

SCRUTINY WORK PLAN

May 2016 – July 2016

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The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its inhabitants. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the remainder of the 2016/17 Council year and will be reviewed monthly by the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior council officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our [suggestion form](#).

The following criteria may be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- *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?*

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to two standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's [Forward Plan](#) at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

Scrutiny Committee and Standing Panel responsibility and membership

Committee	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council’s scrutiny function.	Cllrs Azad, Chapman, Coulter, Fry, Gant, Hayes, Henwood, Pegg, Simmons, Taylor, Tidball, Wilkinson.
Finance (TBC)	Finance and budgetary issues and decisions	TBC
Housing (TBC)	Strategic housing and landlord issues and decisions	TBC


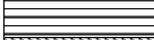

Current and planned review groups

Topic	Scope	Nominated councillors
Budget Review 2016/17	To review the Council’s 2016/17 draft budget and medium term financial plan	Finance Panel Members
Equality & Diversity	To review barriers faced by under-represented groups in employment and anti-discrimination practices.	Cllrs Hayes (Chair), Altaf-Khan, Taylor & Thomas

14

Indicative timings of 2016/17 review panels

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Review 1 (TBC)	Scoping	Evidence gathering		Reporting						
Budget Review 2016/17		Scoping	Evidence gathering		Reporting					
Review 2 (TBC)				Scoping	Evidence gathering	Reporting				

	Scoping
	Evidence gathering
	Reporting

4 July 2016 – provisional reports

Educational Attainment	Scrutiny item	To consider an independent report on the Council's educational attainment investments produced by Oxford Brookes University.	Councillor Pat Kennedy – Young People, Schools & Skills	Tim Sadler, Executive Director for Community Services
Graffiti prevention	Scrutiny item	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Councillor John Tanner – Climate Change & Cleaner Greener Oxford	Daryl Edmunds, Anti-social Behaviour Investigation Team Leader
Fusion Lifestyle performance	Scrutiny item	To monitor an annual Fusion Lifestyle contract performance dashboard.	Councillor Linda Smith – Leisure, Parks & Sport	Lucy Cherry, Leisure Performance Manager
Fusion Lifestyle's 2016/2017 Annual Service Plan	Forward Plan item	The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2016/17.	Councillor Linda Smith – Leisure, Parks & Sport	Lucy Cherry, Leisure Performance Manager
Grant Allocations to Community & Voluntary Organisations	Forward Plan item	To consider a report on the allocation of grants to the community and voluntary organisations for 2017/2018.	Councillor Christine Simm – Culture & Communities	Julia Tomkins, Grants & External Funding Officer
Sustainable Energy Action Plan (SEAP) for Oxford	Forward Plan item	This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy.	Councillor John Tanner – Climate Change & Cleaner Greener Oxford	Mairi Brookes, OxFutures Programme Manager

5 September 2016 – provisional reports

Planning Annual Monitoring Report	Forward Plan item	To consider the effectiveness of planning policies contained within Oxford's Local Development Plan.	Councillor Alex Hollingsworth, Planning and Regulatory Services	Rebekah Knight, Planner
Review of Oxford City Council's Tree Management Policy	Forward Plan item	The Tree Management Policy was adopted in 2008 and last reviewed in 2011. If the Tree Management Policy needs to be reviewed then a report will be submitted to CEB.	Councillor Linda Smith – Leisure, Parks & Sport	Stuart Fitzsimmons, Parks and Open Spaces Manager
Transfer Station for Recycled Material	Forward Plan item	Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recycle, green waste, street arisings and engineering works spoil.	Councillor John Tanner – Climate Change & Cleaner Greener Oxford	Roy Summers, Deputy Head of Direct Services
Recommendation Monitoring – Inequality	Scrutiny item	To monitor progress and implementation following the recommendations of the Inequality Panel.	Councillor Bob Price – Corporate Strategy & Economic Development	Val Johnson, Policy & Partnership Team Leader

16

Other 2016-17 Scrutiny Committee meeting dates: 7 June, 4 July, 5 September, 6 October, 7 November, 6 December, 30 January, 28 February, 27 March & 2 May

