure that our contractors are paying the Living Wage, but it may be difficult to achieve a full coverage of the very large number of suppliers, some of which provide very small volumes.	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015
2. We recommend that the City Council reviews whether the Oxford Living Wage should continue to be set at 95% of the London Living Wage.	Y	The original figure was determined on the basis of a comparison of housing and transport costs in Oxford and London. It should be possible to repeat that exercise. The Council motion which committed us to the LW,	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015

		proposed a £7 OLW against the £7.20 LLW, taking account of the work undertaken by the original research by Loughborough University and the Mayor of London and using Oxford housing and transport data. That relationship was subsequently translated into a 95% figure, in order to ensure that the OLW was maintained in line with a figure for the LLW that was well researched and supported by time series evidence. This percentage link makes the administration of the OLW straightforward and avoids the need for complex research to be undertaken locally at regular intervals.		
3. We recommend that the City Council seeks to increase apprentice pay in the next budget round.	N	This issue was considered carefully at the time of the decision on apprentice pay. The current apprenticeship rates are well above the national rates, but a move to the OLW would result in a reduction in the number of apprenticeships.	Cllr Bob Price / Simon Howick & Jane Lubbock	N/A
4. We recommend that the City Council actively explores the merits of incentivising businesses to pay the Oxford Living Wage through offering business rate discounts.	Y	We should consider this, but there are difficult issues of practical implementation as well as a potentially significant cost to the Council's budget.	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015
5. We recommend that the City Council seeks to be more pro-active in engaging with employers and encouraging them to pay the Oxford Living Wage. This could also involve raising the profile of the Oxford Living Wage on the City Council website and listing employers that have committed to	Y	As the portfolio holder, I have written to all the major employers to encourage them to pay the Living Wage and have engaged with many of them in the course of my visits to them over the	Cllr Bob Price / Simon Howick & Jane Lubbock	Nov 2015

paying it.		past two and a half years. The suggestions about the website and employer listings are very good ones and will be adopted.		
Culture Strategy – Scrutiny Committee 2 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. We recommend that there is an objective to extend cultural opportunities to excluded communities under priority for culture 2.	Y	<p>Section 2 of the Strategy states that 'We are committed to providing and supporting opportunities for all of Oxford's residents to engage with arts and cultural events and activities, with a particular focus on work which reaches our young people and diverse communities.' and</p> <p>'Our aim- working with our partners in the cultural sector- is to increase access from all our communities to good quality cultural opportunities and events, at affordable prices, in a range of venues and locations'.</p> <p>This represents a clear and robust commitment to working with all communities including excluded groups. However, the phrase 'including excluded groups' could be inserted after 'increase access from all our communities' to strengthen the point.</p>	Christine Simm / Peter McQuitty	Y
2. We recommend that the City Council asks Experience Oxfordshire to convene a seminar with	Y	Excellent suggestion which will be actioned within the next two months,	Christine Simm / Peter	May2015

elected members.		giving the new incumbent a little to time to settle in to her new role.	McQuitty	
Discretionary Housing Payment Policy – Scrutiny Committee 2 March				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
We recommend that the City Executive Board approve the revised Discretionary Housing Payment Policy.	Y	An update paper will come to Scrutiny and CEB at the end of quarter 2 at the latest.	Susan Brown / Paul Wilding	Y
Budget Review 2015/16 = Finance Panel 5 February				
Recommendations	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That reserves and balances are reviewed with a view to investing any overstated reserves.	Y	Agree. This is something that we are undertaking anyway, as we want to maximise return on investment. It is worth noting that reserves may not be “over-stated” but may still be suitable for investment if they are held against a risk or item of expenditure occurring in a future year.	Cllr Turner	Sept 2015
2. That the City Council explores new ways of increasing public engagement in its budget setting process.	In part	We can look at the consultation and welcome suggestions. However, it is important to note that the budget is a politically-led process and that it would need to be consistent with the aims and values of the administration setting the budget.	Cllr Turner	Dec 2015
3. That Council Tax is increased by 1.99% (rather than the proposed 1.50%) in 2015/16.	Y	Agreed.	Cllr Turner	Y
4. That the City Council continues to engage constructively with other Oxfordshire Councils in order to optimise any potential benefits available from business rates pooling and distribution	Y	Agreed. We already do work with the other councils on this, but at present pooling is not to our advantage.	Cllr Turner	Y

