

Appendix 1

SCRUTINY WORK PLAN

April 2018 - July 2018

Published on: 11/04/18

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, Paule & 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 (chair), Paule, Sanders, Thomas & Wade. |
| Companies Panel | To scrutinise shareholder decisions relating to wholly Council-owned companies. | Cllrs Chapman, Fry (chair), Gant, Henwood & Simmons. |

Completed review groups and one-off panels for 2017/18

| 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 | To consider how the Council can promote the implementation of the Oxford Living Wage across Oxford. | Cllrs Goff, Ladbrooke (chair), Illey-Williamson, Lloyd-Shogbesan & Thomas |

SCRUTINY COMMITTEE

17 MAY 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--------------------------------------|----------|--|---------------------------------|---|
| 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 |
| Discretionary Housing Payment policy | Yes | Review of Discretionary Housing Payment policy | Customer and Corporate Services | James Pickering, Welfare Reform Manager |

5 JUNE 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|--|--|--|
| Annual Work Plan Review 2018/19 | No | To set an indicative programme of work for the Scrutiny Committee and its Panels. | Deputy Leader Leisure, Parks and Sport | Stefan Robinson, Scrutiny Report |
| Workplace Equalities | No | To consider the annual workplace equalities report | Corporate Strategy and Economic Dev | Paul Adams |
| Fusion Lifestyle - Annual Service Plan 2018/19 | Yes | 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 |
| Safeguarding Annual Report | Yes | To approve the Modern Slavery Act – Transparency Statement for 2017 – 2018. | Community Safety | Linda Ludlow, Human Exploitation Coordinator |

3 JULY 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|--|----------------------------------|--|
| Draft Local Plan | Yes | To present the draft Local Plan following public consultation on the preferred option. | Planning and Regulatory Services | Sarah Harrison, Senior Planner |
| 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 |
| 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 |

TO BE SCHEDULED – TO BE CONSIDERED IN 2018/19 WORK PLAN REVIEW (5 JUNE 2018)

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|-----------------|---|---|---|
| Growth Board Update | No | To receive an update on the work of the growth board. | Customer and Corporate Services | Anita Bradley, Monitoring Officer |
| 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 | Ian Gray, Interim Director – Regeneration and Economy |
| Fusion Performance | No | The Committee will consider quarterly performance reports from Fusion Lifestyle. June, September, December, March | Leisure, Parks and Sport | Lucy Cherry, Leisure and Performance Manager |
| Inclusive cities | No | To consider what the Council has learnt from best practice in other cities about welcoming refugees and promoting inclusivity. | Corporate Strategy and Economic Development | Caroline Green, Assistant Chief Executive |
| 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 |
| 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 |
| Recycling rates | Yes | 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 |

FINANCE PANEL

JULY 2018 (DATE TBC) - PROVISIONAL REPORTS

| 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 |
| 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 |
| Council Tax Reduction Scheme for 2019/20 | Yes | To review the Council Tax Reduction Scheme | Customer and Corporate Services | Paul Wilding, Programme Manager Revenue & Benefits |

10 SEPTEMBER 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|--|---------------------------|--|
| Treasury Management Performance: Annual Report and Performance 2018/19 | Yes | The Treasury Management Performance Report is submitted twice a year | Finance, Asset Management | Bill Lewis, Financial Accounting Manager |

TO BE SCHEDULED - TO BE CONSIDERED IN 2018/19 WORK PLAN REVIEW (5 JUNE 2018)

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|----------------------------------|----------|--|---------------------------------|---|
| Legal Services Income Generation | No | To consider an update on income generated from the Council by Legal Services | Customer and Corporate Services | Anita Bradley, Head of Law and Governance |

HOUSING PANEL

5 JULY - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---------------------------------------|----------|--|----------------------------------|--|
| Empty garages and former garage sites | No | To receive an update on how the Council is dealing with empty garages and former garage sites. | Housing | Martin Shaw, Property Services Manager |
| Local Plan Housing Policies | Yes | To review the Housing Policies within the Local Plan. | Planning and Regulatory Services | Sarah Harrison, Senior Planner |

TO BE SCHEDULED - TO BE CONSIDERED IN 2018/19 WORK PLAN REVIEW (5 JUNE 2018)

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|--|----------|---|---------------|--|
| Tenant satisfaction | No | To monitor tenant satisfaction survey results. | Housing | Stephen Clarke, Head of Housing Services |
| 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 | Martin Shaw, Property Services Manager |
| Leaseholder relationships | No | To consider Council relationships with leaseholders including the views of individual leaseholders. | Housing | Bill Graves, Landlord Services 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 |

COMPANIES PANEL

There are currently no items scheduled. Items will be brought forward in line with reporting to the shareholder. Provisional dates for the upcoming year are under review, and will be agreed shortly.