

# SCRUTINY WORK PLAN

## April 2019 - July 2019

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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 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

### 15 MAY 2019 – PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Asset Accessibility	No	To receive a report concerning accessibility.	Culture and City Centre	David Hunt, Town Hall Manager
Scrutiny Committee Operating Principles	No	To review and agree the Committee's Operating Principles for 2019/20	Deputy Leader, Leisure and Housing	Stefan Robinson, Scrutiny Officer
Community Infrastructure Levy Charging Review	Yes	To consider a CEB report which seeks approval for changes to the CIL Charging Schedule.	Planning and Transport	Carolyn Ploszynski, Planning Policy and Place Manager
The Delivery Arrangements for Additional Affordable Housing	Yes	To consider the council's approach to delivering additional affordable housing, now that the Housing Revenue Account headroom limit has been lifted.	Finance and Asset Management	Alan Wylde, Housing Development & Enabling Manager

257

### 4 JUNE 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
No local connection review update	No	To consider an update on progress made against the recommendations of the No Local Connection Review Group.	Leisure and Housing	Nerys Parry, Housing Strategy & Needs Manager
Scrutiny Annual Work Plan Review	No	To consider a longlist of Work Plan suggestions for prioritisation, and to appoint any standing panels for the year.	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	Supporting Local Communities	Rosie Woollcott, Safeguarding Co-ordinator
Seacourt Park and Ride Extension	Yes	Top 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, Project Director

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## 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.	Leisure and Housing	Stefan Robinson, Scrutiny Officer
Monitoring the Community Grants Programme - Report for 2018/19	Yes	To inform the Committee of the monitoring findings of the 2018/19 grants programme	Supporting Local Communities	Julia Tomkins, Grants & External Funding Officer
Go Ultra Low Pilot Next Steps	No	To consider the outcome of the Go Ultra Low Pilot and any next steps.	Safer, Greener Oxford	Jo Colwell, Environmental Sustainability Manager

## FINANCE PANEL

1 JULY 2019 - PROVISIONAL REPORTS  
5 SEPTEMBER 2019 - PROVISIONAL REPORTS  
7 NOVEMBER 2019 - PROVISIONAL REPORTS

## HOUSING PANEL

27 JUNE 2019 - PROVISIONAL REPORTS  
3 OCTOBER 2019 - PROVISIONAL REPORTS  
5 DECEMBER 2019 - PROVISIONAL REPORTS

## COMPANIES PANEL

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

3 July 2019  
23 July 2019  
17 October 2019  
14 November 2019