

# SCRUTINY WORK PLAN

## April 2017 - June 2017

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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](#). 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 (Chair) & Taylor
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (Chair), Pegg, Sanders, Thomas & Wade, Geno Humphrey (tenant co-optee)
Scrutiny Shareholder Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Cllrs Fry, Gant, Henwood & Simmons

### Completed review groups and one-off panels

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 (Chair) & Taylor
Devolution plans for Oxfordshire review	To scrutinise devolution proposals for Oxfordshire	Cllrs Coulter, Gant, Hayes, Simmons & Tidball (Chair)
Health inequalities (one- off panel)	To consider the council's response to the recommendations of the Independent Commission on Health inequalities	Cllrs Coulter (Chair), Taylor, Thomas, Wade

## SCRUTINY COMMITTEE

### 2 MAY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Fusion Lifestyle's Annual Service Plan 2017/18	Yes	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 2017/18.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager
Community Leases	Yes	This report requests CEB to agree an approach to community leases	Culture and Communities	Ian Brooke, Head of Community Services
Oxford Railway Station Supplementary Planning Document (SPD)	Yes	To seek approval to consult on the draft Oxford Railway Station Supplementary Planning Document (SPD).	Planning and Regulatory Services	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy

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### 6 JUNE 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Local Plan Preferred Options	Yes	Progress of the review of the Local Plan	Planning and Regulatory Services	Sarah Harrison, Senior Planner

### 8 JUNE 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
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, Sustainable Development & Regulatory Services

Planning & Regulatory Services Improvement Plan	No	To update the committee on the progress of implementing the improvement plan for Planning and Regulatory Services.	Planning and Regulatory Services	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services
City Centre Strategy	Yes	To approve the City Centre Strategy	Planning and Regulatory Services, Corporate Strategy and Economic Development	Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy
Grant Allocations to Community and Voluntary Organisations 2017/18	Yes	A monitoring report on the reported achievements resulting from these grants allocations will be submitted to the City Executive Board in June 2018.	Customer and Corporate Services, Culture and Communities	Jackie Yates, Executive Director Organisational Development and Corporate Services
Low Emissions Taxi Infrastructure Scheme	Yes	Oxford City Council has been awarded capital funding for the provision of electric vehicle charging infrastructure for the use of hackney carriages and private hire taxis.	A Clean and Green Oxford	Jo Colwell, Service Manager Environmental Sustainability
Safeguarding Report 2017/18	Yes	An annual report to monitor the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2016-2017 and to approve the Action Plan for 2017-2018.	Finance, Asset Management and Public Health	Val Johnson, Policy and Partnerships Team Leader

### 7 SEPTEMBER 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Culture and Communities	Vicky Trietline, Development Project Management Surveyor

Commissioned Advice Strategy 2018-2021 - Progress report	Yes	To update the Board on the progress made in developing a new commissioned advice strategy during 2017/18	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Sustainability Strategy 2017	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.	A Clean and Green 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, Sustainable Development & Regulatory Services
Governance of Council-owned companies	No	To receive an update following the consideration by the Audit and Governance Committee of the long term risks and governance issues associated with Council-owned companies	Corporate Strategy and Economic Development	Nigel Kennedy, Head of Financial Services

#### SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
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
NHS Sustainability and Transformation Plan	No	To receive a briefing on the emerging STP and its implications for the city.	Finance, Asset Management & Public Health	Andrew Brown, Scrutiny Officer

## HOUSING PANEL

### 26 APRIL 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and priority improvement schemes.	Housing	Stephen Clarke, Head of Housing Services
Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty and former garage sites.	Housing	Martin Shaw, Property Services Manager
Empty Property Strategy	No	To receive a briefing on the Council's approaches to dealing with empty properties in the City ahead of a refresh of the Empty Property Strategy.	Housing	Melanie Mutch, Empty Property Officer (Private Sector)
Tower block refurbishment	No	To receive a progress update on the Tenant Scrutiny Panel's review of the tower block refurbishment project.	Housing	Stephen Clarke, Head of Housing Services

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### HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing Services
Private Sector Licencing	Yes	To pre-scrutinise any decisions on the extension of licencing to the non-HMO private rented sector.	Planning & Regulatory Services	Ian Wright, Environmental Health Service Manager
Management of void properties	No	To consider how the Council manages void properties.	Housing	Bill Graves, Landlord Services Manager
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent Councils from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager