**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. Items for other Panels or Committee meetings
6. Draft Scrutiny Committee agenda schedule
7. **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 | TWU asked to facilitate a seminar | Work concluded – rec monitoring | Cllrs Darke (Chair), Goddard, Pressel & Thomas |
| City Centre PSPO | To pre-scrutinise the city centre PSPO decision in a one-off meeting | Meeting held on 5 Oct | Work concluded – rec monitoring | Cllrs Gant (Chair), Clarkson Taylor & Thomas |
| Cycling | To review how to make best use of unallocated cycling investments | CEB responded to recs on 10 Sept | Work concluded – rec monitoring | Cllrs Upton (Chair), Gant, Pressel & Wolff |
| Inequality | To review how the City Council can combat harmful inequality in Oxford | CEB responded to recs on 15 Oct | Work concluded – rec monitoring | Cllrs Coulter (Chair), Gant, Lloyd-Shogbesan & 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 |
| Guest Houses | To review the case for interventions to prevent exploitation in guest houses | 4x evidence sessions held | Report to Committee on 9 Dec | Cllrs Coulter (Chair), Paule, Royce & Simmons |
| Budget Review 2016/17 | To review the Council’s 2016/17 draft budget and medium term financial plan | Scope & timetable drafted | Scope to Committee on 9 Dec | TBC (normally Finance Panel Members)  |
| Equality & Diversity | TBC | Membership agreed | Scoping meeting to be arranged | Cllrs Hayes (Chair), Altaf-Khan, Taylor & Thomas |

**Indicative timings of 2015/16 review panels**

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| **Scrutiny Review** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **March** | **April** | **May** |
| Budget Review 2016/17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Guest Houses |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Equality and diversity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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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?*

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| **Topic** | **Areas of focus** |
| Discretionary Housing Payments | Mid-year update on spending profiles. |
| Performance Monitoring (corporate) | Quarterly report on a set of Corporate and service measures chosen by the Committee. |
| Oxfordshire Growth Board  | To will monitor agendas and minutes published by the Board. |
| Taxi licensing | To review rules and processes; to understand driver issues and consider policy changes. |
| Fusion Lifestyle annual performance | Annual item agreed again by the Committee to consider performance against contact conditions. |
| Local Economy  | To monitor progress of agreed recommendations and review the business case for a Business Improvement District. |
| Forward Plan items | To consider issues to be decided by the City Executive Board. |
| Youth Ambition | To receive an update on spend and outcomes of the Council’s Youth Ambition programme. |
| Tackling loneliness among the elderly | To consider the Council’s role in tackling loneliness among the elderly. |
| Educational Attainment | To monitor the Council’s Educational Attainment Programme. |
| 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. |
| 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. |
| 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. |
| 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. |
| Public Communications  | To receive an update on changes to the Council’s communications and reputation management functions. |
| Graffiti  | To receive an update on the Council’s approach to preventing and removing graffiti. |
| Complaints received by the City Council | To monitor complaints made about the City Council. |
| 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. |
| Contact Centre performance | To receive an update on the performance of the Council’s customer services contact centre. |
| 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. |
| 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. |

1. **Draft Scrutiny Committee Agenda Schedule**

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| **Date, time & room**  | **Agenda Item** | **Lead Officer(s)** |
| 9 December, 6.15pm, Plowman Room | 1. Customer Contact performance
2. Community Centre Strategy 2015-2020 (pre-decision)
3. Corporate Enforcement Policy (pre-decision)
4. ODEON, Gloucester Green Market and 1-5 George Street development options (pre-decision) (part exempt)
5. Transfer Station for Recycled Material (pre-decision) (part exempt)
6. Performance Report – 2015/16 quarter 2
7. Report of the Guest Houses Review Group
 | Michelle IddonIan BrookeCathy GallagherPiers Scrimshaw-WrightRoy SummersN/ACllr Coulter |
| 12 January , 6.15pm, St. Aldate’s Room | 1. Taxi Licensing
2. Oxford Railway Station Redevelopment (pre-decision)
3. Recommendation Monitoring – Local Economy
 | Julian AlisonFiona PiercyCllr Fry |
| 2 February, 6.15pm, St. Aldate’s Room | 1. Grant Allocations to Community & Voluntary organisations (pre-decision)
2. Corporate Plan 2016-20 (pre-decision)
3. Report of the Budget Review Group 2016/17
 | Julia TomkinsVal JohnsonCllr Simmons |
| 7 March, 6.15pm, St. Aldate’s Room | 1. Educational Attainment
2. Youth Ambition programme
3. Planning enforcement
4. Performance Report – 2015/16 quarter 3
 | Ian BrookeHagan LewismanPatsy DellN/A |
| 5 April, 6.15pm, St. Aldate’s Room | 1. Report of the Diversity Review Group
2. Recommendation monitoring – Inequality
3. Recommendation monitoring – Cycling
 | Cllr HayesCllr CoulterCllr Upton |

