

SCRUTINY WORK PLAN

June 2016 - April 2017

Published on: 20/06/16

6 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](#). See our [get involved webpage](#) for further details of how you can participate in the work of scrutiny.

The following criteria will 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


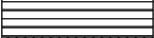

| Committee / Panel | Remit | Nominated councillors |
|--------------------------|--|---|
| Scrutiny Committee | Overall management of the Council’s scrutiny function. | Cllrs Azad, Chapman, Coulter, Fry, Gant (Chair), Hayes, Henwood, Pegg, Simmons, Taylor, Tidball & Wilkinson |
| Finance Panel | Finance and budgetary issues and decisions | Cllrs Fooks, Fry, Simmons & Taylor |
| Housing Panel | Strategic housing and landlord issues and decisions | Cllrs Goff, Henwood, Pegg, Sanders, Thomas & Wade |

Current and planned review groups

| Topic | Scope | Nominated councillors |
|----------------------------------|---|------------------------------------|
| Budget Review 2017/18 | To review the Council’s 2017/18 draft budget and medium term financial strategy | Cllrs Fooks, Fry, Simmons & Taylor |
| Devolution plans for Oxfordshire | TBC | TBC |
| Review 3 TBC | TBC | TBC |

Indicative timings of 2016/17 review panels

| Scrutiny Review | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May |
|----------------------------------|------------|--------------------|--------------------|------------|--------------------|------------|------------|--------------|--------------|------------|
| Devolution plans for Oxfordshire | Scoping | Evidence gathering | Reporting | | | | | | | |
| Budget Review 2017/18 | | Scoping | Evidence gathering | Reporting | | | | | | |
| Review 3 TBC | | | | Scoping | Evidence gathering | Reporting | | | | |

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|---|--------------------|
|  | Scoping |
|  | Evidence gathering |
|  | Reporting |

SCRUTINY COMMITTEE

4 JULY 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|---|---|--|
| Devolution plans for Oxfordshire | No | For Scrutiny to monitor the progress of devolution proposals for Oxfordshire | Corporate Strategy and Economic Development | Caroline Green, Assistant Chief Executive |
| Educational attainment | No | To consider an independent report on the Council's educational attainment investments produced by Oxford Brookes University. | Young People, Schools and Skills | Tim Sadler, Executive Director Community Services |
| Fusion Lifestyle – Performance Report 2015/16 | No | To monitor an annual Fusion Lifestyle contract performance dashboard. | Leisure, Parks and Sport | Lucy Cherry, Leisure and Performance Manager |
| Fusion Lifestyle's 2016/ 2017 Annual Service Plan | Yes | This report presents Fusion Lifestyle's 2016/ 2017 Annual Service Plan for the management of the council's leisure facilities. 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. | Leisure, Parks and Sport | Lucy Cherry, Leisure and Performance Manager |
| Grant Allocations to Community and Voluntary Organisations 2015/16 | Yes | A monitoring report on the reported achievements resulting from grant allocations. | Community Safety | Julia Tomkins, Grants and External Funding Officer |

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5 SEPTEMBER 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|--|---|--|
| Recommendation monitoring - Inequality Panel | No | To monitor progress and implementation following the recommendations of the Inequality Panel, which reported to the City Executive Board in July 2015. | Corporate Strategy and Economic Development | Val Johnson, Policy Team Leader |
| Waterways Public Space Protection Order | Yes | The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on the waterways within Oxford City's local authority boundary. | Community Safety | Richard J Adams, Community Safety & Resilience Manager |

