

Preparation for the 2017/18 Scrutiny Work Plan

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as City Executive Board decisions. Listed below are items outstanding from the previous plan, items the Committee has previously asked for and new suggestions provided by members and officers.

When selecting and prioritising items for inclusion in the scrutiny work plan, members are asked to apply the following criteria:

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

To guide the Committee in its decision making the Scrutiny Officer has rated the items against these criteria – the results are not intended to represent the views of the Committee:

- 2 = Yes / High
- 1 = Moderate / Indirectly
- 0 = None / Little

185 Items for Scrutiny Committee

Outstanding items from 2016/17	CEB item	Description & reason outstanding	Lead Officer	C	E	P	I	Sum	Suggested approach
1. Disabled Students' Allowance / support for young disabled people	No	To consider the impacts of cuts to Disabled Students' Allowance in the city / take a wider look at support for young disabled people more generally. <i>Not prioritised for review.</i>	Andrew Brown, Scrutiny Officer	2	1	1	0	4	Do not include / Review Group
2. Assessing disabled impacts in planning	No	To consider how the Council assesses the impacts on disabled people of new developments and changes of use. <i>Slipped due to capacity.</i>	Patsy Dell, Head of Planning & Regulatory Services	2	1	2	2	7	Commission report
3. Oxford Design Review Panel	No	To consider the work and effectiveness of the Oxford Design Review Panel. <i>Delayed to later in 2017 due to a contract review.</i>	Patsy Dell, Head of Planning & Regulatory Services	2	1	2	1	6	Commission report
4. NHS Sustainability & Transformation Plan (STP)	No	To consider health transformation plans and Oxford's health priorities to feed into the phase 2 consultation. <i>Added mid-year.</i>	Andrew Brown, Scrutiny Officer	2	1	1	1	5	Do not include / Refer to health scrutiny

5. East Oxford Community Centre Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation. <i>Dependent on CEB timetable.</i>	Vicky Trietline, Development Project Management Surveyor	2	2	2	2	8	CEB report to Committee
6. Sustainability Strategy 2017	Yes	The report will recommend approval of the draft strategy for public consultation. <i>Timing dependent on CEB timetable.</i>	Mai Jarvis, Environmental Quality Team Manager	2	2	2	2	8	CEB report to Committee
7. City Centre Strategy	Yes	This report requests CEB to approve the City Centre Strategy. <i>Timing dependent on CEB timetable.</i>	Fiona Piercy, Assistant Chief Executive, Regeneration & Economy	2	2	2	2	8	CEB report to Committee
8. Low emissions taxi infrastructure scheme	Yes	The Council has been awarded funding for electric vehicle charging infrastructure for the use of hackney carriages and private hire taxis. <i>Timing dependent on CEB timetable.</i>	Jo Colwell, Service Manager - Environmental Sustainability	1	2	1	1	5	Do not include
Annual / returning items	CEB item	Description	Lead Officer	C	E	P	I	Sum	Suggested approach
9. Recycling	No	To consider annual recycling rates data and incentives aimed at increasing recycling.	Stuart Pohler, Recycling & Waste Operations Manager	2	2	2	2	8	Site visit
10. Guest houses	No	To reprioritise the original recommendations of the Guest Houses Review Group followed by a progress update report to the Committee.	Richard Adams, Community Safety & Resilience Manager	2	1	2	1	6	One panel meeting & update report
11. Devolution plans for Oxfordshire	No	To consider a 12 month progress update on the implementation of the recommendations of the Devolution Review Group.	Caroline Green, Assistant Chief Executive	2	2	2	1	7	Commission update report
12. Health inequalities	No	To consider a 12 month progress update on the implementation of the recommendations of the Health Inequalities Panel.	Val Johnson, Policy & Partnerships Manager	2	1	2	1	6	Commission update report
13. Equality and diversity in the Council workforce	No	To consider a 12 month progress update on the implementation of the recommendations of the Equality and Diversity Review Group.	Chris Harvey, OD, Learning & HR Support Manager	2	1	2	1	6	Commission update report
14. Council performance (3 items)	No	To track Council performance on a quarterly basis against a selection of corporate and service measures.	Jan Heath, Business Development & Support Manager	2	2	2	2	8	Commission reports
15. Discretionary Housing Payments (DHP) spend	No	To monitor Discretionary Housing Payments spend mid-way through the year.	Paul Wilding, Programme Manager Revenue & Benefits	2	2	2	2	8	Commission report

