

## 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 Scrutiny Committee meetings
6. Draft Scrutiny Committee agenda schedule

*Appendix 1 – Finance Panel work programme*

*Appendix 2 – Housing Panel work programme*

### 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

City Centre Public Spaces Protection Order – call in

### 3. Items referred to Scrutiny by Council

Oxpens Delivery Strategy (partnership arrangements)


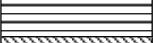

#### 4. Review panels and ad hoc panels in progress

| Topic                 | Scope   | Status                                       | Nominated councillors                                 |
|-----------------------|---|--|---|
| Waste Water Flooding  | To continue engagement with Thames Water Utilities on sewerage flooding                               | Closed. TWU asked to facilitate a seminar    | Cllrs Darke (Chair), Goddard, Pressel & Thomas        |
| City Centre PSPO      | To pre-scrutinise the city centre PSPO decision in a one-off meeting                                  | Closed – report and response published       | Cllrs Gant (Chair), Clarkson Taylor & Thomas          |
| Cycling               | To review how to make best use of unallocated cycling investments                                     | Closed – report and response published       | Cllrs Upton (Chair), Gant, Pressel & Wolff            |
| Inequality            | To review how the City Council can combat harmful inequality in Oxford                                | Closed – report and response published       | Cllrs Coulter (Chair), Gant, Lloyd-Shogbesan & Thomas |
| Recycling Rates       | To monitor recycling and waste data and recycling incentives  | Closed                                       | Cllrs Fry (Chair), Hayes & Simmons                    |
| Guest Houses          | To review the case for interventions to prevent exploitation in guest houses                          | Closed – report published, awaiting response | Cllrs Coulter (Chair), Paule, Royce & Simmons         |
| Budget Review 2016/17 | To review the Council's 2016/17 draft budget and medium term financial plan                           | Open   | Finance Panel Members                                 |
| Equality & Diversity  | To review barriers faced by under-represented groups in employment and anti-discrimination practices. | Paused – to resume in Feb 2016               | 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 Scrutiny 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   | Description  |
|---|--|
| 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.  |
| 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.     |
| 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.  |
| 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.                      |
| 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. |
| Arrangements for dealing with employment, training and HR matters | To consider whether the Council would benefit from having different arrangements (e.g. a Personnel Committee) to deal with employment, training and HR matters for staff.                    |
| Planning enforcement and monitoring                               | To consider how compliance is monitored, when and how often non-compliance is enforced   |

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| compliance   | 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 operation.  |
| 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.        |
| 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.                       |
| Better Partnership with the County Council                         | To consider how the City Council and County Council could strengthen their partnership working in key areas.   |

## 6. Draft Scrutiny Committee Agenda Schedule

| <b>Date, time &amp; room</b>                | <b>Agenda Item</b>                                       | <b>Lead Member; Officer(s)</b>          |
|---|--|---|
| 12 January,<br>6.15pm, St.<br>Aldate's Room | 1. Oxpens Delivery Strategy (pre-decision) (part exempt) | David Edwards & Fiona Piercy            |
| 20 January, 6pm,<br>St. Aldate's Room       | 1. <i>Potential call in of Oxpens Delivery Strategy</i>  | <i>David Edwards &amp; Fiona Piercy</i> |
| 2 February,<br>6.15pm, St.                  | 1. Taxi Licensing  | Julian Alison                           |

