**Scrutiny work programme 2015/16**

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

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| **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), Fooks, Fry & Hayes |
| Housing – All strategic and landlord issues considered within the Scrutiny Function. | See appendix 2 | Councillors Smith (Chair), Benjamin, Henwood, Hollick, Sanders &Wade; Geno Humphrey (co-optee) |

1. **Items called in and Councillor calls for action**

None

1. **Items referred to Scrutiny by Council**

None

1. **Review panels and ad hoc panels in progress**

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| **Topic** | **Scope** | **Progress** | **Next steps** | **Nominated councillors** |
| Waste Water Flooding | To continue engagement with Thames Water Utilities on sewerage flooding | Meeting with TWU on 16 July | December meeting TBA | Cllrs Darke (Chair), Goddard, Pressel & Thomas |
| Recycling Rates | To monitor recycling and waste data and recycling incentives | Meeting and site visit in Feb 2015 | Monitor progress of recycling incentives | Cllrs Fry (Chair), Hayes & Simmons |
| City Centre PSPO | To pre-scrutinise the city centre PSPO decision in a one-off meeting | Members briefed by officers on 2 Sept | Meeting on 5 Oct | Cllrs Clarkson, Gant, Lygo & Thomas |
| Cycling | To review how to make best use of unallocated cycling investments | Report to Scrutiny on 7 Sept | Report to 10 Sept CEB | Cllrs Upton (Chair), Gant, Pressel & Wolff |
| Guest Houses | To review the case for interventions to prevent exploitation in guest houses | Scope to Scrutiny on 7 Sept | Scope to 7 Sept Scrutiny Committee | Cllrs Coulter (Chair), Lygo, Royce & Simmons |
| Inequality | To review how the City Council can combat harmful inequality in Oxford | Report to CEB in June | CEB to respond in Oct | Cllrs Coulter (Chair), Gant, Lloyd-Shogbesan & Thomas |
| Budget Review 2016/17 | To review the Council’s 2016/17 draft budget and medium term financial plan | Not started | Scope to 3 Nov Finance Panel. | Finance Panel Members |

**Indicative timings of review panels**

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| **Scrutiny Review** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **April** | **May** | **June** | **July** |
| Budget Review 2016/17 |  |  |  |  |  |  |  |  |  |  |  |  |
| Guest Houses |  |  |  |  |  |  |  |  |  |  |  |  |
| Review 3 |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | Scoping |
|  | Evidence gathering and review |
|  | Reporting |

1. **Items for other panels or Committee meetings**

The Committee has reviewed all new suggestions received from Councillors. These have been assessed these against the following objective criteria to determine whether they are a higher or lower priority for inclusion in the work programme:

* *Is the issue controversial / of significant public interest?*
* *Is it an area of high expenditure?*
* *Is it an essential service / corporate priority?*
* *Can Scrutiny influence and add value?*

**Carry forward items**

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| **Topic** | **Description** | **Suggested approach** |
| Discretionary Housing Payments | Mid-year update on spending profiles. | Committee items |
| Performance Monitoring (corporate) | Quarterly report on a set of Corporate and service measures chosen by the Committee. | Committee items |
| Oxfordshire Growth Board | To will monitor agendas and minutes published by the Board. | Committee items |
| Taxi licensing | To review rules and processes; to understand driver issues and consider policy changes. | Committee item |
| Fusion Lifestyle annual performance | Annual item agreed again by the Committee to consider performance against contact conditions. | Committee item |
| City Centre Public Spaces Protection Order | To pre-scrutinise the revised City Centre PSPO decision following submission by Liberty; to monitor how the PSPO is working, once in place and whether it is achieving desired outcomes. | One off panel |
| Local Economy | To monitor progress of agreed recommendations and review the business case for a Business Improvement District. | One-off panel |
| Forward Plan items | To consider issues to be decided by the City Executive Board. | Committee items |

