**SCRUTINY WORK PLAN**

**February 2020 - May 2020**

**Published on: 24/02/20**

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](https://ecitizen.oxford.gov.uk/citizenportal/form.aspx?form=Scrutiny_Committee_Suggestion). See our [get involved webpage](https://www.oxford.gov.uk/info/20236/getting_involved_at_council_meetings/1024/get_involved_at_scrutiny_committee_meetings) 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:

**T**imely – is it timely to consider the issue?

**O**xford priority – is it a council priority?

**P**ublic interest – is it of significant public interest?

**I**nfluence – can Scrutiny have a meaningful influence?

**C**ost – 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](http://mycouncil.oxford.gov.uk/mgListPlans.aspx?RPId=345&RD=0) 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**

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| **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 | Shareholder function for companies and joint ventures | Councillors; James Fry (Chair), Tom Landell Mills, Chewe Munkonge, Craig Simmons. |

**Current and planned review groups**

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| **Topic** | **Remit** | **Membership** |
| Review 1 Climate Emergency | To consider the Council’s response to the Climate Emergency, primarily in relation to buildings, how to increase the number being retrofitted, and how to improve new build efficiency | Councillors; Richard Howlett (Chair), Craig Simmons (vice-Chair), Nadine Bely-Summers, Mike Gotch, Tom Landell Mills, John Tanner |
| Budget Review 2020/21 | To review the 2020/21 budget proposals. | Finance Panel Membership |

**Timings of review groups**

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|  | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **March** | **April** |
| **Climate Emergency** |  | Scoping | Evidence Gathering | | | Reporting |  | |
| **Budget review** |  | | Scoping | Evidence gathering | | Reporting |  | |

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**Scrutiny Committee**

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**No Meeting Allocated**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio** | **Lead officer** |

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| Oxford Living Rent | No | A report following up on the Council motion of 25th November 2019 to consider options for introducing an Oxford Living Rent | Councillor Linda Smith, Affordable Housing | Ian Wright, Head of Regulatory Services and Community Safety, Stephen Clarke, Head of Housing Services / Director Housing Companies |

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<PI17>**3 March 2020 - reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio** | **Lead officer** |

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| Annual Report on Gender Pay Gap | Yes | A report to fulfil a requirement to report annually on the gender pay gap. | Safer Communities and Customer Focused Services | Paul Adams, HR & Payroll Manager |

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| Performance Monitoring - 2019/20 Quarter 3 | No | For the Committee to consider Council performance against a set of corporate and service measures. | Deputy Leader - Finance and Asset Management | Helen Bishop, Head of Business Improvement |
| Blackbird Leys Development Project Detailed Design | Yes | To provide an update on the Blackbird Leys Development Project. | Affordable Housing | Tom Bridgman, Executive Director (Development) |

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**6 April 2020 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio** | **Lead officer** |

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| 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. | Leader, Economic Development and Partnerships, Zero Carbon Oxford | Mish Tullar, Corporate Policy, Partnership and Communications Manager |

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| Council engagement with Oxford's diverse communities (Equalities Strategy) | Yes | To consider the outcome of the assessment of the Council’s key services against the LGA’s equalities framework. | Supporting Local Communities | Mish Tullar, Corporate Policy, Partnership and Communications Manager |

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| Tourism Management Review Group Report - 12 month update | No | To consider a 12 month update on the implementation of the recommendations of the Tourism Management Review Group that were agreed by Cabinet. | Culture and City Centre | Matthew Peachey, Economic Development Manager |

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| Economic and City Centre Strategies | Yes | New city-level and city centre strategies and actions are being developed from Sept 2019 to May 2019 with focus on triple bottom line actions: economic growth, social/equity, and environment. | Leader, Economic Development and Partnerships | Matthew Peachey, Economic Development Manager, Dan Hodge, Principal Regeneration & Economic Development Officer |
| 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 |
| Update of the 2016-2020 Corporate Plan (2020) | Yes | 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 |
| Oxford City Council Business Plan 2020-21 | Yes | One year business plan setting out outcomes for the 20-21 financial year. This document will expand on the ambitions set out in Corporate Strategy 20-24 | Leader, Economic Development and Partnerships | Shelley Ghazi, Policy and Partnerships Officer |

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The 06 April 2020 meeting of Scrutiny will be the final meeting prior to the commencement of the new civic year. The Scrutiny Committee will decide on its work plan, including those things to be dealt with at Finance Panel. However, to ensure officers are given sufficient notice to prepare reports it is suggested that those reports required for the meeting of 02 June 2020 are agreed now.

The following reports and actions are possible suggestions for 02 June 2020:

* Member ideas for the new Scrutiny year
* Adoption of the Local Plan (June Cabinet)
* Performance Monitoring report and choice of future indicators
* Selective Licensing (June Cabinet)
* HMO Licensing (June Cabinet)
* OxWED update (June Cabinet)
* East Oxford Community Centre (June Cabinet)

The following reports are suggested for 06 July 2020

* Agree work plan for Scrutiny year
* Council Carbon Emissions

It may be sensible to defer the April item on Apprentices and NEETs to the July meeting to balance the workload.

**Finance Panel**

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The 25 February 2020 meeting of the Finance Panel was the final meeting prior to the commencement of the new civic year. The Scrutiny Committee will decide on its work plan, including those things to be dealt with at Finance Panel. However, to ensure officers are given sufficient notice to prepare reports it is suggested that those reports required for the meeting of 30 June 2020 are agreed now.

The following report has been suggested and by the time of the Scrutiny Committee will be in a position to be confirmed:

* Assessing the Council’s options for borrowing, including the strengths and weaknesses of the PWLB, social impact bonds, municipal bonds or establishing the Council’s own bond.

**Companies Panel**

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**12 March 2020 - reports will be the same as those at the Shareholder and Joint Venture Group meeting**

**Housing Panel**

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**No meeting allocated**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio** | **Lead officer** |

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| Tenant Satisfaction | No | To consider the outcome of the Tenant Satisfaction Survey for council tenants. | Affordable Housing | Bill Graves, Landlord Services Manager |

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| 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 | Ian Wright, Head of Regulatory Services and Community Safety, Paul Smith, Building Control Team Leader |
| 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 | Head of Regulatory Services & Community Safety |

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**5 March 2020 - reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio** | **Lead officer** |

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| Housing Performance - 2019/20 Quarter 3 | No | For the Panel to consider performance against a set of housing measures. | Affordable Housing, Deputy Leader (Statutory) - Leisure and Housing | Stephen Clarke, Head of Housing Services / Director Housing Companies |

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**8 April 2020 - provisional reports**

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| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio** | **Lead officer** |

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| 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 / Director Housing Companies |

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