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|--|-----|---|---|---|
| Annual Monitoring Report (AMR) 2015/16 | Yes | This is the City Council's twelfth AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan. | Planning and Regulatory Services | Rebekah Knight, Planner |
| Review of Oxford City Council's Tree Management Policy | Yes | The Tree Management Policy was adopted in 2008 and last reviewed in 2011. The current Tree Management Policy will be the subject of discussions at the Parish Council Forum and the Scrutiny Committee in the spring of 2016. If as a result of those discussions the Tree Management Policy needs to be revised then a report will be submitted to CEB | Leisure, Parks and Sport | Stuart Fitzsimmons, Parks and Open Spaces Manager |
| Sustainable Energy Action Plan (SEAP) for Oxford | Yes | SEAP does not set any new targets but estimates our baseline emissions in 2005 and captures the actions and policies that the Council and its partners are implementing to reduce carbon emissions. These actions will help to meet the Council's target of reducing carbon emissions by 40% by 2020 across the whole city. 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. | Climate Change and Cleaner Greener Oxford | Mairi Brookes, OxFutures Programme Manager |
| Transfer Station for Recycled Material | Yes | Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recyclate, green waste, street arisings and engineering works spoil. | Climate Change and Cleaner Greener Oxford | Roy Summers, Deputy Head of Service |
| Performance Monitoring - quarter 1 | No | Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee. | Corporate Strategy and Economic Development | Andrew Brown, Scrutiny Officer |

6 OCTOBER 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|------------------|----------|---|------------------|---|
| Language schools | No | To receive an update on work to address safeguarding concerns relating to under 18s living in private accommodation and consider a review of the wider impacts of language schools in Oxford. | Community Safety | Tim Sadler, Executive Director Community Services |

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| Graffiti prevention | No | To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term. | Climate Change and Cleaner Greener Oxford | Daryl Edmunds, Anti-Social Behaviour Investigation Team Manager |
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7 NOVEMBER 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--------------------------------------|----------|---|---------------------------------|--|
| Discretionary Housing Payments spend | No | To monitor Discretionary Housing Payments spend mid-way through the year. | Customer and Corporate Services | Paul Wilding, Programme Manager Revenue & Benefits |

6 DECEMBER 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|------------------------------------|----------|---|---|--------------------------------|
| Performance monitoring - quarter 2 | No | Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee. | Corporate Strategy and Economic Development | Andrew Brown, Scrutiny Officer |

30 JANUARY 2017

28 FEBRUARY 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|------------------------------------|----------|---|---|--------------------------------|
| Performance Monitoring - quarter 3 | No | Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee. | Corporate Strategy and Economic Development | Andrew Brown, Scrutiny Officer |

27 MARCH 2017

2 MAY 2017

SCRUTINY COMMITTEE – ITEMS TO BE SCHEDULED

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|-------------|----------|-------------|---------------|----------------|
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| Recommendation Monitoring - Cycling | No | To monitor progress and implementation following the recommendations of the Cycling Review Group, which reported to CEB in September 2015. | Climate Change and Cleaner Greener Oxford | Mai Jarvis, Environmental Quality Team Manager |
| Recommendation monitoring - Guest Houses | No | To monitor progress and implementation following the recommendations of the Guest Houses Review Group which reported to CEB in December 2015. | Corporate Strategy and Economic Development | Richard J Adams, Community Safety & Resilience Manager |
| Recommendation monitoring – Recycling rates | No | To monitor recycling rates and the impacts of the blue bin recycling league following the recommendations of the Recycling Review Group. | Climate Change and Cleaner Greener Oxford | Geoff Corps, Cleaner Greener Services Manager |
| Recommendation monitoring – Local economy | No | To monitor progress following the recommendations of the Local Economy Review Group, which reported to CEB in June 2015. | Corporate Strategy and Economic Development | David Edwards, Executive Director City Regeneration and Housing |
| Public Spaces Protection Orders | No | To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions. | Community Safety | Richard J Adams, Community Safety & Resilience Manager |
| Local Plan Review | No | To receive an update on the progress of the Local Plan review. | Planning and Regulatory Services | Patsy Dell, Head of Planning & Regulatory Services |
| Assessing disabled impacts in planning | No | 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. | Planning and Regulatory Services | Patsy Dell, Head of Planning & Regulatory Services |
| Air Quality | No | To consider data on air quality in the City and ways of improving air quality in the the city centre. | Climate Change and Cleaner Greener Oxford | Mai Jarvis, Environmental Quality Team Manager |
| Design Review Panel | No | To consider the work and effectiveness of the Oxford Design Review Panel. | Planning and Regulatory Services | Patsy Dell, Head of Planning & Regulatory Services |
| Disabled Students' Allowance | No | To consider the impacts of cuts to Disabled Students' Allowance on disabled students in the City. | Corporate Strategy and Economic Development | Andrew Brown, Scrutiny Officer |
| Workplace parking levies | No | To consider the pros and cons of the proposed introduction of workplace parking charges in Oxford. | Corporate Strategy and Economic Development | Andrew Brown, Scrutiny Officer |