**Provisional 2016/17 dates:** 7 June, 4 July, 5 September, 3 October, 7 November, 6 December, 30 January, 28 February, 27 March and 2 May.

**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-decision)
3. Budget Monitoring 2014/15 quarter 4
 | Christian Wall (Local Capital Finance Company); Nigel Kennedy & Anna WinshipNigel Kennedy & Anna WinshipNigel Kennedy |
| 29 October 2015, St. Aldate’s Room | 1. Low Carbon Hub funding model
2. Update on EU funding
3. Medium Term Financial Strategy - briefing
4. Budget Review 2016/17 - scope
 | Steve Drummond (Low Carbon Hub)Matt PeacheyNigel KennedyCllr Simmons |
| 28 January, Plowman Room | 1. Report of the Budget Review Group 2016/17
2. Capital Strategy 2016-17 (pre-decision)
3. Treasury Management Strategy (pre-decision)
 | Cllr Simmons; Andrew BrownNigel KennedyAnna Winship |
| 7 April, Plowman Room | 1. Council Tax Exemptions
 | Nigel Kennedy |

**Informal meetings closed to the public**

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| **Date and room (all 5.30pm)** | **Agenda Item** | **Lead Member; Officer(s)** |
| 14 or 15 December, TBC | 1. Budget Review 2016/17 – initial meeting
 | Nigel Kennedy |
| 5 January, Plowman Room | 1. Budget Review 2016/17 – Community Services
 | Tim Sadler & Nigel Kennedy |
| 6 January, Plowman Room | 1. Budget Review 2016/17 – Organisational Development and Corporate Resources
 | Peter Sloman, Jackie Yates & Nigel Kennedy |
| 7 January, Plowman Room  | 1. Budget Review 2016/17 – Regeneration & Housing (joint session with Housing Panel)
 | Stephen Clarke & Nigel Kennedy |
| 14 January, Plowman Room | 1. Budget Review 2016/17 – agree recommendations
 | Cllr Simmons; Andrew Brown |

**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. | Ongoing |
| Choice Based Lettings | To consider proposed changes to the CBL scheme plus data on bidding activity, demographic data on non-bidders, and information on refusal reasons.  |  |
| Security in communal areas  | Request report on security issues in tower blocks and different approaches being taken to address ASB and other issues. Canvas views of 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 | Completed 8/10 |
| 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-decision)
2. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-decision)
 | Stephen ClarkeIan 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 (pre-decision)
4. Oxford Growth Strategy (pre-decision)
 | N/AFrances EvansStephen ClarkeCllr Hollingsworth; Matthew Bates & Lyndsey Beveridge |
| 8 October, Plowman Room | 1. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-decision)
2. Arrangements to facilitate the fitting of solar panels on Council-owned housing stock (pre-decision)
 | Ian Wright & Adrian ChownesStephen Clarke |
| 10 December, St. Aldate’s Room | 1. Performance Monitoring – quarter 2
2. Proposed Changes to the Choice Based Lettings Scheme
3. Rent Arrears
4. Review of Older Persons Accommodation / Review of Sheltered Housing (pre-decision)
5. Housing Development delivery models & project approval for the delivery of the Council's 2015-18 affordable housing programme (pre-decision)
6. Housing Energy Strategy (pre-decision)
 | N/ATom PorterTanya Bandekar & Damon VenningFrances EvansAlan WyldeDebbie Haynes |
| 9 March, Plowman Room | 1. Performance Monitoring – quarter 3
2. Update on the Great Estates programme
3. Security in communal areas of tower blocks
 | N/AJack BradleyTBC |

**Informal meetings closed to the public**

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| **Date and room**  | **Agenda Item** | **Lead Officer(s)** |
| 7 January, Plowman Room (5.30pm) | 1. Budget Review 2016/17 – Regeneration & Housing (joint session with Finance Panel)
 | Stephen Clarke & Nigel Kennedy |