

SCRUTINY WORK PLAN July 2017 – April 2018

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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 decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the remainder of the 2017-18 council year and will be reviewed at each meeting of the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior 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 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 Altaf-Khan, Azad, Chapman, Curran, Fry, Gant (chair), Henwood, Ladbrooke, Lloyd-Shogbesan, Lygo, Pegg & Thomas. |
| Finance Panel | Finance and budgetary issues and decisions | Cllrs Fry, (chair) Landell Mills, Simmons & Taylor. |
| Housing Panel | Strategic housing and landlord issues and decisions | Cllrs Goff, Henwood, Pegg, Sanders, Thomas & Wade. |
| Scrutiny Shareholder Panel | To scrutinise shareholder decisions relating to wholly Council-owned companies. | Cllrs Chapman, Fry, Gant, Henwood & Simmons. |

Current and planned review groups and one-off panels

| Topic | Scope | Nominated councillors |
|-----------------------|--|-----------------------------|
| Budget review 2018/19 | To review the Council's draft budget for 2018/19 and medium term financial strategy. | Finance Panel members. |
| Oxford Living Wage | TBC | Cllr Ladbrooke (chair), TBC |

Indicative timings of 2017/18 review panels

| Scrutiny Review | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | April |
|-----------------------|---------|---------|--------------------|-----|-----------|--------------------|-----|-----------|-------|-------|
| Oxford Living Wage | Scoping | | Evidence gathering | | Reporting | | | | | |
| Budget review 2018/19 | | Scoping | | | | Evidence gathering | | Reporting | | |

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

SCRUTINY COMMITTEE

7 SEPTEMBER 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 |
| Oxford 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 |
| City Centre Strategy | Yes | To approve the City Centre Strategy which aims to <ul style="list-style-type: none"> • create and promote a strong investment proposition • facilitate ongoing dialogue with those involved in the management and future of the city centre • provide a framework for collaboration and action • assist in the allocation of resources & prioritise actions | Planning and Regulatory Services, Corporate Strategy and Economic Development | Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy |
| 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 |
| Scrutiny Committee Annual Report | Yes | To update the Council on the work of the Scrutiny Committee for the year 2016/17. | Councillor Andrew Gant | Andrew Brown, Scrutiny Officer |

9 OCTOBER 2017 - 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 |
| Review of Discretionary Housing Payment Policy | Yes | To propose changes to the Discretionary Housing Payment Policy | Customer and Corporate Services | Paul Wilding, Programme Manager Revenue & Benefits |
| Annual Monitoring Report 2016-17 | Yes | Monitors the performance of policies in Oxford's Local Plan and the implementation of the Local Development Scheme. | Planning and Regulatory Services | Rebekah Knight, Planner |
| Monitoring Grants Allocated to Community and Voluntary Orgs 2016/17 | Yes | To monitor progress and report achievements resulting from those grant allocated to Community and Voluntary Organisations 2016/17 | Culture and Communities, Customer and Corporate Services | Julia Tomkins, Grants & External Funding Officer |
| Review of Community Grants Programme | Yes | To inform the CEB of the review and request agreement for an approach which expands our 'offer' to the three year Community and Voluntary Sector grant programme from April 2018 | Culture and Communities | Julia Tomkins, Grants & External Funding Officer |

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7 NOVEMBER 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|------------------------------|----------|--|---------------------------------|---|
| Air quality | No | To consider the annual status report for 2016, progress in addressing poor air quality and partnership working | A Clean and Green Oxford | Jo Colwell, Service Manager Environmental Sustainability |
| Equality and Diversity | No | To consider an update following the recommendations of the Equality and Diversity Review Group. | Customer and Corporate Services | Chris Harvey, Organisational Development and Learning Manager |
| 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. | A Clean and Green Oxford | Mai Jarvis, Environmental Quality Team Manager |

5 DECEMBER 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|-----------------------------------|----------|-------------------------------------|---|---|
| Update of the Corporate Plan 2018 | Yes | Update report on the Corporate Plan | Corporate Strategy and Economic Development | Caroline Green, Assistant Chief Executive |

15 JANUARY 2018 - PROVISIONAL MEETING – NO REPORTS CURRENTLY SCHEDULED

6 FEBRUARY 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|---|---|--|
| Devolution plans for Oxfordshire | No | To consider a progress update following the recommendations of the Devolution Review Group in January 2017. | Corporate Strategy and Economic Development | Caroline Green, Assistant Chief Executive |
| Grant Allocations to Community and Voluntary Organisations 2018/19 | Yes | This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2018/2019. | Culture and Communities | Julia Tomkins, Grants & External Funding Officer |

6 MARCH 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---------------------|----------|---|---------------------------|--|
| Health inequalities | No | To consider a progress update following the recommendations of the Health Inequalities Panel. | Finance, Asset Management | Val Johnson, Policy and Partnerships Team Leader |