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| Health and Wellbeing Board update | No | To receive an update on the work of Oxfordshire Health and Wellbeing Board by the Council's representative on the Board. | Finance, Asset Management and Public Health | Val Johnson, Policy Team Leader |
| Police and Crime Panel update | No | To receive an update on police and crime scrutiny activities by the Council's representative on Thames Valley Police and Crime Panel (PCP). | Community Safety | Andrew Brown, Scrutiny Officer |

FINANCE PANEL

30 JUNE 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---------------------------------------|----------|---|---|--|
| Budget monitoring - 2015/16 quarter 4 | No | To monitor the Council's finances at the end of each quarter. | Finance, Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |
| Credit union services | No | To consider the Council's response to the Evaluation of Credit Union services in Oxford report. | Finance, Asset Management and Public Health | Paul Wilding, Programme Manager Revenue & Benefits |

8 SEPTEMBER 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|--|---|--|
| Budget monitoring - quarter 1 | No | To monitor the Council's finances at the end of quarter 1 (June 2016). | Finance, Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |
| Treasury Management Strategy: Annual Report and Performance 2015/16 | Yes | This performance monitoring report on the Treasury Management Strategy: Annual Report and Performance 2015/16 is submitted twice a year: <ul style="list-style-type: none"> Sept 2016 – the position at 31 March 2016 | Finance, Asset Management and Public Health | Anna Winship, Management Accountancy Manager |

8 DECEMBER 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|-------------------------------|----------|--|---|---|
| Budget monitoring - quarter 2 | No | To monitor the Council's finances at the end of quarter 2 2016-17 (September). | Finance, Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |

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| | | | Public Health | |
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16 JANUARY 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|---|---|---|
| Scrutiny Budget Review 2017/18 - recommendations | No | To agree recommendations following the annual scrutiny budget review. | Finance, Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |

1 FEBRUARY 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--------------------------------------|----------|---|---|--|
| Scrutiny Budget Review 2017/18 | No | Review of the Councils draft budget for 2017/18 and medium term financial strategy. | Finance, Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |
| Capital Strategy 2017-18 | No | To consider the Council's Capital Strategy for 2017-18. | Finance, Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |
| Treasury Management Strategy 2017/18 | No | Treasury Management Strategy for 2016/17, including prudential indicators. | Finance, Asset Management and Public Health | Anna Winship, Management Accountancy Manager |

29 MARCH 2017

FINANCE PANEL – ITEMS TO BE SCHEDULED

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|--|---|--|
| Council Tax Support Scheme | No | To consider spend and impacts of the Council's discretionary Council Tax support scheme. | Customer and Corporate Services | Tanya Bandekar, Service Manager Revenue & Benefits |
| Funding mechanisms for affordable housing | No | To consider alternative and innovative models for financing new affordable housing. | Finance, Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |

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|----------------------------|----|---|---|---|
| Divestment | No | To consider an ethical policy on divestment. | Finance, Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |
| Housing Company for Oxford | No | To monitor progress of the Housing Company for Oxford in its first year of operation. | Housing | David Edwards, Executive Director City Regeneration & Housing |