16. Public Spaces Protection Orders (PSPOs)	No	To consider data on the numbers of interventions and enforcement actions taken	Richard Adams, Community Safety & Resilience Manager	2	2	2	2	8	Commission report
17. Public safety and addressing ASB on Oxford's waterways	No	To consider a progress report one year on from the CEB decision to focus on addressing issues at four identified hotspots.	Richard Adams, Community Safety & Resilience Manager	2	2	2	2	8	Commission report
18. Graffiti	No	To consider the graffiti and how the Council can remove unwanted graffiti and receive an update on graffiti prevention projects.	Doug Loveridge (Streetscene) and Alison Cassidy (ASBIT)	2	1	2	2	7	Commission report
19. Fusion Lifestyle performance 16/17	No	To consider an annual performance dashboard for leisure services in the city.	Lucy Cherry, Leisure & Performance Manager	2	2	2	1	7	Commission report
20. Air Quality	No	To consider the Oxford Annual Status Report for 2016, progress in addressing poor air quality & partnership working.	Jo Colwell, Environmental Sustainability Manager	2	2	2	1	7	Commission report
21. Oxfordshire Growth Board	No	To monitor agendas and minutes published by the Growth Board.	Andrew Brown, Scrutiny Officer	2	1	1	1	5	Do not include / Appoint observer
22. Review of DHP Policy	Yes	To propose changes to the Discretionary Housing Payment Policy	Paul Wilding, Programme Manager Revenue & Benefits	2	2	2	2	8	CEB report to Committee
23. Planning Annual Monitoring Report 2016/17	Yes	To consider the Planning AMR for 2016/17 before it is presented to CEB.	Mark Jaggard, Planning Policy Manager	2	2	2	2	8	CEB report to Committee
24. Update on the Corporate Plan 2016-2020	Yes	To consider an update on the Corporate Plan before it is presented to CEB.	Caroline Green, Assistant Chief Executive	2	2	2	2	8	CEB report to Committee
25. Commissioned Advice Strategy 2018-2021	Yes	To update the Board on the progress made in developing a new commissioned advice strategy.	Paul Wilding, Programme Manager Revenue & Benefits	2	2	2	2	8	CEB report to Committee
26. Grant Allocations to Community & Voluntary Orgs 18/19	Yes	To consider the proposal for next year's grant allocations before it is presented to CEB for decision.	Julia Tomkins, Grants & External Funding Officer	2	2	2	2	8	CEB report to Committee
27. Grant Allocations – Monitoring Report for 2016/17	Yes	A monitoring report on the reported achievements resulting from grant allocations to community and voluntary groups	Julia Tomkins, Grants & External Funding Officer	2	2	2	1	7	CEB report to Committee
28. Fusion Annual Service Plan 18/19	Yes	To consider the annual service plan for leisure services in the city before it is presented to CEB.	Lucy Cherry, Leisure & Performance Manager	2	2	2	1	7	CEB report to Committee

New suggestions	CEB item	Description	Lead Officer	C	E	P	I	Sum	Suggested approach
29. Impacts of the Westgate Shopping Centre	No	To consider the impacts of the new Westgate Centre on the city centre economy including parking and city centre management.	Fiona Piercy; Regeneration Programme Director	2	2	2	1	7	Review Group / Commission Report
30. Restorative justice	No	To consider the use of restorative justice to resolve low level cases of antisocial behaviour, and training and coordinating volunteers in RJ.	Richard Adams, Community Safety & Resilience Manager	2	1	2	1	6	Review group / Commission Report
31. Childhood obesity	No	To investigate childhood obesity in Oxford and how the Council could support tackling this.	Andrew Brown, Scrutiny Officer	2	1	1	1	5	Review group / Refer to Heath Scrutiny
32. Streetscene services	No	To consider the performance of Streetscene services.	Doug Loveridge, Streetscene Manager	2	2	2	2	8	Site visit
33. Dog fouling	No	To consider the issue of dog fouling.	Doug Loveridge, Streetscene Manager	2	1	2	2	7	Consider in Streetscene
34. Oxford Town Hall	No	To consider how to improve the profile and accessibility of the Town Hall to the public.	David Hunt, Commercial Manager	2	2	2	1	7	Commission report
35. Planning enforcement	No	To consider how the Council enforces breaches of planning conditions.	Patsy Dell, Head of Planning & Regulatory Services	2	1	2	2	7	Commission report
36. Oxford Living Wage	No	To consider how the Council is promoting the Oxford Living Wage to local employers and what more can be done.	Caroline Green, Assistant Chief Executive	2	2	2	1	7	Commission report
37. Impacts of benefit changes	No	To consider the impact of benefit changes on people in oxford and council tax and rent arrears.	Tanya Bandekar; Revenue & Benefits Service Manager	2	2	2	1	7	Consider in DHP and Rent Arrears items
38. Isolation among the elderly	No	To consider the issue of social isolation among older people in Oxford and how the Council could provide support and add value.	Ian Brooke, Head of Community Services	2	1	2	1	6	Commission report
39. Residents' parking	No	To consider whether and where more controlled parking zones are needed if a workplace parking levy is introduced in the city.	Shaun Hatton, Chief Operations Manager	2	1	1	0	4	Do not include
40. School places	No	To consider the number and distribution of school places.	Andrew Brown, Scrutiny Officer	2	1	1	0	4	Do not include
41. Review of Community Grants programme	Yes	To request agreement for an approach which expands the 3 year Community and Voluntary Sector grant programme from April 2018	Julia Tomkins, Grants and External Funding Officer	2	2	2	2	8	CEB report to Committee