5 APRIL 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---------------------------------|----------|---|---|--------------------------------------|
| Graffiti prevention and removal | 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 | Liz Jones, Interim ASBIT Team Leader |

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| 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 Adams, Community Safety Service Manager |
| Addressing anti-social behaviour on Oxford's waterways | No | To consider a progress report on plans to address instances of ASB at four identified hot spots on the Oxford waterways. | Community Safety | Richard Adams, Community Safety Service Manager |
| Guest houses | No | To reprioritise the recommendations of the Guest Houses Review Group and consider a progress update. | Community Safety | Richard Adams, Community Safety Service Manager |

17 MAY 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|--|--------------------------|--|
| Fusion Lifestyle's 2018/19 Annual Service Plan | No | To endorse Fusion Lifestyle's 2018/19 Annual Service Plan for the continuous development, management and operation of leisure services in Oxford | Leisure, Parks and Sport | Lucy Cherry, Leisure and Performance Manager |

SCRUTINY COMMITTEE - TO BE SCHEDULED

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| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|---|---|---|
| Recycling rates | No | To consider annual recycling rates data and incentives aimed at increasing recycling, including any proposals for continued funding of incentive schemes. | A Clean and Green Oxford | Stuart Pohler, Recycling & Waste Operations Manager |
| Streetscene services | No | To consider the performance of Streetscene services, including the issue of dog fouling. | A Clean and Green Oxford | Doug Loveridge, Streetscene Services Manager |
| Impacts of the Westgate Shopping Centre | No | To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management. | Corporate Strategy and Economic Development | Fiona Piercy, Interim Assistant Chief Executive, Regeneration and Economy |
| Restorative justice | No | To consider the use of restorative justice to resolve low level cases of antisocial behaviour and the option of training and coordinating volunteers. | Community Safety | Richard Adams, Community Safety Service Manager |
| Isolation in older people | No | To consider loneliness and social isolation among older people and how the Council can provide support | Culture and Communities | Ian Brooke, Head of Community Services |

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| Oxford Town Hall | No | To consider how to improve the profile and accessibility of the Town Hall. | Finance, Asset Management | Ian Brooke, Head of Community Services |
| Oxford Living Wage | No | To consider how the Council is promoting the Oxford Living Wage to local employers and what more can be done. | Corporate Strategy and Economic Development | Caroline Green, Assistant Chief Executive |
| Planning enforcement | No | To consider how planning compliance is monitored, what enforcement action is taken and whether this is relayed to the appropriate Planning Committee. | Planning, Transport and Regulatory Services | Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services |

FINANCE PANEL

11 SEPTEMBER 2017 - 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, Corporate Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |
| Local impacts of Brexit | No | To monitor the impacts of Brexit on the Council and the local economy. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |
| Review of Financial Inclusion Strategy 2017 | Yes | To update the Financial Inclusion Strategy 2014-2017 | Customer and Corporate Services | Paul Wilding, Programme Manager Revenue & Benefits |
| Additional funding for feasibility studies for investment property development opportunities | Yes | To update CEB on feasibility studies in relation to the investment property development opportunities and seek additional funding commitment to development stage. | Finance, Asset Management | Nick Twigg, Major Projects & Development Manager |
| Treasury Management Performance: Annual Report and Performance 2016/17 | Yes | The Treasury Management Performance Report 2016/17 sets out the position at 31 March 2017 (Full Year) | Finance, Asset Management | Bill Lewis, Financial Accounting Manager |

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7 DECEMBER 2017 - 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, Corporate Asset Management and Public Health | Nigel Kennedy, Head of Financial Services |
| Budget Review 2017/18 - recommendations update | No | To agree recommendations following the annual scrutiny budget review. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |
| Budget 2018/2019 | No | To receive a briefing on a new Budget for the period 2018/2019. | Finance, Asset Management | Section 151 Officer |

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|---|-----|---|---------------------------|--|
| Treasury Management Performance 2017/18 | Yes | The Treasury Management Performance Report 2017/18 sets out the position at 30 September 2017 (Half Year) | Finance, Asset Management | Bill Lewis, Financial Accounting Manager |
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31 JANUARY 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--------------------------------------|----------|---|---------------------------|--|
| Capital Strategy 2018/19 | Yes | To consider the Capital Strategy 2018/19 | Finance, Asset Management | Anna Winship, Management Accountancy Manager |
| Treasury Management Strategy 2018/19 | Yes | To present the Council's Treasury Management Strategy for 2018/19 together with the Prudential Indicators for 2019/19 to 2020/21. | Finance, Asset Management | Bill Lewis, Financial Accounting Manager |

14 MARCH 2018 - PROVISIONAL REPORTS

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| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|-------------------------------|----------|---|---------------------------|---|
| Budget monitoring - quarter 3 | No | To monitor spend against budgets and projected outturn on a quarterly basis. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |
| Fundamental service reviews | No | To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |

FINANCE PANEL - TO BE SCHEDULED

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|-------------------------|----------|---|---------------------------|---|
| Monitoring social value | No | To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |

HOUSING PANEL

10 JULY 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---------------------------------|----------|--|---------------|--|
| Housing performance - 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 Services |
| Fire safety in tower blocks | No | To receive a verbal briefing on the Council's response to the Grenfell Tower disaster. | Housing | Stephen Clarke, Head of Housing Services |
| 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 |

5 SEPTEMBER 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|--|---------------|---|
| Draft Housing and Homelessness Strategy 2018 - 2021 | Yes | To request CEB approval to go out to public consultation on the draft Housing and Homelessness Strategy 2018-21, which incorporates the strategy for bringing empty properties back into use. | Housing | Frances Evans, Strategy & Service Development Manager |
| Impact of the Homelessness Reduction Act 2017 | Yes | To set out the implications of the new Homelessness Reduction Act 2017 and any changes required to current service delivery or any potential impact on the Council's Medium Term Financial Plan. | Housing | Dave Scholes, Housing Strategy & Needs Manager |
| The Use of Empty Buildings as Temporary Accommodation for Homeless People | Yes | To discuss the processes and procedures that could be used to make empty buildings available for use as temporary homeless shelters. | Housing | Nerys Parry, Rough Sleeping and Single Homelessness Manager |
| Options paper on Additional Homelessness Provision for the City | Yes | An options paper on additional homelessness provision for the City to meet needs following the closure of Simon House, and the authority to commission services accordingly | Housing | Nerys Parry, Rough Sleeping and Single Homelessness Manager |

12 OCTOBER 2017 - 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 Services |
| Leaseholder relationships | No | To consider Council relationships with leaseholders including the views of individual leaseholders. | Housing | Stephen Clarke, Head of Housing Services |
| Tenant Involvement | No | Joint session with the Tenant Scrutiny Panel to consider how tenants are involved in decisions that affect them. | Councillor Mike Rowley | Simon Warde, Tenant Involvement Manager |
| Review of Home Choice Pilot | Yes | To update CEB on the 1st year's operation of the Home Choice Pilot. | Housing | Paul Wilding, Programme Manager Revenue & Benefits |
| Oxford City Council's Tenancy Strategy & Policy Statement 2018 | Yes | To request CEB approval to go out to public consultation on the draft Tenancy Strategy | Housing | Frances Evans, Strategy & Service Development Manager |

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13 NOVEMBER 2017- 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 Services |
| Rent performance | No | To monitor the Council's rents performance including current and former tenant arrears. | Housing | Tanya Bandekar, Service Manager Revenue & Benefits |

8 MARCH 2018 - 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 Services |

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|--|-----|---|--|--|
| 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. Funding is recommended to services/projects working to prevent and/or tackle homelessness and rough sleeping. | | |
|--|-----|---|--|--|

9 APRIL 2018 - 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 working up and delivering a rolling programme of priority improvement schemes. | Housing | Stephen Clarke, Head of Housing Services |

HOUSING PANEL - TO BE SCHEDULED

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|---|----------------------------------|---|
| Tenant satisfaction | No | To monitor tenant satisfaction survey results. | Housing | Bill Graves, Landlord Services Manager |
| Tenancy Management | No | To consider tenancy management functions including the management of void properties and changes to the management of issues in sheltered housing schemes. | Housing | Bill Graves, Landlord Services Manager |
| 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. | Housing | Frances Evans, Strategy & Service Development Manager |
| Impacts of absent owners on housing availability | No | To consider the impacts of foreign investors and other absent owners on housing availability in the city. | Housing | Stephen Clarke, Head of Housing Services |
| Flexible tenancies | Yes | To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances. | Housing | Bill Graves, Landlord Services Manager |
| 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. | Planning and Regulatory Services | Adrian Chowns, Team Leader HMO Enforcement Team |

SHAREHOLDER PANEL

17 JULY 2017 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|---|--|----------------|
| Direct Services Trading Company - progress report | Yes | <p>Scheduled update to the business case for the creation of Oxford Direct Services local authority trading company. To consider the following:</p> <ul style="list-style-type: none"> • Which services should be transferred, and if so into which part of the structure principally having regard to the financial impact on the Council. • Which if any staff should transfer from the Council to the Local Authority Trading Company. • Client side arrangements as appropriate <p>and to request an additional working capital loan from the Council.</p> | Finance, Asset Management, A Clean and Green Oxford, Customer and Corporate Services | Simon Howick |

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SHAREHOLDER PANEL - TO BE SCHEDULED

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--------------------------------------|----------|---|---------------------------|---|
| Oxford Housing Company Business Plan | No | To consider a sensitivity analysis of Oxford City Housing Limited's business plan. | Housing | David Edwards |
| Companies review | No | To consider an internal audit report on whether the objectives set out in establishing new companies have been achieved with regards to financial and quality measures. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |

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