arrangements.				
5. That the City Council looks at ways of mitigating the impacts of higher than average rents on those Council tenants who will be most affected.	N	The overall average rent rise for council tenants is 3.49% but the range is -6.58% to 6.25%. If a tenant faces into difficulties, s/he should approach the Council for assistance. For instance, there may be tenants who are not receiving all funds to which they are entitled, or in some cases a claim for Discretionary Housing Payment might be appropriate. However, the far bigger issue is for tenants in privately rented accommodation, rather than those paying comparatively low council rents.	Cllr Turner	N/A
6. That further consideration is given to covering more enforcement costs through higher, related fees and charges. This should include keeping legislation under review and asking the LGA what other local authorities charge for.	Y	We are happy to do this, but it should be noted that some budgets are ring-fenced and there is a limit to what can be charged for.	Cllr Turner	Sept 2015
7. That to protect future Park and Ride incomes, the City Council seeks agreement with the County Council on consistent charging rates across all Oxford Park and Rides.	Y	We want to have common charges with the County Council, to avoid extra journeys being made to visit a cheaper park and ride. Ultimately the charges levied by the County Council are a matter for that authority. Our budget figure is our best estimate of the approach to be taken by the County Council.	Cllr Turner	Dec 2015
8. That the City Council explores mechanisms for the earlier release of land value locked up in the Barton Park development.	N	This does not look feasible or desirable. If the desire is to release waterfall payments earlier, that would	Cllr Turner	N/A

		not be possible without renegotiating the whole deal, which would not appear to be an endeavour with great prospect of success. Alternatively, if it is to borrow off the back of the deal, this would present the authority with additional risk, and it is not clear what the borrowing would for. We are already providing well over £100 million of investment over the next ten years, and are borrowing around £232 million.		
9. That the following efficiency savings are re-rated as high risk: a) Shifting services towards community settings and online (£126k from 2017/18 in Customer Services), b) Application portfolio & telephony review (£150k from 2015/16 in Business Improvement & Technology).	N	a) We believe this saving is deliverable and the risk rating is appropriate. b) The applications review should deliver savings through reduced maintenance and reduced staffing resources that's why its medium risk. It doesn't make a difference to the budget since we provide a 40% contingency against unachieved savings for high and medium risks.	Cllr Turner	N/A
10. That there is a re-energising of attempts to identify new invest-to-save opportunities in future budget rounds (see recommendation 17d).	In part	We are very ambitious here already but will continue to look.	Cllr Turner	Dec 2015
11. That sufficient flexibility is in place to mitigate the risk of the City Council having to repay £7m to the Housing Revenue Account.	Y	We will be in a position to mitigate this, but would be undesirable.	Cllr Turner	Y
12. That the City Council explores how it can become a more agile operator in the housing market to ensure it secures best value for new property acquisitions.	In part	We believe we are appropriate and agile in this area of work, but are always happy to receive suggestions.	Cllr Turner	N/A

