

Scrutiny work plan

June 2020 to September 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.

The plan sets out the work of scrutiny for this council year and will be reviewed at each meeting of the Scrutiny Committee.

The 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.

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 Cabinet 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), Joe McManners (Vice Chair), Mohammed Altaf-Khan, Lubna Arshad, Shaista Aziz, Tiago Coarais

		Hosnieh Djafari-Marbini, James Fry, Richard Howlett, Pat Kennedy, Ben Lloyd-Shogbesan, Craig Simmons
Finance and Performance Panel	Finance and budgetary issues and decisions, performance management	Councillors: James Fry (Chair), Chewe Munkonge, Craig Simmons, Roz Smith.
Housing and Homelessness Panel	Strategic housing, homelessness and landlord issues and decisions	Councillors: Shaista Aziz (vice-Chair), Nadine Bely-Summers, Mike Gotch, Sian Taylor, Elizabeth Wade, Dick Wolff Tenant co-optee: Tony Buchanan
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

TBC

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Timings of review groups

TBC

Scrutiny Committee

06 July 2020 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Scrutiny Workplan 2020/21 Longlist	No	A list of possible topics for inclusion by Scrutiny into its 2020/21 work plan and an opportunity for Committee members to make additional suggestions		Tom Hudson, Scrutiny Officer
Local Growth Funded Workspace Projects	Yes	Delegate Officer authority to enter into contract with OxLEP for an award of £1.93m of funding to subsidise delivery of affordable workspaces for entrepreneurs in Oxford city centre and surrounds.	Leader - Economic Development and Partnerships	Matthew Peachey, Economic Development Manager
Local Development Scheme (LDS) 2020-2023	Yes	The LDS provides a three year project plan for preparing policy documents. This LDS will provide timescale for emerging Supplementary Planning Documents (SPDs) and the review of the Oxford Local Plan	Cabinet Member for Planning and Housing Delivery	Amanda Ford, Planning Policy Team Leader

04 August 2020 – provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Scrutiny Review Groups	No	To agree scopes and memberships of the Scrutiny Review Groups for the forthcoming year	NA	Tom Hudson, Scrutiny Officer
Procurement Strategy 2020 - 2021	Yes	To present the Councils Strategy for the Procurement of Goods and Services for the period 2020- 2021.	Deputy Leader - Finance and Asset Management	Annette Osborne, Procurement Manager
Street Naming and Numbering Policy	Yes	Revised Street Naming and Numbering Policy for adoption	Safer Communities and Customer	Emma Griffiths, Lawyer

			Focused Services	
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01 September 2020 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Proposal to improve the Private Rented Sector through Selective Licensing	Yes	The report provides findings from a review carried out into the housing conditions within the private rented sector and seeks approval from members to conduct a statutory consultation into the introduction of selective licensing of the private rented sector across the city	Cabinet Member for Planning and Housing Delivery	Gail Siddall, Team Leader , HMO Enforcement Team
Review of the Additional HMO licensing scheme	Yes	The report provides findings from a review carried out for the HMO Licensing Scheme and seeks approval from members to conduct a statutory consultation to renew the scheme in January 2021	Cabinet Member for Planning and Housing Delivery	Gail Siddall, Team Leader , HMO Enforcement Team
Council Tax Reduction Scheme for 2021/22	Yes	A report to seek approval for proposals for consultation on changes to the Council's Council Tax Reduction Scheme for 2021/22.	Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits
Fusion Lifestyle's Annual Service Plan for Oxford leisure	Yes	To recommend that Cabinet endorses Fusion Lifestyle's Annual Service Plan (2020/21) for the continuous development, management and	Cabinet Member for Leisure and Parks	Lucy Cherry, Leisure and Performance Manager

facilities (2020/21)		operation of leisure services in Oxford.		
Discretionary Housing Payment Policy	Yes	To review the operation of the Discretionary Housing Payment policy, and to amend the policy, if required.	Cabinet Member for Supporting Local Communities	Paul Wilding, System Change Manager - Homelessness Prevention

Finance Panel

07 July 2020 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Integrated Performance Report for Q4	Yes	A report to update Members on Finance, Risk and Performance as at the end of the financial year.	Deputy Leader (Statutory) - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Performance Monitoring for Q4	No	A series of Scrutiny-chosen corporate performance measures	Deputy Leader (Statutory) - Finance and Asset Management	Helen Bishop, Head of Business Improvement

Housing Panel

03 August - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Housing Delivery Plan	Yes	On 13 February 2020, Government published the results of the Housing Delivery Test for 2019. The Housing Delivery Test compares how many homes were built in Oxford over the last three years against how many homes were needed during the same period. The Council's result fell below 95% (scoring 70%) meaning that a Housing Delivery Test Action Plan (Housing Delivery Plan) must be published. This report introduces the Housing Delivery Plan for Cabinet to approve.	Cabinet Member for Planning and Housing Delivery	Tom Rice, Principal Planner
Impact of Covid-19 on private rented sector tenants	No	The Housing Panel will be addressed by Oxford Tenant's Union to hear of the impact the Covid-19 pandemic has had on private sector tenants		

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Companies Panel – No meetings

Criteria

The following TOPICC criteria may 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 or relates to an essential service?
- **Public interest** – is it of significant public interest?
- **Influence** – can Scrutiny have a meaningful influence and add value?
- **Cost** – is there a significant financial impact or an area of high expenditure?
- **Cabinet** – is the item being considered a Cabinet paper, and are the additional resources requirements of commissioning a non-Cabinet paper justified by the need for the topic to be scrutinised?

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