Items for Housing Panel meetings

Outstanding items from 2016/17	CEB item	Description & reason outstanding	Lead Officer	C	E	P	I	Sum	Suggested approach
42. Leaseholder relationships	No	To consider relationships with leaseholders including the views of individual leaseholders. <i>Delayed due to court proceedings.</i>	Bill Graves, Landlord Services Manager	2	2	2	1	7	Commission report
43. Regulating the private rented sector	Yes	To consider options to designate a Selective Licensing scheme in the City to improve the management of properties in the private rented sector. <i>Timing dependent on CEB timetable.</i>	Ian Wright, Environmental Health Service Manager	2	2	2	2	8	CEB report to Panel
44. Flexible tenancies	Yes	To scrutinise any decisions on the local implementation of national plans to end secure tenancies and introduce flexible tenancies. <i>Timing dependent on CEB timetable.</i>	Bill Graves, Landlord Services Manager	2	2	2	1	7	CEB report to Panel
Annual / returning items	CEB item	Description	Lead Officer	C	E	P	I	Sum	Suggested approach
45. Housing Performance (3 items)	No	To consider quarterly reports on performance against a set of selected housing measures.	Stephen Clarke, Head of Housing	2	2	2	2	8	Commission reports
46. Tenant involvement	No	To consider a 12 month progress update on the implementation of the Panel's recommendations on tenant involvement.	Bill Graves, Landlord Services Manager	2	2	2	2	8	Commission update report
47. University housing needs	No	To consider how the Panel's recommendations have been taken forward in the Local Plan Preferred Options document	Mark Jaggard, Planning Policy & Design, Conservation & Trees	2	2	2	1	7	Commission update report
48. Tenant satisfaction	No	To consider the outcomes of any tenant surveys commissioned by the Council.	Bill Graves, Landlord Services Manager	2	2	2	2	8	Commission report
49. Rents performance	No	To monitor Council rents performance including current and former tenant arrears.	Tanya Bandekar, Revenue & Benefits Service Manager	2	2	2	2	8	Commission report
50. Tower block refurbishment programme	No	To consider progress updates on the Tenant Scrutiny Panel's review of the tower block refurbishment programme.	Bill Graves, Landlord Services Manager	2	2	2	2	8	Tenant rep to update Panel on progress