13. That half of the additional waste disposal costs pressure is re-instated in the budget from 2016/17.	N	Not agreed. It would not be in the interests of the authority to make this change, and if the budget is not deliverable it will be reviewed next year.	Cllr Turner	N/A
14. That off street parking income is re-modelled in light of the most recent parking data and experience with the temporary Westgate car park.	N	At this stage we do not see any evidence to suggest remodelling is necessary.	Cllr Turner	N/A
15. That any savings achieved through lower than assumed energy prices are invested in energy efficiency improvements.	N	We will continue to prioritise energy efficiency regardless of the movement on energy prices.	Cllr Turner	N/A
16. That HRA void losses are modelled at 1.0% (rather than the proposed 1.2%), at least in the early years of the budget period.	N	It would be prudent to retain potential void losses at 1.2%, in case void levels are higher when the Barton development becomes available. The impact upon the budget is minor.	Cllr Turner	N/A
<p>17. That the following areas should be priorities for further spending in the event that additional general fund resources become available (we have identified some options for raising revenue in the short to medium term). These suggested priorities are listed in no particular order:</p> <p>a) Staff Training and Wellbeing – continue funding the training budget increase (£100k) and funding for staff wellbeing (£75k) beyond 2016/17,</p> <p>b) Apprenticeships – reinstate £50k from 2015/16 or a sufficient amount to fund no fewer than 25 apprentices in future cohorts,</p> <p>c) Community Development (Social Inclusion) Fund – reinstate £60k from 2015/16,</p> <p>d) Business Improvement staffing reductions –</p>	In part (N a-f, Y g, in part h)	<p>On all of these, they are really matters for councillors and groups to take a view of when it comes to budget setting.</p> <p>On “Beds in Sheds”, we are proposing a carry forward to continue to fund some of this work.</p> <p>Discretionary Housing Payments – continue the current level of funding to April 2016. We will, of course, review the situation with respect to DHP in the light of the coalition government’s dramatic, inappropriate reduction of our budget. We could, if needs be, support it from the homeless</p>	Cllr Turner	Y

reverse the £110k cut in 2016/17 in full or in part (see recommendation 10),		contingency, in some circumstances from the HRA, and we may also need to revisit the criteria for the scheme.		
e)Partnership development – new investment,				
f)Fund raising – new investment,				
g)Planning enforcement – continue funding the Beds in Sheds project at the post April 2015 level to April 2016. A more detailed review of alternative funding streams should be undertaken during this period,				
h)Discretionary Housing Payments – continue the current level of funding to April 2016.				

Treasury Management Strategy 2015/16 – Finance Pane 6 February

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That paragraph 14 in appendix 2 and the title of table 5 are reworded before Council is asked to approve the Treasury Management Strategy.	Y		Cllr Turner	Y
2. That the City Council considers all options for refinancing the £20m repayment of its external debt, which is due to be repaid in 2020/21.	Y		Cllr Turner	July 2015
3. That the City Council pursues 'real asset lettings' at a pace. This could be both a good investment and one which supports the City Council's objectives.	Y		Cllr Turner	July 2015
4. That the City Council obtains independent advice on its liquidity and borrowing potential.	Y		Cllr Turner	July 2015

Grant Allocations to Community and Voluntary Organisations – Scrutiny Committee 3 February

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date

<p>1. That the City Council works with OCVA to improve outreach and engagement activities with diverse community and voluntary groups, with a focus on building capacities and supporting bid-writing.</p>	Y	<p>I am happy to accept this recommendation. Given the concerns that were expressed at the meeting about the capacity of overarching support services to reach minority communities, we will also explore other ways of making those communities aware of what we can (and cannot) offer. We will include in the OCVA specification for 15/16 that they must follow up any unsuccessful applicants to any of the grants funding pots to offer them support and guidance. We already offer bid writing workshops for all community groups through OCVA, and this will continue.</p>	Cllr Rowley	
<p>2. That consideration is given to providing a greater separation between grants allocated to smaller, localised community groups and those that seek to achieve wider community benefits.</p>	In part	<p>I agree that full consideration should be given to the difference between larger voluntary-sector organisations and smaller groups based in local communities, and the need to strike a balance, as well as to ensure Oxford retains a wealth of groups that come from within local communities to achieve collective goals.</p> <p>The Council awards grants solely on the basis of the proposal's contribution to achieving the Council's local objectives, as well as evaluating applications on the basis of how closely the applicant works with local communities and how well they establish the specific local need. We also offer dedicated support to community groups in preparing bids, both directly and</p>	Cllr Rowley	

