

Scrutiny Work Plan longlist of proposed items 2019/20

To guide the Committee in its decision making, the Scrutiny Officer has rated the items against the TOPIC criteria. The results are not intended to represent the views or priorities of the Committee, and should be considered as a guide only.

Outstanding items from 2018/19, annual and returning Items	Cabinet item	Description	Lead Officer	T	O	P	I	C	Sum	Suggested approach
1. Corporate Plan 2020	Yes	To consider proposals for a new or revised Corporate Plan before it is presented to Cabinet, as the current plan expires in 2020.	Caroline Green, Assistant Chief Executive	2	3	3	2	2	12	Cabinet report to Committee
2. Council performance (4 items)	Yes	To track Council performance on a quarterly basis against a selection of corporate and service measures.	Helen Bishop Head of Business Improvement	2	3	3	2	2	12	Cabinet report to Committee
3. Company business plans	Yes	To consider the business plans for the Council's wholly-owned Companies	Stephen Clarke, Client Manager	2	3	3	2	2	12	Refer to Companies Panel
4. Oxford Direct Services quarterly performance	Yes	To consider the quarterly performance of services provided by Oxford Direct Services and its financial management	Stephen Clarke, Client Manager	2	3	3	2	2	12	Refer to Companies Panel
5. Key Shareholder decisions	Yes	To scrutinise key decisions of the Shareholder Groups for Oxford Direct Services, OxWED and Oxford City Housing Limited.	Various	2	3	3	2	2	12	Refer to Companies Panel
6. Air Quality Annual Status Report	No	To consider the Oxford Annual Air Quality Status Report for 2018	Jo Colwell, Environmental Sustainability Manager	2	3	3	2	2	12	Commission report / to review group?
7. Grant Allocations to Community and Voluntary Orgs 18/19	Yes	To consider the proposal for next year's grant allocations before it is presented to Cabinet for decision.	Julia Tomkins, Grants and External Funding Officer	2	3	3	2	2	12	Cabinet report to Committee
8. Budget 2020/21	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	3	3	2	2	12	Refer to Finance Panel for Review Group work
9. Budget monitoring (4 items)	Yes	To monitor spend against budgets and projected outturn on a quarterly basis.	Nigel Kennedy, Head of Financial Services	2	3	3	2	2	12	Refer to Finance Panel
10. Zero Emission Zone Planning	No	To consider what work is underway to prepare for the introduction of the 2020 Zero Emission Zone in the City Centre.	Jo Colwell, Environmental Sustainability Manager	2	3	3	2	2	12	Commission report / invite centre traders
11. Oxfordshire Plan 2050 Consultation:	Yes	To review proposals to consult on areas for growth as part of the Oxfordshire 2050 Plan.	Carolyn Ploszynski, Planning Policy and	2	3	3	1	2	11	Cabinet report to Committee

Areas for Growth			Place Manager							
12. Acceptable Behaviours Consultation	Yes	To consider the outcome of the Acceptable Behaviours Consultation, and next steps.	Richard Adams, Community Safety & Resilience Manager	2	3	3	2	1	11	Commission report
13. Capital Strategy 2020/21	Yes	To consider the Council's Capital Strategy for 20120/21 and the capital gateway controls.	Nigel Kennedy, Head of Financial Services	2	3	2	2	2	11	Refer Cabinet report to Finance Panel
14. Treasury Management performance	Yes	To consider the performance of the Council's Treasury Management Function at 6 monthly intervals.	Anna Winship, Management Accountancy Manager	2	3	2	2	2	11	Refer Cabinet report to Finance Panel
15. Treasury Management Strategy 2020/21	Yes	To present the Council's Treasury Management Strategy for 2019/20 together with the Prudential Indicators.	Bill Lewis, Financial Accounting Manager	2	3	2	2	2	11	Refer Cabinet report to Finance Panel
16. Council Tax Support Scheme	Yes	To consider the annual review of the Council Tax Support Scheme.	Bill Lewis, Financial Accounting Manager	2	3	2	2	2	11	Refer Cabinet report to Finance Panel
17. Budget Review 2019/20 No recommendations	No	To consider an update report on the implementation of the Panel's Budget Review 2019/20 recommendations.	Nigel Kennedy, Head of Financial Services	2	3	2	2	2	11	Refer to Finance Panel
18. Sustainability Strategy	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision and steps for Oxford's sustainable future.	Mai Jarvis, Environmental Quality Team Manager	2	3	3	2	1	11	Cabinet report to Committee
19. Council engagement with Oxford's diverse communities	No	Following this suggestion by the Committee last year, the Council intends to carry out a full assessment of the Council's key services against the LGA's equalities framework. The timescale for completion is under review.	Mish Tullar Corporate Policy, Partnerships and Communications Manager.	2	3	3	2	1	11	Commission report
20. Fusion Lifestyle performance report	No	To consider Fusion Lifestyle's performance dashboard for leisure services.	Lucy Cherry, Leisure & Performance Manager	1	3	3	1	2	10	Commission 6 monthly report
21. Fusion Lifestyle Annual Report and Service Plan	No	To consider the Fusion Lifestyle annual report and service plan.	Lucy Cherry, Leisure & Performance Manager	1	3	3	1	2	10	Commission report
22. East Oxford Community Centre Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Vicky Trietline, Development Project Management Surveyor	2	2	2	2	2	10	Cabinet report to Committee
23. Outcome of the Go Ultra Low Oxford Pilot	No	To consider the outcome of the electric vehicle charging pilot and next steps.	Tim Sadler, Executive Director for Sustainable City	2	3	2	2	1	10	Commission report

24. Rents performance	No	To monitor Council rents performance including current and former tenant arrears. This may include assessing the impact of Universal Credit	Tanya Bandekar, Revenue & Benefits Service Manager	2	2	2	1	2	9	Refer to Finance Panel
25. Monitoring social value	No	To review the Council's current social value weighing in procurement of 5%.	Amanda Durnan, Strategic Procurement and Payments Manager	1	2	2	2	2	9	Refer to Finance Panel
26. Workplace equalities	No	To consider the annual workplace equalities report.	Helen Bishop, Head of Business Improvement	1	3	2	2	1	9	Cabinet report to Committee
27. Highways Maintenance Service	No	To consider the outcome of the Council taking on responsibility for highways maintenance on the classified road network in September 2018. A number of public submissions were received concerning the condition of local roads.	Stephen Clarke, Client Manager	1	1	3	1	2	8	Reconsider in 2020.
28. The Prevent Strategy	No	A government review of the Prevent Strategy is now underway, which will reflect specifically on some of the Concerns raised by Councillors. The review will conclude in August 2020.	Richard Adams, Community Safety & Resilience Manager	0	2	3	1	1	7	Keep timeliness under review
29. Single use plastics	Yes	To consider what the Council could do to reduce the use of single use plastics in Oxford, in favour of recyclable alternatives. This follows an April 2018 Council motion.	Tim Sadler, Director of Sustainable City	2	2	1	1	1	7	Do not include
New suggestions	Cabinet item	Description	Lead Officer	T	O	P	I	C	Sum	Suggested approach
30. Homelessness reserves and contingencies	No	To review the sustainability of the Council's homelessness reserves, following concerns raised by the 2018/19 Budget Review Group.	Nigel Kennedy, Head of Financial Services	2	3	3	2	2	12	Refer to Finance Panel
31. Outcome of the Homelessness Trailblazer and early intervention analysis	No	To review the outcome and lessons learnt from the Homelessness Trailblazer Project, which ends in 2019. Further, to consider a cost benefit analysis of early homelessness intervention to the Council and wider public services and systems.	Paul Wilding, Systems Change Manager (Homelessness Prevention)	2	3	3	2	2	12	Refer to Housing Panel
32. Climate Emergency / Carbon management	No	Council declared a Climate Emergency on 28th January 2019. This scrutiny proposal concerns establishing a review group to evaluate council policy and practice (e.g. fossil fuel usage and reduction targets) and making recommendations to accelerate the path to being carbon neutral. A further Council motion encouraged scrutiny to review progress against implementing any recommendations of the Citizens Assembly.	Jo Colwell, Environmental Sustainability Manager	1	3	3	2	2	11	Commission update report on existing work / or wait for outcome of Citizens assembly work