51. Housing Investments – update report	Yes	To consider an update report on the action plan and outputs of the housing investments programme.	Martin Shaw, Property Services Manager	2	2	2	2	8	CEB report to Panel
52. Allocation of Homelessness Prevention Funds in 2018/19	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy.	Dave Scholes, Housing Strategy & Needs Manager	2	2	2	2	8	CEB report to Panel
53. Home Choice Rent Guarantee Scheme Pilot Review	Yes	Review of the 2 year pilot (using 18 months of data as needed) to know if this pilot is to continue.	Paul Wilding, Revenue & Benefits Programme Manager	2	1	2	2	7	CEB report to Panel
New suggestions	CEB item	Description	Lead Officer	C	E	P	I	Sum	Suggested approach
54. Tenancy Management	No	To consider TM functions including void property management and changes to the management of issues in sheltered schemes.	Bill Graves, Landlord Services Manager	2	2	2	2	8	Commission report
55. Building the housing for the future	No	To consider the need to build homes fit for the future and the need to provide accommodation for the increasing older population with compound needs including dementia.	Dave Scholes, Housing Strategy & Needs Manager	2	2	2	1	7	Commission report
56. Impacts of foreign investors on housing availability	No	To consider the impact of foreign investors and other absent owners on Oxford's housing availability.	Dave Scholes, Housing Strategy & Needs Manager	2	2	2	1	7	Commission report
57. Tenancy Strategy & Policy Statement	Yes	To request CEB approval to go out to public consultation on the draft Tenancy Strategy & Policy Statement 2018	Bill Graves, Landlord Services Manager	2	2	2	2	8	CEB report to Panel
58. Housing and Homelessness Strategy	Yes	To consider the consultation draft and final combined housing and homelessness strategy.	Dave Scholes, Housing Strategy & Needs Manager	2	2	2	2	8	CEB report to Panel
59. Draft Empty Property Strategy	Yes	To consider the consultation draft and final empty property strategy.	Dave Scholes, Housing Strategy & Needs Manager	2	2	2	2	8	CEB report to Panel

Items for Finance Panel meetings

Annual / returning items	CEB item	Description	Lead Officer	C	E	P	I	Sum	Suggested approach
60. Budget 2018/19	Yes	To review the Council's annual budget, medium term financial plan, HRA business plan, capital programme and fees and charges.	Nigel Kennedy, Head of Financial Services	2	2	2	2	8	Review group
61. Budget Review 2017/18 recommendations	No	To consider a 12 month update report on the implementation of the Panel's Budget Review 2017/18 recommendations.	Nigel Kennedy, Head of Financial Services	1	2	2	2	7	Commission update report
62. Fundamental Service Reviews	No	To consider the outcomes of year 2 of the Council's four year programme of reviewing how services are delivered.	Jan Heath, Business Development & Support Manager	1	2	2	2	7	Commission report
63. Brexit (2 items)	No	To monitor and consider the impacts of Brexit on the Council and the local economy.	Nigel Kennedy, Head of Financial Services	2	2	2	1	7	Commission reports
64. Budget monitoring (3 items)	Yes	To monitor spend against budgets and projected outturn on a quarterly basis.	Nigel Kennedy, Head of Financial Services	1	2	2	2	7	CEB reports to Panel
65. Capital Strategy 2018/19	Yes	To consider the Council's Capital Strategy for 2018-19 and the capital gateway controls.	Nigel Kennedy, Head of Financial Services	1	2	2	2	7	CEB report to Panel
66. Treasury Management: Annual report	Yes	The report is submitted twice a year: ·December 2017 – Half Year ·September 2018 – Full Year	Anna Winship, Management Accountancy Manager	1	2	2	2	7	CEB reports to Panel
67. Treasury Management Strategy 2018/19	Yes	To present the Council's Treasury Management Strategy for 2018/19 together with the Prudential Indicators.	Bill Lewis, Financial Accounting Manager	1	2	2	2	7	CEB reports to Panel
New suggestions	CEB item	Description	Lead Officer	C	E	P	I	Sum	Suggested approach
68. Building Control	No	To consider the competitiveness of the Council's Building Control service and options for increasing the service's market share.	Anna Winship, Management Accountancy Manager	1	2	2	2	7	Audit & Gov report to Panel
69. Monitoring social value	No	To consider the case for integrated financial, social and environmental accounting.	Nigel Kennedy, Head of Financial Services	2	1	1	2	6	Commission report
70. Council Tax Support Scheme	Yes	To consider the annual review of the Council Tax Support Scheme.	Paul Wilding, Revenue & Benefits Programme Manager.	2	2	2	2	8	CEB report to Panel

71. Discretionary Business Rates Support Scheme	Yes	To consider the allocation of additional funding to support those businesses most affected by the revaluation.	Tanya Bandekar, Revenue and Benefits Service Manager	2	2	2	2	8	CEB report to Panel
72. Review of Financial Inclusion Strategy	Yes	To update the Financial Inclusion Strategy 2014-2017.	Paul Wilding, Revenue & Benefits Programme Manager	2	2	2	2	8	CEB report to Panel