		<p>through OCVA, and this will continue.</p> <p>I am not convinced that a formal separation between different kinds of bidder would help to achieve this. The Council already has different a number of different grants budgets: for commissioning, with no bid limit and divided according to the Council's objectives; open bidding grants up to £10,000, and small grants up to £1,000 both very much aimed at local community-based groups; specific grants budgets for meeting particular needs. I think that considering applications separately according to the type of organisation they come from, rather than simply always bearing in mind the considerations outlined in my first paragraph above, could add complexity and diminish flexibility in achieving the Council's objectives.</p> <p>However, there could be more we could do to ensure that small community-based groups are fully aware of what we can and cannot offer, and have the capacity to make appropriate applications; and our work on Scrutiny's first recommendation will be structured in order to address this.</p>		
Activities for Older People and Preventing Isolation – Scrutiny Committee 3 February				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
That a high level review takes place to flag up any issues of non-compliance with the Equalities Act.	Y		Cllr Simm	June 15

Communities and Neighbourhood Services – Scrutiny Committee 3 February				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
That the review of priority areas draws on the findings of the Inequalities Scrutiny Panel, as well as the latest social research data.	Y	I am fully in support of work being undertaken to identify areas deprivation throughout the City outwith the seven identified areas. Work is underway to provide an evidence based report to identify demographic change and areas of need drawing upon multiple indices of deprivation. The findings of the Inequalities Scrutiny Panel will inform this undertaking and I expect to be able to present a completed report in the summer of this year.	Cllr Simm	June 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.	Y	Cllr Seamons, Board member for Housing and Estate Regeneration said the Council needed to set out its response to the STAR survey. He asked that Scrutiny assist in reviewing the methodology used to measure tenant satisfaction and said that once the Oxford standard was implemented - it would raise the standard of peoples' homes.	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.	Y		Cllr Seamons	Y
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.	Y	Cllr Seamons, Board member for Housing and Estate Regeneration agreed the two recommendations and would look into	Cllrs Turner & Seamons	TBC

2. That the City Council explores the possibility of buying energy in bulk.	Y	both pieces of work. Cllr Turner explained that the consultation budget recommended a free energy efficiency review for every council home.	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.	Y	<p>The Report to Finance Scrutiny Panel gives examples of areas where Barclays bank gave added value in support to local business and communities in Oxford, including :</p> <ul style="list-style-type: none"> a. Skills based volunteering with schools across Oxfordshire b. Staff volunteering to carry out activities in the local community of Oxford c. Life skills – education programme for 11-19 year olds d. Money skills – supporting disadvantaged people to make financial decisions e. Organising events and workshops for local businesses to help them market their products and service and to educate them in such areas as finance <p>Pending the Bank taking over the Council's banking contract in March, the Council have already set up a meeting with the internal Welfare Reform Group to examine ways in which the bank can help our customers engaged with the Direct Payment Project on managing basic bank accounts. Over the coming months we will</p>	Cllr Turner	July 2015

		engage with the bank on other areas that we believe may be of assistance directly or indirectly to the Council.		
2. That the terms and conditions for all tenders are revisited to ensure that they fully reflect the Council's ethical policies.	Y	In all of our major procurements (over £100k) the Council requires the following commitment from the successful bidder to; <ul style="list-style-type: none"> • Comply with our bribery and corruption policy • Comply with our safeguarding policy • Commit to our Living Wage policy • Identify and report on local jobs and apprenticeships created as a result of the contract • Carbon reduction targets • Arrangement for any prompt payment arrangements for SMEs • Support the Council in creating opportunities within the Social value act • Evidence of their business commitment to corporate social responsibility All of the above form part of the final contract conditions.	Cllr Turner	Y
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.	Y	The City Council will continue to monitor which banks other former Co-op customers are switching to, and whether 'challenger banks' begin taking on local authority customers. The Council obtains some information from trade press from time to time on the movement of local authorities from the Co-Op and the activities of challenger banks. Information to date suggests that most ex local authority Co-Op customers are moving to either Barclays or Nat West. Whilst Challenger Banks have submitted a	Cllr Turner	July 2015