**New suggestions rated as a higher priority for inclusion in the scrutiny work programme**

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| **Topic** | **Description** | **Suggested approach** |
| Equality and Diversity | To scrutinise a particular diversity strand in detail. For example, the work the Communities (CAN) team is doing with BME communities to build cohesion and tackle CSE. | Review Group or one-off panel |
| Youth Ambition | To receive an update on spend and outcomes of the Council’s Youth Ambition programme. | Committee item |
| Tackling loneliness among the elderly | To consider the Council’s role in tackling loneliness among the elderly. | Committee item |
| Educational Attainment | To monitor the Council’s Educational Attainment Programme. | Committee item |
| Tree cover, biodiversity and the work of the Forest of Oxford | To scrutinise the Council’s work on tree cover with other work on biodiversity and with the work of the Forest of Oxford, consider having an annual Forum and the public can be involvement. | One off panel or Committee item |
| Personnel Committee to deal with employment, training and HR matters | To consider whether the Council would benefit from having a Personnel Committee to deal with employment, training and HR matters for staff. | One off panel |
| Planning enforcement and monitoring compliance | To consider how compliance is monitored, when and how often non-compliance is enforced and whether this is relayed to the relevant Planning Committee. | Committee item |

**New suggestions rated as a lower priority for inclusion in the scrutiny work programme**

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| **Topic** | **Description** | **Suggested approach** |
| Maintenance of roads and pavements | To consider what proportion and what elements of highways work are contracted out, the quality of sub-contractors' work and how this is monitored. | Committee item |
| Public Communications | To receive an update on changes to the Council’s communications and reputation management functions. | Committee item |
| Graffiti | To receive an update on the Council’s approach to preventing and removing graffiti. | Committee item |
| Complaints received by the City Council | To monitor complaints made about the City Council. | Committee item |
| Employment of interns, apprentices and work experience students | Monitor how many interns, apprentices and work experience students have been taken on by the Council and in which departments. Consider career progression and tasks undertaken. | Committee item |
| Contact Centre performance | To receive an update on the performance of the Council’s customer services contact centre. | Committee item |
| School/employer links and careers advice | To receive an update on the Council’s role in building links between schools and employers and influencing careers advice in schools. | Committee item |
| Heritage listing process | To receive an update on the heritage listing process now that heritage assets are given more prominence in planning decisions and Neighbourhood Plans are being drawn up. | Committee item |
| The Council’s external contracts, funding raised and their impacts | To receive an update on how much Council funding is raised by taking on external contracts and how this contract work impacts on other Council activities. | Consider in other topics |
| Better Partnership with the County Council | To consider how the City Council and County Council could strengthen their partnership working in key areas. | Consider in other topics |

**New suggestions not taken forward in scrutiny work programme**

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| **Topic** | **Reason removed** |
| Cycling | Cycling Panel will end when report submitted |
| Oxford Transport Strategy | Already considered by Cycling Panel / little influence |
| S106 funding | Already considered by Cycling Panel |
| New community centre for Jericho | Area-specific |
| Child Poverty | Already considered by Inequality Panel |
| How to improve the health of people in the city | Responsibility of Joint Health Committee |
| Primary care in Oxford | Responsibility of Joint Health Committee |
| Mental health services | Responsibility of Joint Health Committee |

1. **Draft Scrutiny Committee Agenda Schedule**

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| **Date, time & room** | **Agenda Item** | **Lead Officer(s)** |
| 7 September, 6.15pm, St. Aldate’s Room | 1. Leisure and Wellbeing Strategy (pre-scrutiny) 2. Oxfordshire Growth Board minutes and agendas 3. Oxford Growth Strategy – verbal report 4. Performance report – 2015/16 quarter 1 5. Report of the Cycling Panel 6. Report of the Flooding Panel 7. 2014/15 Annual Report of Oxford City Council’s Scrutiny Committee 8. Guest House Review – scope | Ian Brooke  Cllr Price; David Edwards & Paul Staines  Cllr Smith  N/A  Cllr Upton  Cllr Darke  Cllr Simmons  Cllr Coulter |
| 6 October, 6.15pm, St. Aldate’s Room | 1. Gloucester Green Market (pre-scrutiny) 2. Oxford Railway Station Redevelopment (pre-scrutiny) 3. Community Centre Strategy 2015-2020 (pre-scrutiny) 4. Proposed Lease and Monitoring Arrangements for Community Centres (pre-scrutiny) 5. Report of the City Centre PSPO Panel (verbal report) 6. Executive response to Inequality Panel recommendations | Piers Scrimshaw-Wright  Fiona Piercy  Ian Brooke  Mark Spriggs  Cllr Gant  TBC |
| 2 November, 6.15pm, St. Aldate’s Room | 1. Taxi Licensing 2. Discretionary Housing Payments | Julian Alison  Paul Wilding |
| 8 December, 6.15pm, Plowman Room | 1. Customer Contact performance 2. Performance Report – 2015/16 quarter 2 3. Report of the Guest Houses Panel | Michelle Iddon  N/A  Cllr Coulter |
| 12 January , 6.15pm, St. Aldate’s Room | *No items currently scheduled* |  |
| 2 February, 6.15pm, St. Aldate’s Room | 1. Grant Allocations to Community & Voluntary organisations (pre-scrutiny) 2. Corporate Plan 2016-20 (pre-scrutiny) 3. Report of the Budget Review Group 2016/17 | Julia Tomkins  Val Johnson  Cllr Simmons |
| 7 March, 6.15pm, St. Aldate’s Room | 1. Youth Ambition programme 2. Performance Report – 2015/16 quarter 3 | Hagan Lewisman  N/A |
| 5 April, 6.15pm, St. Aldate’s Room | *No items currently scheduled* |  |