Items for Scrutiny Shareholder Panel meetings

Item	CEB item	Description	Lead Officer	C	E	P	I	Sum	Suggested approach
73. Housing Company business plan – sensitivity analysis	No	To consider a sensitivity analysis of the OCHL business plan, modelling of different tenure mix options and responses to written questions.	Nigel Kennedy, Head of Financial Service	2	2	2	2	8	Commission report
74. Governance implications of Council owned companies	No	To receive an update following consideration by the Audit and Governance Committee of the long term risks and governance issues associated with Council-owned companies.	Nigel Kennedy, Head of Financial Services	1	2	2	2	7	Audit & Gov report to Panel
75. Local Authority Trading Company	Yes	Update to the business case for the creation of Oxford Direct Services. To consider: <ul style="list-style-type: none"> • Which services should be transferred, • Which if any staff should transfer, • Client side arrangements as appropriate. 	Simon Howick, Service Transformation Manager	2	2	2	2	8	CEB report to Panel
76. Shareholder / CEB decisions relating to Oxford City Housing Ltd	Yes	To scrutinise decisions of the Shareholder Group for OCHL, which will meet at least annually to consider company performance and make shareholder decisions.	Nigel Kennedy, Head of Financial Services	2	2	2	2	8	Shareholder Group reports to Panel
77. Shareholder / CEB decisions relating to Oxford Direct Services	Yes	To scrutinise decisions of the Shareholder Group for Oxford Direct Services, which will meet at least annually to consider company performance and make shareholder decisions.	Nigel Kennedy, Head of Financial Services	2	2	2	2	8	Shareholder Group reports to Panel
78. Shareholder / CEB decisions relating to OxWED	Yes	To scrutinise decisions of the Shareholder Group for OxWED in respect of the Council's 50% holdings in the joint venture company that will redevelop the west end of the city centre.	Nigel Kennedy, Head of Financial Services	2	2	2	1	7	Shareholder Group reports to Panel

Draft Agenda Schedules

SCRUTINY COMMITTEE

4 JULY 2017 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Lead Officer
Fusion Lifestyle performance 2016/17	No	To consider an annual performance dashboard for leisure services in the city.	Leisure, Parks and Sport	Lucy Cherry, Leisure & Performance Manager
City Centre Strategy	Yes	This report requests CEB to approve the City Centre Strategy.	Planning and Regulatory	Fiona Piercy, Assistant Chief Executive
Grant Allocations – Monitoring Report for 2016/17	Yes	A monitoring report on the reported achievements resulting from grant allocations to community and voluntary groups	Customer and Corporate Services; Culture and Communities	Julia Tomkins, Grants & External Funding Officer
193 Review of Community Grants programme	Yes	To request agreement for an approach which expands the 3 year Community and Voluntary Sector grant programme from April 2018	Customer and Corporate Services; Culture and Communities	Julia Tomkins, Grants and External Funding Officer

31 JULY 2017 (PROVISIONAL) – No reports currently scheduled

FINANCE PANEL

6 JULY 2017 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Lead Officer
Budget monitoring	No	To note the outturn position at the end of the 2016/17 Council year.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Council Tax Support Scheme	Yes	To consider the annual review of the Council Tax Support Scheme.	Customer and Corporate Services	Paul Wilding, Revenue & Benefits Programme Manager.

HOUSING PANEL

10 JULY 2017 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Lead Officer
Housing Performance 2016/17 quarter 4	No	To consider performance against a set of selected housing measures at the end of the 2016/17 Council year.	Housing	Stephen Clarke, Head of Housing
University housing needs	No	To consider how the Panel's recommendations have been taken forward in the Local Plan Preferred Options document	Planning and Regulatory	Mark Jaggard, Planning Policy & Design, Conservation & Trees
Regulating the private rented sector	Yes	To consider options to designate a Selective Licensing scheme in the city to improve the management of the private rented sector.	Planning and Regulatory	Ian Wright, Environmental Health Service Manager
Housing and Homelessness Strategy	Yes	To consider the consultation draft and final combined housing and homelessness strategy.	Housing	Dave Scholes, Housing Strategy & Needs Manager
Tower block refurbishment programme	No	To consider progress updates on the Tenant Scrutiny Panel's review of the tower block refurbishment programme.	Housing	Bill Graves, Landlord Services Manager

194

SHAREHOLDER PANEL

13 JULY 2017 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Lead Officer
Housing Company business plan – sensitivity analysis	No	To consider a sensitivity analysis of the OCHL business plan, modelling of different tenure mix options and responses to written questions.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Service
Local Authority Trading Company	Yes	Update to the business case for the creation of Oxford Direct Services.		Simon Howick, Service Transformation Manager