		small number of bids for local authority contracts their activities to date have been limited and represent a 'dipping of a toe in the water', although clearly over time this has the potential to change.		
Capital Programme Management – Finance Panel 21 January				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That sustainability is formalised throughout the capital gateway process.	Y	The Executive agrees that sustainability is a key consideration for the delivery of our capital investment programme. Sustainability is already an integral part of the key stages of our Gateway delivery process.	Cllr Turner / David Edwards	May 2015
2. That the City Council continues to develop a more flexible approach to the delivery of its capital programme.	Y	The Executive will continue to look at ways to improve our overall delivery process and will review the impact of the changes we have already made. Decisions on how we package and procure works in order to make the best use of resources and deliver value for money have been strengthened and are again an integral part of our revised processes.	Cllr Turner / David Edwards	May 2015
New Council controls over anti-social behaviour – Scrutiny Committee 19 January				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That a Scrutiny Councillor is included in the membership of the oversight group.	Y	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	Y
2. That City Council officers engage with Local Area Forums regarding the application of new anti-social behaviour powers.	Y		Cllr Sinclair / Richard Adams	Y
Educational Attainment – Scrutiny Committee 19 January				

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
<p>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.</p>	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 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.</p>	Cllr Kennedy / Tim Sadler	N/A
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"> 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. 2. That the Growth Board considers whether it can and should have a wider brief in order to achieve 	Y	<p>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.</p>	Cllr Price	June 2015

<p>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.</p> <p>3. That all reports to the Growth Board are available in document form.</p>				
Older Person's 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 throughout the review.		<i>To follow</i>	Cllr Seamons / Allison Dalton	TBC
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		<i>To follow</i>	Cllr Seamons /	TBC

the review, and that this group includes at least two elected members.			Allison Dalton	
Asset Management Strategy – Housing Panel 10 December				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
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. Mould would not be covered in detail in a Strategy document but it is important.	Cllr Seamons / Martin Shaw	June 2015
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	Information about the National Home Swap Scheme is made available but we can tighten this up.	Cllr Seamons / Martin Shaw	June 2015
3. That the City Council reviews whether mould is a recurring issue in the stock condition survey, and ensures that where mould occurs, it is treated effectively.	Y		Cllr Seamons / Martin Shaw	June 2015
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	June 2015
Oxford Standard – Scrutiny Committee 8 December				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
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	June 2015
2. To include the following categories of work within the Oxford Standard: • Bathrooms • Kitchens • Security • Efficiency and Heating	Y		Cllr Seamons / Stephen Clarke	June 2015

<ul style="list-style-type: none"> • Environment <p>All these categories of works should include some degree of choice for tenants where this is possible.</p>		<p>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:</p>		
<p>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></p>	In part	<p>- 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.</p>	Cllr Seamons / Stephen Clarke	June 2015
<p>4. The priority for delivering the Oxford Standard should be decided by a combination of significant pockets of disrepair (identified with the stock 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.</p>	Y	<p>- The Council will now provide a shower 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.</p>	Cllr Seamons / Stephen Clarke	June 2015
<p>5. Works should be packaged together so that more efficient outcomes for residents and the Council can be achieved. For example:</p> <ul style="list-style-type: none"> • 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. <p>This should be a fundamental part of the planning process</p>	Y		Cllr Seamons / Stephen Clarke	June 2015
<p>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</p>	Y		Cllr Seamons / Stephen Clarke	June 2015