**Appendix 1 - Finance Panel work programme 2015-16**

**Items for Finance Panel meetings**

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| **Suggested Topic** | **Suggested approach / area(s) for focus** | **Progress** |
| Budget 2016/17 | Review of the Council’s medium term financial strategy. |  |
| Budget monitoring | Regular monitoring of projected budget outturns through the year. | On-going |
| Municipal Bonds | To receive an update on the progress of a municipal bonds agency and consider whether there is a case for the City Council investing in or borrowing from the agency. | Completed |
| Low Carbon Hub funding model | To receive a briefing on the Low Carbon Hub funding model and consider whether there is an opportunity for the City Council to use a similar model to generate capital funding. |  |
| Corporate Debt Policy | To pre-scrutinise the Council’s Corporate Debt Policy. | Completed |
| Treasury Management | Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance. |  |
| Recommendation monitoring - Budget Review 2015/16 | To receive an update on the progress of the Panel’s budget review recommendations from 2015/16. |  |
| Recommendation monitoring – European Funding | To receive an update on the progress of the Panel’s European Funding recommendations. |  |
| Council tax exemptions | To receive an update on the financial implications of different types of exemptions. |  |

**Draft Finance Panel agenda schedule**

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| **Date and room (all 5.30pm start)** | **Agenda Item** | **Lead Member; Officer(s)** |
| 2 July 2015, Plowman Room | 1. Municipal Bonds 2. Corporate Debt Policy (pre-scrutiny) 3. Budget Monitoring 2014/15 quarter 4 | Christian Wall (Local Capital Finance Company); Nigel Kennedy & Anna Winship  Nigel Kennedy & Anna Winship  Nigel Kennedy |
| 29 October 2015, St. Aldate’s Room | 1. Low Carbon Hub funding model (TBC) 2. Treasury Management Performance (pre-scrutiny) 3. Recommendation monitoring – Budget Review 2015/16 4. Recommendation monitoring – European Funding | Steve Drummond (Low Carbon Hub)  Anna Winship  Nigel Kennedy  Nigel Kennedy |
| 14 January, Plowman Room |  |  |
| 28 January, Plowman Room | 1. Report of the Budget Review Group 2016/17 | Cllr Simmons |
| 7 April, Plowman Room |  |  |

**Informal meetings closed to the public**

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| **Date (all 5.30pm, Plowman Room)** | **Agenda Item** | **Lead Officer(s)** |
| 5 January | 1. Budget Review 2015/16 – Community Services | Tim Sadler & Nigel Kennedy |
| 6 January | 1. Budget Review 2015/16 – Organisational Development and Corporate Resources | Peter Sloman, Jackie Yates & Nigel Kennedy |
| 7 January | 1. Budget Review 2015/16 – Regeneration & Housing (joint session with Finance Panel) | Stephen Clarke & Nigel Kennedy |