Provisional 2016-17 standing panel meeting dates: 30 June, 8 Sept, 8 Dec, 16 Jan, 1 Feb and 29 March (Finance); 7 July, 5 Oct, 9 Nov, 1 March, 3 May (Housing)

Outstanding items from 2015/16 work plan

These are items from the previous work plan that have not been considered. When selecting and prioritising items for the scrutiny work plan, members are asked to apply the following criteria:

- *Is the issue controversial / of significant public interest? (P)*
- *Is it an area of high expenditure? (F)*
- *Is it an essential service / corporate priority? (E)*
- *Can Scrutiny influence and add value? (I)*

To assist the Committee in its decision making the Scrutiny Officer has provided some suggested scores against these items:

2 = Yes / High 1 = Moderate / Some constraints

0 = None / Little

Items included in the 2015/16 work plan that have not been completed

Agenda item	Description	Comment	Lead Officer	P	F	E	I	Total
Complaints received by the City Council	To monitor complaints made about the City Council.	Lower priority item for the Committee. Complaints to be included in 2016/17 performance reports	Mike Newman, Corporate Affairs Lead	1	1	2	2	6
Heritage listing process	To receive an update on the heritage listing process now that heritage assets are given more prominence in planning decisions	Lower priority item for the Committee. Reports to CEB not selected for pre-decision scrutiny.	Sarah Harrison, Principle Planner	2	1	1	1	5
Member involvement in HR policy, appeals, hearings	To consider whether the Council would benefit from having a different arrangement in place (e.g. a Personnel Committee).	Higher priority item for the Committee. Would require a review group or one-off panel.	Simon Howick, Corporate Lead – HR/OD	0	1	2	2	5
Public Communications	To receive an update on changes to the Council communications and reputation management.	Lower priority item for the Committee.	Gerry Mcilwaine, Communications Manager	1	1	1	1	4
Maintenance of roads and pavements	To consider contracting arrangements, the quality of sub-work and how this is monitored.	Lower priority item for the Committee. Little opportunity to influence.	Shaun Hatton, Highways & Engineering Manager	2	1	1	0	4

Decisions listed on the Forward Plan that have previously been selected for pre-decision scrutiny

Agenda item	Description	Lead Officer	P	F	E	I	Total
Review of Oxford City Council's Tree Management Policy	The Tree Management Policy was adopted in 2008 and last reviewed in 2011. If the Tree Management Policy needs to be reviewed then a report will be submitted to CEB.	Stuart Fitzsimmons, Parks and Open Spaces Manager	2	2	2	2	8
Youth Ambition Strategy	The Youth Ambition Strategy will be renewed in 2017 following a needs assessment.	Hagan Lewisman, Active Communities Manager	2	2	2	2	8
Grant Allocations to Community & Voluntary Orgs	To consider a report on the allocation of grants to the community and voluntary organisations for 2017/2018.	Julia Tomkins, Grants & External Funding Officer	2	2	2	2	8
Planning Annual Monitoring Report	To consider the effectiveness of planning policies contained within Oxford's Local Development Plan.	Rebekah Knight, Planner	2	2	2	2	8
Waterways PSPO	The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on Oxford waterways.	Richard Adams, Community Safety & Resilience Manager	2	2	2	2	8
Transfer Station for Recycled Material	Proposal to create and operate a Council managed Transfer Station.	Roy Summers, Deputy Head of Direct Services	1	2	2	2	7

18

The following review groups have concluded but the Committee may wish to monitor progress:

Guest Houses Review Group - Recommendation monitoring	To monitor progress and implementation following the recommendations of the Guest Houses Review Group.	Richard Adams, Community Safety & Resilience Manager
Cycling Review Group – Recommendation monitoring	To monitor progress and implementation following the recommendations of the Cycling Review Group	Mai Jarvis, Environmental Quality Team Manager
Inequality Panel - Recommendation monitoring	To monitor progress and implementation following the recommendations of the Inequality Panel.	Val Johnson, Policy & Partnerships Team Manager

Long list of suggestions for 2016/17 scrutiny work plan

These are new suggestions that have been made by Councillors. When selecting and prioritising items for the scrutiny work plan, members are asked to apply the following criteria:

- *Is the issue controversial / of significant public interest? (P)*
- *Is it an area of high expenditure? (F)*
- *Is it an essential service / corporate priority? (E)*
- *Can Scrutiny influence and add value? (I)*