can easily access information on when, where, how and why. The Panel would like to review the proposals for this communication.				
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	June 2015
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. <ul style="list-style-type: none"> • Homes should be maintained for the present and the future so opt-outs from repairs should not be allowed except in very exceptional circumstances. • Difficulties of individual tenants should be recognised and support offered. • Optimum result for residents for the work commissioned • The “like for like principle” should be removed • Allow “choice” for tenants wherever possible • A joined up approach to delivery • Improved communication plans for tenants on what, where, when and why. Timescale for delivery of the Oxford Standard is available for each area. • The quality of work should be of a high standard judged both by the Council and tenants. 	Y		Cllr Seamons / Stephen Clarke	June 2015
Discretionary Rate Relief Policy – Scrutiny Committee 8 December				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
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	Y	All rate payers receive an annual bill which contains information about reliefs. Smaller start-ups are more difficult to identify but	Cllr Brown / Tanya Bandekar	Y

discretionary reliefs.		perhaps Scrutiny could help with this.		
Clean Streets – Scrutiny Committee 8 December				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
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	N/A
2. That the street cleaning service standards are circulated to elected members, so that any Member requests for additional work can be costed and considered within the current budget round.	Y	I am very happy to ask officers to circulate streets cleaning standards to be circulated to all councillors.	Cllr Tanner / Doug Loveridge	Y
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
Statement of Community Involvement 2014 Review – Scrutiny Committee 10 November				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
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
Towards Mental Health and Wellbeing – Scrutiny Committee 6 October				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the establishment of the Member Challenge Panel for Mental Health and	Y	I would anticipate this challenge panel being member led, and operating for the	Cllr Turner / Val Johnson	Y

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.		most part informally, rather than drawing upon extensive officer support.		
2. 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	Y
3. 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	Y
4. That consideration is given to the role of ethnic minority groups and faith leaders in supporting mental health and wellbeing in Oxford, and to how these can be included in the action plan.	Y		Cllr Turner / Val Johnson	Y
5. 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	Y

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	Y
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	Y
3. That the list of organisations invited to contribute to the Culture Strategy is shared with elected	Y	Yes. Happy for this to be shared with anyone else members think would be	Cllr Simm / Peter McQuitty	Y

members, so that they can make any further suggestions.		helpful.		
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	Y

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

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. 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
2. 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
3. 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	Y
4. 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

Treasury Management – Finance Panel 4 September

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
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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
Oxfordshire Growth Board - Scrutiny Committee 2 September				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
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 March 2015: As the Board is covered by the LG Act, meetings have to be open and the usual notice periods and rules on the publication of agendas and minutes apply. This was confirmed at the first meeting. Hope this allays any concerns!	Cllr Price	Y
Community Engagement Policy Statement - Scrutiny Committee 23 June				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. 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
2. 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	Y
3. 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	Y
4. To provide a table that shows how all	Y	Expected at 10 November Scrutiny	Cllrs Price	Y

comments received during the consultation on this Policy Statement have been handled.		Committee meeting.	&Simm; Sadie Paige	
End of Year Integrated Report – 2013-2014 - Scrutiny Committee 23 June				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N
1. 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
2. To consider the contingency available to support homelessness in light of county proposals for implementing cuts in the Supporting People and if underspends from 13/14 should be maintained within this budget.	N	Current level of contingency considered to be sufficient.	Cllr Turner; Nigel Kennedy; Jane Lubbock	N/A
Fusion Lifestyle Performance 2013-2014 - Scrutiny Committee 23 June				
Additional information requested	Agreed Y/N	Outcome	Lead Member & Officer	Implemented Y/N
Facility running costs 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.	N/A	Information papers considered by Scrutiny Committee on 2 September. Meeting offered to Chair to discuss finance investment financing.	Cllr Rowley; Lucy Cherry	Y
Performance outside of expectations Members asked how poor performance was addressed and asked to see the issues raised and the actions/penalties taken over the last year.				
Publicity Campaign				

<p>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>Views of non-card users at facilities The Committee asked to see any information on the views and experiences of non-card users.</p> <p>Falling attendance amongst young people 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> <p>Information excluded from the public 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>Investment financing 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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