

# SCRUTINY WORK PLAN

## April 2019 - July 2019

**Published on: 25/03/19**

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 2018-19 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 consideration of the issue timely?
- Is it a corporate priority?
- Is the issue of significant public interest?
- Can Scrutiny influence and add value?
- Is it an area of high expenditure, income or savings?

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	Membership
Scrutiny Committee	Overall management of the Council's scrutiny function.	Councillors; Andrew Gant (Chair), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Steve Curran, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Joe McManners (Vice Chair), Craig Simmons, Mark Lygo.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Mohammed Altaf-Khan, Tiago Corais, Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; Lubna Arshad, Nadine Bely-Summers (Chair), Richard Howlett, Mike Gotch, Elizabeth Wade, Dick Wolff and Geno Humphrey (tenant co-optee).
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Councillors; James Fry (Chair), Tiago Corais, Richard Howlett, Andrew Gant, Chewe Munkonge, Craig Simmons.

## Current and planned review groups

Topic	Remit	Membership
No Local Connection Review Group	To review the Council's Local Connection Policy in relation to homelessness, and how services could be improved for those without a local connection.	Councillors; Nadine Bely-Summers (Chair), Shaista Aziz, Paul Harris, Richard Howlett, Tom Landell-Mills, Craig Simmons
Budget Review 2019/20	To review the 2019/20 budget proposals.	Finance Panel Membership
Tourism Management	To review how increasing tourism is being managed in the City, and new ways of improving the Oxford experience for both tourists and residents.	Councillors; Andrew Gant (Chair), James Fry, Pat Kennedy, Alex Donnelly, Paul Harris and Dick Wolff.

## Indicative timings of review groups

	Feb	March	April	May	June	July	August	September
<b>No Local Connection</b>					Update report	Decision on review groups for 2019/20	Preparation for review group meetings in September 2019.	New Review Group starts its work, reporting in November / December.
<b>Budget review</b>	Reporting							
<b>Tourism Management</b>	Evidence Gathering			Reporting				

## SCRUTINY COMMITTEE

### 2 APRIL 2019 - CONFIRMED REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
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	Matt Peachey, Economic Development Manager
Fusion Lifestyle Audit	No	To consider the outcome of the Audit of Fusion Lifestyle's data integrity and performance.	Deputy Leader (Statutory) - Leisure and Housing	Lucy Cherry, Leisure and Performance Manager

### 15 MAY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Committee Operating Principles	No	To review and agree the Committee's Operating Principles for 2019/20	Leader, Economic Development and Partnership	Stefan Robinson, Scrutiny Officer
Accessibility project update	No	To consider proposals for improving the accessibility of Town Hall facilities and meetings for users with disabilities.	Supporting Local Communities	David Hunt, Commercial Manager
Seacourt Park and ride Extension	Yes	To review a report which seeks CEB approval for the capital scheme before major works commence and to approve the appointment of a contractor.	Planning and Transport	Paul Walker, Interim Projects Director, Regeneration Team

### JUNE 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Committee Annual Work Plan	No	To consider a longlist of Work Plan suggestions for prioritisation, and to appoint any standing	Leader, Economic	Stefan Robinson, Scrutiny Officer

2019		panels for the year.	Development and Partnership	
No local connection review	No	To consider the report of the No Local Connection Review Group.	Deputy Leader (Statutory) - Leisure and Housing	Stefan Robinson, Scrutiny Officer
Safeguarding report and action plan	Yes	To consider the annual safeguarding report 2018/19 and safeguarding action plan for 2019/20	Safer, Greener Environment	Rosie Woollcott, Safeguarding Co-ordinator

## 2 JULY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Review Group Scoping and Selection	No	To select one or more review groups to undertake a detailed piece of scrutiny work in 2019/20.	Leader, Economic Development and Partnership	Stefan Robinson, Scrutiny Officer
Monitoring the Community Grants Programme - Report for 2018/19	Yes	To inform members of the monitoring findings of the 2018/19 grants programme	Supporting Local Communities	Julia Tomkins, Grants & External Funding Officer
Go Ultra Low Pilot	No	To consider the outcome of the Go Ultra Low Pilot and any next steps.	Safer, Greener, Environment	Jo Colwell, Service Manager Environmental Sustainability

## FINANCE PANEL

**4 APRIL 2019 - CANCELLED**

**1 JULY 2019**

**5 SEPTEMBER 2019**

**7 NOVEMBER 2019**

## HOUSING PANEL

### 8 APRIL 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Project Approval and Delegated Authority for Spend for the development of a Homeless Shelter and Assessment Hub	Yes	To seek Project Approval for the development of a new homeless shelter and assessment hub at Floyds Row to further develop services focusing on the prevention and relief of rough sleeping, including a winter shelter. To delegate authority to enter into construction contracts accordingly.	Deputy Leader (Statutory) - Leisure and Housing	Nerys Parry, Housing Strategy & Needs Manager
Breaches in Building Regulations	No	To consider a report on enforcement action taken against breaches in building regulations.	Planning and Transport	Ian Wright, Head of Regulatory Services and Community Safety

**27 JUNE 2019**

**3 OCTOBER 2019**

**5 DECEMBER 2019**

## COMPANIES PANEL

The Companies Panel will meet prior to meetings of the Shareholder Groups. Provisional dates for the Companies Panel are outlined below:

**17 APRIL 2019**

**3 JULY 2019**

**23 July 2019**

**17 OCTOBER 2019**

**14 NOVEMBER 2019**

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