

SCRUTINY WORK PLAN July 2019 - May 2020

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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 Cabinet. This document represents the work of scrutiny for the 2019-20 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 TOPIC criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- Timely – is it timely to consider the issue?
- Oxford priority – is it a council priority?
- Public interest – is it of significant public interest?
- Influence – can Scrutiny have a meaningful influence?
- Cost – is there a significant financial impact?

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 Cabinet 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, Tiago Corais, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Richard Howlett, Ben Lloyd-Shogbesan, Joe McManners (Vice Chair), Craig Simmons.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; Nadine Bely-Summers (Chair), Mike Gotch, Richard Howlett Sian Taylor, Elizabeth Wade, Dick Wolff and a tenant co-optee.
Companies Panel	To scrutinise the Shareholder function for the Council companies	Councillors; James Fry (Chair), Tom Landell Mills, Chewe Munkonge, Craig Simmons.

Current and planned review groups

Topic	Remit	Membership
Review 1 TBC	TBC	TBC
Budget Review 2020/21	To review the 2020/21 budget proposals.	Finance Panel Membership

Indicative timings of review groups

	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Review 1 TBC	Scope agreed	Evidence gathering		Paused for Budget Review		Evidence gathering	Reporting	
Budget review			Scoping	Evidence gathering		Reporting		

SCRUTINY COMMITTEE

NO MEETING ALLOCATED

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Planning for the 2020 Zero Emission Zone	No	To consider what work is underway in conjunction with the County Council to prepare for the introduction of the 2020 Zero Emission Zone in the City Centre.	Zero Carbon Oxford, Planning and Sustainable Transport	Jo Colwell, Service Manager Environmental Sustainability
Cycling / condition of cycle lanes	No	To be scoped. The Committee received several submissions from the public concerning the condition and quality of cycle lanes in the City. The case was made that improvements would ease pollution and congestion and improve safety.	Healthy Oxford	Jo Colwell, Service Manager Environmental Sustainability
Community wealth building	No	To consider what actions the Council could take, such as in Preston, to advance economic equality, social value and the positive impact of anchor institutions and local supply chains in the City.	Leader, Economic Development and Partnerships	Matthew Peachey, Economic Development Manager
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).	Supporting Local Communities	Paul Adams, HR & Payroll Manager
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 prepared for a possible scrutiny review.	Zero Carbon Oxford, Leader, Economic Development and Partnerships	Mish Tullar, Corporate Policy, Partnership and Communications Manager

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30 JULY 2019 - PROVISIONAL MEETING – NO REPORTS

3 SEPTEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Air Quality - annual report 2018	No	To consider the Air Quality Annual Report for 2018 which contains data on air quality monitoring results in the city and information about actions to improve air	Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability

		quality. To also consider what actions can be taken to reduce idling in the city centre, following a number of public work plan submissions.		
Monitoring the Community Grants Programme - Report for 2018/19	No	To inform members of the monitoring findings of the 2018/19 grants programme.	Supporting Local Communities	Carolyn Newall, Diversity & Inclusion Manager
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Vicky Trietline, Senior Housing Development Officer

1 OCTOBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Go Ultra Low Pilot	Yes	To consider the outcome of the Go Ultra Low Pilot and any next steps.	Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability, Stefan Robinson, Scrutiny Officer
Oxpens Lane Redevelopment Update	Yes	The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward and the procurement of a preferred development partner. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme.	Leader, Economic Development and Partnerships	Tom Bridgman, Executive Director (Development)

5 NOVEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
The Oxford Waterways Project	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.	Zero Carbon Oxford	Tim Wiseman, Oxford Waterways Coordinator
Universal Credit	No	To consider the impact of Universal Credit in the City.	Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits

Annual Workplace Equality Report & Gender Pay Gap report	Yes	A legal requirement to publish equality performance data relating to the demographics of the workforce and information about the gender pay gap.	Safer Communities and Customer Focused Services	Paul Adams, HR & Payroll Manager
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3 DECEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Annual Monitoring Report 2018/19	Yes	The AMR report is a statutory requirement providing information as to the extent to which the policies set out in the Local Plan are being achieved and the implementation of the Local Development Scheme.	Planning and Sustainable Transport	Amanda Ford, Principal Planner

14 JANUARY 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Council Tax Reduction Scheme 2020/21	Yes	To agree proposals for the 2020/21 scheme which will then be subject to public consultation.	Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits

4 FEBRUARY 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Update of the 2016-2020 Corporate Plan (2020)	No	Annual update to the Corporate Plan detailing key achievements and future plans.	Leader, Economic Development and Partnerships	Mish Tullar, Corporate Policy, Partnership and Communications Manager

3 MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Climate Emergency / Carbon management	No	To consider the outcomes of the Citizens' Assembly and to review progress in the implementation of its recommendations / council carbon reduction policy and practice.	Zero Carbon Oxford	Jo Colwell, Service Manager Environmental Sustainability

6 APRIL 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Council engagement with Oxford's diverse communities (Equalities Strategy)	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.	Supporting Local Communities	Mish Tullar, Corporate Policy, Partnership and Communications Manager
Economic and City Centre Strategies	Yes	New city-level and city centre strategies and actions are being developed from Sept 2019 to May 2020 with focus on triple bottom line actions: economic growth, social/equity, and environment.	Leader, Economic Development and Partnerships, Councillor	Matthew Peachey, Economic Development Manager

TBC MAY 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Tourism Management Review Group Report	No	To consider a 12 month update report on the implementation of agreed recommendations of the Tourism Management Review Group.	Culture and City Centre	Matthew Peachey, Economic Development Manager

