

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

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), 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)

2. Items called in and Councillor calls for action

None

3. Items referred to Scrutiny by Council

None


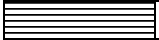

4. Review panels and ad hoc panels in progress

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

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Indicative timings of 2015/16 review panels

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

	Scoping
	Evidence gathering and review
	Reporting

5. 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?*

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.

6. 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	Michelle Iddon
	2. Community Centre Strategy 2015-2020 (pre-decision)	Ian Brooke
	3. Corporate Enforcement Policy (pre-decision)	Cathy Gallagher
	4. ODEON, Gloucester Green Market and 1-5 George Street development options (pre-decision) (part exempt)	Piers Scrimshaw-Wright
	5. Transfer Station for Recycled Material (pre-decision) (part exempt)	Roy Summers
	6. Performance Report – 2015/16 quarter 2	N/A
	7. Report of the Guest Houses Review Group	Cllr Coulter

12 January , 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Taxi Licensing 2. Oxford Railway Station Redevelopment (pre-decision) 3. Recommendation Monitoring – Local Economy 	<p>Julian Alison</p> <p>Fiona Piercy</p> <p>Cllr Fry</p>
2 February, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 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 	<p>Julia Tomkins</p> <p>Val Johnson</p> <p>Cllr Simmons</p>
7 March, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Educational Attainment 2. Youth Ambition programme 3. Planning enforcement 4. Performance Report – 2015/16 quarter 3 	<p>Ian Brooke</p> <p>Hagan Lewisman</p> <p>Patsy Dell</p> <p>N/A</p>
5 April, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Report of the Diversity Review Group 2. Recommendation monitoring – Inequality 3. Recommendation monitoring – Cycling 	<p>Cllr Hayes</p> <p>Cllr Coulter</p> <p>Cllr Upton</p>

Appendix 1 - Finance Panel work programme 2015-16

Items for Finance Panel meetings

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

Date and room (all 5.30pm start)	Agenda Item	Lead Member; Officer(s)
2 July 2015, Plowman Room	1. Municipal Bonds	Christian Wall (Local Capital Finance Company); Nigel Kennedy & Anna Winship
	2. Corporate Debt Policy (pre-decision)	Nigel Kennedy & Anna Winship

	3. Budget Monitoring 2014/15 quarter 4	Nigel 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 Peachey Nigel Kennedy Cllr 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 Brown Nigel Kennedy Anna Winship
7 April, Plowman Room	1. Council Tax Exemptions	Nigel Kennedy

Informal meetings closed to the public

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

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)	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	Completed 8/10

Licensing Scheme	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

Date and room (all 5pm start)	Agenda Item	Lead Officer(s)
4 June, Plowman Room	<ol style="list-style-type: none"> 1. Housing Asset Management Strategy (pre-decision) 2. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-decision) 	<p>Stephen Clarke</p> <p>Ian Wright & Adrian Chownes</p>
3 September, St. Aldate's Room	<ol style="list-style-type: none"> 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) 	<p>N/A</p> <p>Frances Evans</p> <p>Stephen Clarke</p> <p>Cllr Hollingsworth; Matthew Bates & Lyndsey Beveridge</p>
8 October, Plowman Room	<ol style="list-style-type: none"> 1. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-decision) 	Ian Wright & Adrian Chownes

	2. Arrangements to facilitate the fitting of solar panels on Council-owned housing stock (pre-decision)	Stephen Clarke
10 December, St. Aldate's Room	<ol style="list-style-type: none"> 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) 	<p>N/A</p> <p>Tom Porter</p> <p>Tanya Bandekar & Damon Venning</p> <p>Frances Evans</p> <p>Alan Wylde</p> <p>Debbie Haynes</p>
9 March, Plowman Room	<ol style="list-style-type: none"> 1. Performance Monitoring – quarter 3 2. Update on the Great Estates programme 3. Security in communal areas of tower blocks 	<p>N/A</p> <p>Jack Bradley</p> <p>TBC</p>

Informal meetings closed to the public

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