The Scrutiny Officer has provided some suggested scores against these items. Members may wish to review and re-prioritise these:

2 = Yes / High

1 = Moderate / Some constraints

0 = None / Little

Items for Scrutiny Committee meetings

Agenda item	Description	Lead Officer	P	F	E	I	Total	Suggested approach
Devolution plans for Oxfordshire	To monitor the progress of devolution proposals for Oxfordshire.	Caroline Green, Assistant Chief Executive	2	2	2	2	8	Scrutiny item / Review Group
Council Tax support scheme	To consider spend and impacts of the Council's discretionary Council Tax support scheme.	Tanya Bandekar, Revenues and Benefits Service Manager	2	2	2	2	8	Scrutiny / Finance Panel item
Discretionary Housing Payments	To monitor Discretionary Housing Payments spend mid-way through the year.	Paul Wilding, Revenue & Benefits Programme Manager	2	2	2	2	8	Scrutiny item
Public Spaces Protection Orders	To monitor the impacts of PSPOs in the city, including the numbers and types of early interventions and enforcement actions.	Richard Adams, Community Safety and Resilience Manager	2	2	2	2	8	Scrutiny item
Oversight of HMO planning permissions	To consider member oversight of HMO planning decisions (currently delegated) including the numbers of rooms HMOs in the street etc.	Patsy Dell, Head of Planning and Regulatory	2	2	2	2	8	Scrutiny item / consider in other items

Corporate Performance	To monitor quarterly performance against a set of service measures chosen by the Committee.	N/A	2	2	2	2	8	Scrutiny item
Local Plan	To consider one or more aspects of the Local Plan which is subject to review	Patsy Dell, Head of Planning and Regulatory	2	2	2	1	7	Scrutiny item
Fusion Lifestyle performance	To monitor an annual Fusion Lifestyle contract performance dashboard.	Ian Brooke, Head of Community Services	2	2	2	1	7	Scrutiny item
Assessing disabled impacts in planning	To consider how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing, and whether conditions are enforced.	Patsy Dell, Head of Planning and Regulatory	2	1	2	1	6	Scrutiny item / Review Group
Cycling	To consider how the Council can work better with the County Council to encourage cycling.	Mai Jarvis, Environmental Quality Team Manager	2	1	2	1	6	Combine with cycling update
Graffiti prevention	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Daryl Edmunds, Anti-social Behaviour Investigation Team Leader	2	1	1	2	6	Scrutiny item
Air quality	To consider ways of improving air quality in the worst areas (e.g. the city centre)	Mai Jarvis, Environmental Quality Team Manager	2	1	2	1	6	Scrutiny item
ICT update	To consider lessons learned and issues faced by elected members following the recent IT migration.	Paul Fleming, Chief Technology and Information Manager	0	2	2	1	5	Scrutiny item
Design Review Panel	To consider the work and effectiveness of the Oxford Design Review Panel.	Sarah Harrison, Principle Planner	1	1	1	2	5	Scrutiny item
Disabled Students' Allowance	To consider the impacts of cuts to Disabled Students' Allowance on disabled students in the City.	N/A	2	1	2	0	5	Scrutiny item
Oxfordshire Growth Board	To monitor agendas and minutes published by the Board.	Paul Staines, Growth Board Programme Manager	2	1	1	1	5	Scrutiny item / circulate paperwork

Health and Wellbeing Board	To receive an update on the work of Oxfordshire Health and Wellbeing Board by the Council's representative on the Board	Andrew Brown, Scrutiny Officer	2	1	1	1	5	Scrutiny item
Health scrutiny update	To receive an update on health scrutiny activities from the Council's representative on Oxfordshire Joint Health Overview & Scrutiny Committee (HOSC).	Andrew Brown, Scrutiny Officer	2	1	1	1	5	Annual HOSC report to be circulated
Police and Crime Panel update	To receive an update on police and crime scrutiny activities by the Council's representative on Thames Valley Police and Crime Panel (PCP).	Andrew Brown, Scrutiny Officer	2	1	1	1	5	Scrutiny item / annual PCP report to be circulated
Workplace parking levies	To consider the pros and cons of workplace parking charges in Oxford.	N/A	2	1	1	0	4	Refer to County Council

