

# Scrutiny work plan

August 2020 to May 2021

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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 Corais 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 | Councillors: James Fry (Chair), Chewe Munkonge, Craig Simmons, Roz Smith.                                                                                                                                                        |

|                                |                                                                   |                                                                                                                                                            |
|--------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | management                                                        |                                                                                                                                                            |
| Housing and Homelessness Panel | Strategic housing, homelessness and landlord issues and decisions | Councillors: Nadine Bely-Summers (Chair), Shaista Aziz (vice-Chair), Mike Gotch, Sian Taylor, Elizabeth Wade, Dick Wolff<br>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

### Timings of review groups

TBC

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## Scrutiny Committee

### 01 September 2020 - reports

| Agenda item                          | Cabinet item | Description                                                                                                | Cabinet portfolio                               | Lead officer                                           |
|--------------------------------------|--------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------|
| 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 | Richard Wood, Strategy and Service Development Manager |
| Air Quality Action Plan              | Yes          | Seeking approval for public consultation on draft Air Quality Action Plan 2020-2025                        | Deputy Leader - Green Transport                 | Mai Jarvis, Environmental                              |

|  |  |  |                        |                      |
|--|--|--|------------------------|----------------------|
|  |  |  | and Zero Carbon Oxford | Quality Team Manager |
|--|--|--|------------------------|----------------------|

## 06 October 2020 - provisional reports

| Agenda item                                          | Cabinet item | Description                                                                                          | Cabinet portfolio                                          | Lead officer                                   |
|------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------|
| Street Naming and Numbering Policy                   | Yes          | Revised Street Naming and Numbering Policy for adoption                                              | Cabinet Member for Customer Focused Services               | Emma Griffiths, Lawyer                         |
| Annual Air Quality Status Report                     | Yes          | To consider the findings of the recently published Annual Air Quality Status Report                  | Deputy Leader - Green Transport and Zero Carbon Oxford     | Mai Jarvis, Environmental Quality Team Manager |
| East Oxford Community Centre - & Housing Development | Yes          | To present an improvement scheme for the East Oxford Community Centre following public consultation. | Cabinet Member for Supporting Local Communities            | Hagan Lewisman, Active Communities Manager     |
| Tourism Review Group Update                          | Yes          | An update report on the progress made against recommendations arising from the Tourism Review Group  | Cabinet Member for City Centre, Covered Market and Culture | Matthew Peachey, Economic Development Manager  |
| Leisure provision in the city                        | Yes          | Leisure provision in the city                                                                        | Cabinet Member for Leisure and Parks                       | Ian Brooke, Head of Community Services         |

### 03 November 2020 - provisional reports

| Agenda item                          | Cabinet item | Description                                                                                                                                                                                                                                                                                                               | Cabinet portfolio                              | Lead officer                                                              |
|--------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------|
| Oxford's Waterways                   | Yes          | To receive an update report on the progress of the Oxford Waterways Project                                                                                                                                                                                                                                               | Cabinet Member for a Safer, Healthy Oxford     | Councillor Marie Tidball, Cabinet Member for Supporting Local Communities |
| Workplace Equalities and Action Plan | Yes          | A report to seek approval for the publication of the annual Workforce Equality Report and report on progress on the Equalities Action Plan 2018 to 2021.                                                                                                                                                                  | Cabinet Member for Customer Focused Services   | Helen Bishop, Head of Business Improvement                                |
| Oxpens 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 Heads of Terms discussions. 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)                            |

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### 01 December 2020 - provisional reports

| Agenda item                      | Cabinet item | Description                                                                                  | Cabinet portfolio                                | Lead officer     |
|----------------------------------|--------------|----------------------------------------------------------------------------------------------|--------------------------------------------------|------------------|
| Annual Monitoring Report 2019/20 | Yes          | To approve the Annual Monitoring Report for publication.                                     | Cabinet Member for Planning and Housing Delivery | Rachel Nixon     |
| Safeguarding Report 2020/21      | Yes          | To report on the progress made on the Oxford City Council's Safeguarding Action Plan 2019/20 | Cabinet Member for Customer Focused Services     | Daniella Granito |

|                         |     |                                                              |                                                        |                                                          |
|-------------------------|-----|--------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|
| Sustainability Strategy | Yes | Consideration of the Council's draft Sustainability Strategy | Deputy Leader - Green Transport and Zero Carbon Oxford | Jo Colwell, Service Manager Environmental Sustainability |
|-------------------------|-----|--------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|

### 12 January 2021 - provisional reports

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

### 02 February 2021 - provisional reports

| Agenda item                                         | Cabinet item | Description                                                                                                        | Cabinet portfolio                                      | Lead officer                                   |
|-----------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------|
| Grant allocations to community and vol orgs 2021/22 | Yes          | A report to make decisions on the allocation of grants to the community and voluntary organisations for 2021/2022. | Cabinet Member for Supporting Local Communities        | Ian Brooke, Head of Community Services         |
| Zero Emission Zone                                  | Yes          | Decision on whether to support Oxfordshire County Council's introduction of the Red Zone Zero Emission Zone        | Deputy Leader - Green Transport and Zero Carbon Oxford | Mai Jarvis, Environmental Quality Team Manager |