FINANCE PANEL

NO MEETING ALLOCATED

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Rent performance - 2019	No	To monitor Council rents performance including current and former tenant arrears. This may include assessing the impact of Universal Credit.	Safer Communities and Customer Focused Services	Tanya Bandekar, Service Manager Revenue & Benefits

1 JULY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Q4 Integrated Report 2018/19	Yes	Financial and Performance report for 2018/19. This report will include recommendations for the Cabinet to make a number of key decisions.	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager

5 SEPTEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Q1 Integrated Report	No	Financial and Performance data for Q1 2019/20	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Treasury Management Performance: Annual Report and Performance 2018/19	Yes	The report sets out the Council's Treasury Management activity and performance for the financial year 2018/2019	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Council Tax Reduction Scheme 2019/20	Yes	To consider the annual review of the Council Tax Reduction Scheme 2019/20.	Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits

5 DECEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Q2 Integrated Report	No	Financial and Performance data for Q2 2019/20	Deputy Leader - Finance and Asset	Anna Winship, Management

			Management	Accountancy Manager
Treasury Mid-Year Report 2019/20	No	To report on the performance of the Treasury Management function for the 6 months to 30th September 2019	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Budget Review 2019/20 - recommendations update	No	To monitor progress on the implementation of the recommendations made in regard to the Budget Review 2019/20.	Deputy Leader - Finance and Asset Management	Nigel Kennedy, Head of Financial Services

6, 8, 14, 20 JANUARY 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Consultation Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24	Yes	Draft Consultation Budget 2020-21 and Medium Term Financial Plan 2021-22 to 2023-24	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager

29 JANUARY 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Treasury Management Strategy 2020/21	Yes	To present the Council's Treasury Management Strategy for 2020/21 together with the Prudential Indicators for 2020/21 to 2023/24	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Capital Strategy 2020/21 – 2024/25	Yes	To present the Capital Strategy for approval	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager

TBC MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Monitoring social value	No	To review the Council's current social value weighing in procurement of 5%.	Deputy Leader - Finance and Asset Management	Nigel Kennedy, Head of Financial Services
Q3 Integrated Report	No	Financial and Performance data for Q3 2019/20	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager

HOUSING PANEL

NO MEETING ALLOCATED

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Tenant Satisfaction	No	To consider the outcome of the Tenant Satisfaction Survey for council tenants.	Affordable Housing	Bill Graves, Landlord Services Manager
Private rented sector housing	No	To be scoped: consideration of housing issues in the private rented sector and the Council's response. Could include regulatory changes concerning no fault and revenge evictions and engagement with the tenants' union.	Deputy Leader (Statutory) - Leisure and Housing	Ian Wright, Service Manager Environmental Health
Tenancy Management Standards	No	To consider performance and good practice in tenancy management standards with representatives from housing associations	Affordable Housing	Stephen Clarke, Head of Housing Services
Building Control - outcomes of the Hackitt Review of Building Regulations and Fire Safety	No	To consider the outcomes of the Hackitt Review of Building Regulations and Fire Safety.	Planning and Sustainable Transport	Paul Smith, Building Control Team Leader

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3 OCTOBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Housing and Homelessness Strategy mid-point update	No	To consider a mid-point review of the current Housing and Homelessness Strategy 2018-21.	Deputy Leader (Statutory) - Leisure and Housing; Affordable Housing	Nerys Parry, Housing Strategy & Needs Manager
Housing Revenue Account review	No	To consider a review of the balance of spend within the Housing Revenue Account	Affordable Housing	Stephen Clarke, Head of Housing Services

7 NOVEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
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.	Deputy Leader (Statutory) - Leisure and Housing	Paul Wilding, Programme Manager Revenue & Benefits
No local connection review	No	To consider the report of the No Local Connection Review Group.	Deputy Leader (Statutory) - Leisure and Housing	Nerys Parry, Housing Strategy & Needs Manager
Community Land Trusts	No	To consider the benefits of community land trusts, and how they might help the Council deliver its Local Plan.	Planning and Sustainable Transport	Adrian Arnold, Acting Head of Planning Services; Stephen Clarke, Head of Housing Services

5 MARCH 2020 – REPORTS TBC

8 APRIL 2020 – REPORTS TBC

COMPANIES PANEL

16 JULY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Annual Report and Accounts 2018-19 - Oxford Direct Services	No	This report provides a set of the 2018/19 unaudited company and consolidated accounts, along with a draft Annual Report for the company Shareholder.	Safer Communities and Customer Focused Services	Tim Sadler, Transition Director
Annual Report and Accounts 2018-19 - Housing Group	No	This report provides a set of the 2018/19 unaudited company and consolidated accounts, along with a draft Annual Report for the company Shareholder.	Affordable Housing	Stephen Clarke, Head of Housing Services

TBC SEPTEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Companies & Joint Ventures - Quarterly performance monitoring report 2019-20	No	Quarterly reports for the Council's companies and joint ventures.	Various	Anita Bradley, Head of Law and Governance; Nigel Kennedy, Head of Financial Services

14 NOVEMBER 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Companies & Joint Ventures - Quarterly performance monitoring report 2019-20	No	Quarterly reports for the Council's companies and joint ventures.	Various	Anita Bradley, Head of Law and Governance; Nigel Kennedy, Head of Financial Services

TBC MARCH 2020 - PROVISIONAL REPORTS

Agenda item	Decision	Description	Cabinet portfolio	Lead officer
Companies & Joint Ventures - Quarterly performance monitoring report 2019-20	No	Quarterly reports for the Council's companies and joint ventures.	Various	Anita Bradley, Head of Law and Governance; Nigel Kennedy, Head of Financial Services