|                                    |  |   |
|------------------------------------|--|---|
| Aldate's Room                      | <ol style="list-style-type: none"> <li>2. Customer Contact performance</li> <li>3. Grant Allocations to Community &amp; Voluntary orgs (pre-decision)</li> <li>4. Corporate Plan 2016-20 (pre-decision)</li> <li>5. Energy and Water Supply Contract Procurement (pre-decision)</li> <li>6. Transfer Station for Recycled Material (pre-decision) (part exempt)</li> </ol> | <p>Michelle Iddon</p> <p>Julia Tomkins</p> <p>Val Johnson</p> <p>Jo Colwell &amp; Paul Spencer</p> <p>Roy Summers</p>                         |
| 7 March, 6.15pm, St. Aldate's Room | <ol style="list-style-type: none"> <li>1. Youth Ambition programme</li> <li>2. Planning enforcement</li> <li>3. Planning service plan update</li> <li>4. Performance Report – 2015/16 quarter 3</li> <li>5. Recommendation Monitoring – Local Economy</li> </ol>   | <p>Hagan Lewisman</p> <p>Patsy Dell</p> <p>Lyndsey Beveridge</p> <p>N/A</p> <p>Cllr Fry</p>   |
| 5 April, 6.15pm, St. Aldate's Room | <ol style="list-style-type: none"> <li>1. Employment of interns, apprentices and work experience students</li> <li>2. Preventing isolation</li> <li>3. Graffiti</li> <li>4. Report of the Diversity Review Group</li> <li>5. Recommendation monitoring – Inequality</li> <li>6. Recommendation monitoring – Cycling</li> </ol>   | <p>Jarlath Brine</p> <p>Luke Nipen</p> <p>Doug Loveridge</p> <p>Cllr Hayes</p> <p>Cllr Coulter; Val Johnson</p> <p>Cllr Upton; Mai Jarvis</p> |

**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

| <b>Suggested Topic</b>                            | <b>Suggested approach / area(s) for focus</b>   |
|---|---|
| Budget 2016/17                                    | Review of the Council's medium term financial strategy.   |
| Budget monitoring                                 | Regular monitoring of projected budget outturns through the year.   |
| 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.           |
| 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.  |
| 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**

| <b>Date and room (all 5.30pm start)</b> | <b>Agenda Item</b>   | <b>Lead Member; Officer(s)</b>                              |
|---|--|---|
| 28 January, Plowman Room                | 1. Report of the Budget Review Group 2016/17<br>2. Capital Strategy 2016-17 (pre-decision)<br>3. Treasury Management Strategy (pre-decision) | Cllr Simmons; Andrew Brown<br>Nigel Kennedy<br>Anna Winship |
| 7 April, Plowman Room                   | 1. Council Tax Exemptions<br>2. Low Carbon Hub funding model - update  | Nigel Kennedy<br>Nigel Kennedy                              |

**Informal meetings closed to the public**

| <b>Date and room (all 5.30pm)</b> | <b>Agenda Item</b>   | <b>Lead Member; Officer(s)</b>             |
|-----------------------------------|--|--|
| 14 December, Judge's Room         | 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   |
|--|--|
| 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.  |
| 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.   |
| Homelessness   | Mid-point review of homelessness action plan; Pre-scrutinise of allocation of prevention funds.  |
| Supporting people  | Verbal updates on the joint commissioning of housing support services.   |
| 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.  |
| Sustainability of the Council's housing stock & HRA plan | Pre-scrutiny of report to CEB expected in 2016.<br>Focus in Budget Review.   |
| 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.                |
| 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            | Pre-scrutinise report to CEB setting out the results of the statutory consultation and the proposed future of the licensing scheme.  |
| 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.                 |
| Housing Development delivery models                      | Pre-scrutinise report to Council setting out possible housing development models.  |



**Draft Housing Panel Agenda Schedules**

| <b>Date and room (all 5pm start)</b> | <b>Agenda Item</b>   | <b>Lead Officer(s)</b>  |
|--------------------------------------|--|---|
| 1 February, Plowman Room             | 1. A Housing Company for Oxford (pre-decision)<br>2. Private Sector Housing Policy (pre-decision)<br>3. Externally Leased HRA Properties – Rent Setting (pre-decision)<br>4. Update on Review of Older Persons Accommodation / Review of Sheltered Housing   | Alan Wylde<br><br>Ian Wright<br><br>Dave Scholes<br><br>Frances Evans   |
| 9 March, Plowman Room                | 1. Performance Monitoring – quarter 3<br>2. Update on the Great Estates programme<br>3. Security in communal areas of tower blocks<br>4. STAR survey results<br>5. Review of Older Persons Accommodation / Review of Sheltered Housing (pre-decision)<br>6. Allocation of Homelessness Prevention Funds (pre-decision) | N/A<br><br>Martin Shaw & Jack Bradley<br><br>Daryl Edmunds<br><br>Bill Graves<br><br>Frances Evans<br><br>Nerys Parry |

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**Informal meetings closed to the public**

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

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