HOUSING PANEL

7 JULY 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|--|---|--|
| Housing performance - 2015/16 quarter 4 | No | To consider year-end Council performance against a set of housing service measures chosen by the Panel. | Housing | Stephen Clarke, Head of Housing and Property |
| Choice Based Lettings refusal reasons | No | To receive a briefing on reasons given by Choice Based Lettings applicants for refusing Council properties, including requests for minor adaptations. | Housing | Tom Porter, Allocations Manager |
| Tenant satisfaction | No | To monitor tenant satisfaction survey results. | Housing | Bill Graves, Landlord Services Manager |
| Private Sector Housing Policy | Yes | <p>The policy will set out the future priorities and areas of intervention in the private rented and owner occupied residential sectors in Oxford and will clarify the regulatory approach to be taken by the Council.</p> <p>The policy will be considered at the following meetings:</p> <ul style="list-style-type: none"> • CEB – February 2016 for pre-consultation • CEB – July 2016 post-consultation | Corporate Strategy and Economic Development | Ian Wright, Service Manager Environmental Health |
| Review of Lord Mayors Deposit Guarantee Scheme | Yes | To agree changes to the Lord Mayors Deposit Guarantee Scheme in order to update the scheme approach in light of expected changes to legislation and to boost positive outcomes for vulnerable persons. | Housing | David Rundle, Private Rented Team Leader |

5 OCTOBER 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|---|---------------|---|
| Housing performance - quarter 1 | No | To consider Council performance against a set of housing service measures chosen by the Panel. | Housing | Stephen Clarke, Head of Housing and Property |
| Update on homelessness prevention funds | No | 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. | Housing | Nerys Parry, Rough Sleeping and Single Homelessness Manager |
| Energy Strategy - Housing & Property | No | 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. | Housing | Deborah Haynes, Energy Efficiency Projects Officer |
| Approval for initiation of CPO proceedings under the approved Empty Homes Strategy 2015-2018. | Yes | Approval for the initiation of CPO proceedings under the approved Empty Homes Strategy and subsequent disposal options in order to bring property into use. | Housing | Dave Scholes, Housing Strategy & Needs Manager |

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9 NOVEMBER 2016 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---------------------------------|----------|---|---------------|--|
| Housing performance - quarter 2 | No | To consider mid-year Council performance against a set of housing service measures chosen by the Panel. | Housing | Stephen Clarke, Head of Housing and Property |
| Rent performance | No | To monitor the Council's rents performance including current and former tenant arrears. | Housing | Tanya Bandekar, Service Manager Revenue & Benefits |

1 MARCH 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---------------------------------|----------|--|---------------|--|
| Housing performance - quarter 3 | No | To consider a report on Council performance against a set of housing service measures chosen by the Panel. | Housing | Stephen Clarke, Head of Housing and Property |

3 MAY 2017

HOUSING PANEL – ITEMS TO BE SCHEDULED

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|--|--|---|
| Rough sleeping | No | To consider how the Council deals with people sleeping rough including those with no recourse to public funds. | Community Safety, Housing | Richard J Adams, Community Safety & Resilience Manager |
| Houses in multiple occupations (HMOs) | No | To consider the licensing of HMOs in the City including member oversight of HMO planning decisions (currently delegated) and rules around the numbers of rooms and the number of HMOs in the street etc. | Corporate Strategy and Economic Development | Ian Wright, Service Manager Environmental Health |
| National policy changes | No | To receive a briefing on the expected impacts of national housing and welfare policy changes in the City. | Housing | David Edwards, Executive Director City Regeneration and Housing |
| Empty Property Strategy | No | To consider a refresh of the Council's Empty Property Strategy 2013-18. | Housing | Melanie Mutch, Empty Property Officer (Private Sector) |
| Tower block refurbishment | No | To receive a progress update on the tower block refurbishment project and consider lessons learnt following the increase in budget. | Housing | Stephen Clarke, Head of Housing and Property |
| Great Estates update | No | To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes. | Housing | Stephen Clarke, Head of Housing and Property |
| Under-occupation in the Council's housing stock | No | To receive an update on the levels of under-occupation in the Council's housing stock and efforts to reduce under-occupation, including support and incentives for downsizing. | Housing | Bill Graves, Landlord Services Manager |
| Leaseholder relationships | No | To consider Council relationships with leaseholders including the views of individual leaseholders. | Housing | Stephen Clarke, Head of Housing and Property |
| Service charges | No | To consider the scope for raising service charges on Council housing to mitigate reduced rental income. | Finance, Asset Management and Public Health; Housing | Stephen Clarke, Head of Housing and Property |

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