**Appendix 2 - Housing Panel work programme 2015-16**

**Items for Housing Panel meetings**

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| **Topic** | **Approach** | **Progress** |
| Tenant Involvement | Review group or one-off panel to look at how tenants are involved in decisions that affect them. |  |
| Performance monitoring | Regular monitoring of housing performance measures. | Ongoing |
| STAR survey results | Annual monitoring of results of the tenant survey. |  |
| Rent arrears | Monitoring of performance measures; update report. |  |
| De-designation of 40+ accommodation | Final annual report on the latest phase of the de-designation of 40+ accommodations. |  |
| Review of the Homelessness Action Plan 2013-18 | Mid-point review of homelessness action plan. | Completed 4/9 |
| Supporting people | Verbal updates on the joint commissioning of housing support services. |  |
| Choice Based Lettings | Request report for autumn 2015 (current 3-year agreement ends in December). To consider issues of fairness, communication and a possible move to a weekly cycle. |  |
| Security in communal areas | Request report to consider ways of improving security for tenants, including the use of PSPOs in tower blocks. Engage with block representatives. |  |
| Great estates programme | Request report to update members on capital investments to improve housing estates including Blackbird Leys and Barton. |  |
| Asset Management Strategy | Pre-scrutinise asset management strategy for Council’s housing stock. | Completed 4/6 |
| Sustainability of the Council’s housing stock & HRA business plan | Report to CEB expected in 2016. |  |
| Homelessness Property Investment | Pre-scrutinise decision to approve investment in a property investment fund to help secure access to local, suitable and affordable private rented accommodation. | Completed 4/9 |
| Housing Energy Strategy | Pre-scrutinise report to CEB on energy efficiency and fuel poverty in the Council’s domestic housing stock. Consider environmental sustainability of the Council’s housing stock |  |
| Houses in Multiple Occupation (HMO) Licensing Scheme | Pre-scrutinise report to CEB setting out the results of the statutory consultation and the proposed future of the licensing scheme. Consider research trends of private sector housing costs |  |
| Sheltered Housing Review | Pre-scrutinise decision to approve outcomes of review, including future of some of the stock. Consider progress against previous Housing panel recommendations. |  |
| Private Sector Housing Policy | Pre-scrutinise report to CEB setting out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford. Consider licensing for private sector landlords & research trends of private sector housing costs. |  |
| Housing Development delivery models & project approval for the delivery of the Council's 2015-18 affordable housing programme | Pre-scrutinise report to Council setting out possible housing development models and to seeking project approval for the delivery of the Council’s 2015-18 affordable housing programme. Consider alternative delivery models including; community land trusts, self-build, more housing on the waterways, high-density housing. |  |

**Draft Housing Panel Agenda Schedules**

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| **Date and room (all 5pm start)** | **Agenda Item** | **Lead Officer(s)** |
| 4 June, Plowman Room | 1. Housing Asset Management Strategy (pre-scrutiny) 2. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-scrutiny) | Stephen Clarke  Ian Wright / Adrian Chownes |
| 3 September, St. Aldate’s Room | 1. Performance Monitoring – quarter 1 2. Review of the Homelessness Action Plan 2013-18 3. Homelessness Property Investment 4. Oxford Growth Strategy | N/A  Dave Scholes / Frances Evans  Dave Scholes  Cllr Hollingsworth / David Edwards |
| 8 October, Plowman Room | 1. Choice Based Lettings (TBC) 2. Private Sector Housing Strategy (pre-scrutiny) 3. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-scrutiny) 4. Housing Energy Strategy (pre-scrutiny) | Tom Porter  Ian Wright  Ian Wright / Adrian Chownes  Debbie Haynes |
| 9 December, Plowman Room | 1. Performance Monitoring – quarter 2 2. Housing Development delivery models & project approval for the delivery of the Council's 2015-18 affordable housing programme (pre-scrutiny) | N/A  Alan Wylde |
| 9 March, Plowman Room | 1. Performance Monitoring – quarter 3 | N/A |

**Informal meetings closed to the public**

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| **Date and room** | **Agenda Item** | **Lead Officer(s)** |
| 26 October, 5pm | 1. Sheltered Housing Review (pre-scrutiny) | Frances Evans |
| 7 January, Plowman Room (5.30pm) | 1. Budget Review 2015/16 – Regeneration & Housing (joint session with Finance Panel) | Stephen Clarke / Nigel Kennedy |