21

Items for Housing Panel meetings

Housing performance	Quarterly reports on Council performance against a set of selected housing measures.	N/A	2	2	2	2	8	Housing Panel item
Response to national policy changes	To receive a briefing on the City Council's responses to Government housing and welfare policy changes.	David Edwards, Executive Director of Regeneration and Housing	2	2	2	2	8	Housing Panel item
Homelessness prevention funding	To receive an update on homelessness prevention funding from April 2017, including the expected impacts of County Council funding cuts and plans to mitigate these.	Ossi Mosley, Rough Sleeping & Single Homelessness Officer	2	2	2	2	8	Housing Panel item
Rough Sleeping	To consider how the Council deals with rough-sleepers including those with no recourse to public funds.	Ossi Mosley, Rough Sleeping & Single Homelessness Officer	2	2	2	2	8	Scrutiny / Housing Panel item
Tower block refurbishment	To receive a progress update and consider lessons learned following the increase in the budget for the tower block refurbishment project.	Stephen Clarke, Head of Housing & Property	2	2	2	2	8	Housing Panel item

Great Estates	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Martin Shaw, Property Services Manager	2	2	2	2	8	Housing Panel item
A Housing Company for Oxford	To monitor progress of the Housing Company for Oxford in its first year of operation.	David Edwards, Executive Director of Regeneration & Housing	2	2	2	2	8	Housing Panel item
Rents performance	To monitor the Council's rents performance including current and former tenant arrears.	Tanya Bandekar, Revenue & Benefits Service Manager	2	2	2	2	8	Housing Panel item
Empty Property Strategy	To consider a refresh of the Empty Property Strategy 2013-18, including the numbers of empty homes, rates of under-use of second homes and policies to discourage under-use.	Mel Mutch, Empty Residential Property Officer	2	1	2	2	7	Housing Panel item
Tenant satisfaction	To monitor tenant satisfaction survey results.	Bill Graves, Landlord Services Manager	1	2	2	2	7	Housing Panel item
Leaseholder relationships	To consider Council relationships with leaseholders including the views of individual leaseholders.	Bill Graves, Landlord Services Manager	1	2	2	2	7	Housing Panel item
Energy Strategy – Housing & Property	To consider past, current and future work around energy in Housing, and Housing & Property's approach to Energy and fuel poverty in its own domestic housing stock.	Deborah Haynes, Energy Efficiency Projects Officer	1	2	2	2	7	Housing Panel item
Service charges	To consider the scope for raising service charges on Council housing to mitigate reduced rental income.	Stephen Clarke, Head of Housing & Property	1	2	2	2	7	Housing Panel item
Under-occupation in Council housing	To receive an update on the levels of under-occupation in the Council's housing stock and measures to reduce under-occupation.	Bill Graves, Landlord Services Manager	1	2	2	2	7	Housing Panel item
Choice Based Lettings refusal reasons	To receive a briefing on reasons given by applicants for refusing properties, including requests for minor adaptations.	Tom Porter, Allocations Manager	1	2	2	2	7	Housing Panel item

Items for Finance Panel meetings

Credit Union Services	To consider the Council's response to the Evaluation of Credit Union services in Oxford report.	Paul Wilding, Revenue & Benefits Programme Manager	2	2	2	2	8	Finance Panel item
Capital Strategy 2017-18	To consider the Council's Capital Strategy for 2017-18.	Nigel Kennedy, Head of Financial Services	2	2	2	2	8	Forward Plan item
Budget monitoring	To monitor the Council's finances at the end of each quarter.	Nigel Kennedy, Head of Financial Services	1	2	2	2	7	Finance Panel item
Gross budgeting	To consider external income and gross budgeting year-round.	Nigel Kennedy, Head of Financial Services	1	2	2	2	7	Finance Panel item
Capital controls	To consider an update on the capital gateway process and the scope for better capital planning.	David Edwards, Executive Director, Regeneration & Housing	1	2	2	2	7	Finance Panel item
Treasury Management Strategy 2017-18	To consider the Treasury Management Strategy 2017-18 and monitor Treasury performance.	Anna Winship, Management Accountancy Manager	1	2	2	2	7	Forward Plan item

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