		Councillors are advised that a full review may be untimely during the Citizen's Assembly process.								
33. Universal credit	No	To review the impact the roll out of Universal Credit has had on Council Services, and its impact on debt recovery and the finances of residents.	Tanya Bandekar, Revenue & Benefits Service Manager	2	3	3	1	2	11	Commission Report
34. Housing First Schemes	No	To consider how Housing First approaches have and might be used in Oxford in the Future	Nerys Parry, Housing Strategy and Needs Manager	1	3	3	2	2	11	Refer to Housing Panel
35. Public participation in decision making and citizen involvement	No	To consider how the public could be better engaged with council decision making, such as through public meetings, consultations and other public forums, for example. A draft scoping document has been received for this item.	Andrew Brown, Committee and Member Services Manager / Mish Tullar, Communications Manager	2	3	3	2	1	11	Establish Review Group
36. Tenant Satisfaction	No	To consider the outcome of the Tenant Satisfaction Survey for council tenants.	Bill Graves, Landlord Services Manager	2	3	2	2	1	10	Refer to Housing Panel
37. Idling and congestion	No	To consider what actions can be taken to reduce idling in the city centre, following a number of public work plan submissions. This may be considered in tandem with other environmental matters such as the Annual Air Quality Status Report.	Jo Colwell, Environmental Sustainability Service manager	2	3	3	1	1	10	Commission Report / combine with other environmental issues (Zero Emission Zone, air quality etc)
38. Community Land Trusts	No	To consider the benefits of community land trusts, and how they might help the Council deliver its Local Plan.	Adrian Arnold, Head of Planning	2	3	2	1	2	10	Refer to Housing Panel
39. Rogue Landlords	No	To review how the Council can ensure that private rented residents are being treated fairly by landlords and to review how existing legislation is being used in Oxford to do this. For example, new legislation is forthcoming concerning no-fault and revenge evictions.	David Rundle, Private Rented Team leader	2	3	3	1	1	10	Refer to Housing Panel
40. Housing stock condition and its relationship with personal health	No	To consider the overall condition of the Council's housing stock and the impact of housing conditions on tenants' health.	Bill Graves, Landlord Services Manager	1	2	2	2	2	9	Requires further scoping / Refer to Housing Panel
41. Cycling	No	The Committee received several submissions from the public concerning the condition and quality of cycle lanes in the City. The case was made that	Oxfordshire County Council / Oxford Direct Services /	2	2	3	1	1	9	Requires further scoping and desired

		improvements would ease pollution and congestion, and improve safety. The view was also expressed that more needed to be done to promote cycling.	Environmental Sustainability Team							outcomes
42. Council house downsizing and refurbishment	No	To review how the Council strikes the balance between the timely refurbishment of kitchens and bathrooms, and achieving value for money, after people have downsized. It has been suggested that some refurbishments take place too soon.	David Rundle, Private Rented Team leader	1	2	2	2	2	9	Refer to Housing Panel
43. HMO Density	No	To consider the Council's approach to regulating local densities of houses of multiple occupation.	David Rundle, Private Rented Team leader	1	2	3	2	1	9	Refer to Housing Panel
44. The Homeless Pathway for young people	No	To understand what services are available, and the pathway, for people aged 18 – 25 experiencing homelessness.	Nerys Parry, Housing Strategy and Needs Manager	1	3	3	1	1	9	Commission report
45. Apprentices and NEETs.	No	To consider the Council's and Oxford Direct Service's future plans for employing apprentices. This may include inviting the County Council to set out their work to support people not in education, employment or training (NEET).	Paul Adams, HR Manager	2	3	2	1	1	9	Commission report
46. Oxford's waterways	No	To consider the current condition of the waterways network, and plans or options for improving its offer. This includes facilities and plans for future mooring provision for permanent long-term dwellers. The Tourism Management Review Group recently made a recommendation concerning the Waterways.	Tim Wiseman, Waterways Coordinator	2	2	3	1	1	9	Consider report
47. Pedestrian crossings	No	To look at options for improving the safety of pedestrian crossings in the City (public submission)	Shaun Hatton, ODS Chief Operations Manager	1	2	1	1	2	7	Do not include
48. Increased Police presence	No	To consider the need for an increased police presence in the City (public submission).	Richard Adams, Community Safety Manager	2	2	3	0	0	7	Do not include
49. School Street Closures	No	To consider options for closing streets during school drop off / pick up hours to ease congestion (public submission)	N/a	1	1	2	1	1	6	Do not include
50. The impact of withdrawing tenant admin fees	No	To review the impact on the private rented sector of the banning of tenant fees from June 2019.	David Rundle, Private Rented Team leader	1	2	2	0	0	5	Do not include

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