### 02 March 2021 - provisional reports

| Agenda item                                     | Cabinet item | Description                                                                                                                                | Cabinet portfolio                 | Lead officer                                   |
|-------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|
| Council Business Plan 2021-22 and Business Plan | Yes          | The annual business plan sets out the key actions and objectives for the next financial year, to support delivery against each of the four | Leader - Economic Development and | Shelley Ghazi, Policy and Partnerships Officer |

|                |  |                                                                                                                                                           |              |  |
|----------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|
| 2020-21 update |  | corporate priorities set out in the Council Strategy 2020-24. The document also includes an update on delivery against the previous year's business plan. | Partnerships |  |
|----------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|

### 08 April 2021 - provisional reports

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

### Items with dates to be determined

| Agenda item                              | Cabinet item | Description                                                                                                                                                                                                                                                                                                                                                  | Cabinet portfolio                            | Lead officer                                    |
|------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------|
| Apprentices and NEETs                    | Yes          | 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). Also to get an update on the progress of the current apprenticeship scheme, and any planned changes in light of Covid-19 | Cabinet Member for Customer Focused Services | Paul Adams, HR & Payroll Manager                |
| Acceptable Behaviours in the City Centre | Yes          | To consider the outcome of the Acceptable Behaviours Consultation, and next steps.                                                                                                                                                                                                                                                                           |                                              | Richard Adams, Community Safety Service Manager |

## Finance and Performance Panel

### 02 September 2020 - reports

| Agenda item                                                            | Cabinet item | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Cabinet portfolio                              | Lead officer                                   |
|------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------|
| Revised Oxford City Council Business Plan 2020-21                      | Yes          | The annual business plan sets out the key actions and objectives for the next financial year, to support delivery against each of the four corporate priorities set out in the Council Strategy 2020-24. It had been intended that the 2020-21 Business Plan was considered by the April 2020 Cabinet. However this was overtaken by the pandemic, and the whole Business Plan has had to be reviewed to reflect the current budgetary pause of new expenditure as well as new workstreams developed as a response to COVID-19. | Leader - Economic Development and Partnerships | Shelley Ghazi, Policy and Partnerships Officer |
| Treasury Management Performance: Annual Report and Performance 2019/20 | Yes          | A report to set out the Council's Treasury Management activity and performance for the financial year 2019/2020.                                                                                                                                                                                                                                                                                                                                                                                                                | Deputy Leader - Finance and Asset Management   | Bill Lewis, Financial Accounting Manager       |
| Procurement Strategy 2020 - 2021                                       | Yes          | To present the Council's Strategy for the Procurement of Goods and Services for the period 2020- 2021.                                                                                                                                                                                                                                                                                                                                                                                                                          | Deputy Leader - Finance and Asset Management   | Annette Osborne                                |
| Quarterly Integrated Performance 2020/21 - Q1                          | Yes          | A report to update Members on Finance, Risk and Performance as at 30 June 2020.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Deputy Leader - Finance and Asset              | Anna Winship, Management Accountancy           |

|                                   |     |                                                                                                                                  |                                                          |                                                            |
|-----------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------|
|                                   |     |                                                                                                                                  | Management                                               | Manager                                                    |
| Performance Monitoring 2020/21 Q1 | Yes | A report detailing performance against relevant KPIs and an update on progress made against the Council's 2020/21 business plan. | Deputy Leader (Statutory) - Finance and Asset Management | Rocco Labellarte, Chief Technology and Information Officer |

### 29 September 2020 - provisional reports

| Agenda item                 | Cabinet item | Description                                                                                                                                                                     | Cabinet portfolio                                        | Lead officer    |
|-----------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------|
| Social Value in Procurement | Yes          | An update report on the progress made on implementing the inclusion of social value weightings within procurement contracts, including managing the challenges that this brings | Deputy Leader (Statutory) - Finance and Asset Management | Annette Osborne |

### 03 December 2020 - provisional reports

| Agenda item                                  | Cabinet item | Description                                                                                                     | Cabinet portfolio                                | Lead officer                                  |
|----------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| Infrastructure Funding Statement             | Yes          | Report on receipt, expenditure and future expenditure of CIL and S106 contributions                             | Cabinet Member for Planning and Housing Delivery | Lorraine Freeman, Development Funding Officer |
| Treasury Management Mid – Year Report        | Yes          | A report to report on the performance of the Treasury Management function for the 6 months to 30 September 2020 | Deputy Leader - Finance and Asset Management     | Bill Lewis, Financial Accounting Manager      |
| Quarterly Integrated Performance 2020/21– Q2 | Yes          | A report to update Members on Finance, Risk and Performance as at 30 September 2020.                            | Deputy Leader - Finance and Asset                | Anna Winship, Management Accountancy          |



|                                              |     |                                                                                                                                  |                                                          |                                           |
|----------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------|
|                                              |     |                                                                                                                                  | Management                                               | Manager                                   |
| Performance Monitoring 2020/21 Q2            | Yes | A report detailing performance against relevant KPIs and an update on progress made against the Council's 2020/21 business plan. | Deputy Leader (Statutory) - Finance and Asset Management | Liz Godin                                 |
| Budget Review Recommendations Update 2019/20 | Yes | An update on the progress made against recommendations from the Budget Review Group report 2019/20                               | Deputy Leader (Statutory) - Finance and Asset Management | Nigel Kennedy, Head of Financial Services |

### 27 January 2021 - provisional reports

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| Agenda item                          | Cabinet item | Description                                                                                    | Cabinet portfolio                             | Lead officer                             |
|--------------------------------------|--------------|------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------|
| Treasury Management Strategy 2021/22 | Yes          | A report to present the Council's Treasury Management Strategy for 2021/22.                    | Deputy Leader - Finance and Asset Management  | Bill Lewis, Financial Accounting Manager |
| Capital Strategy 2021-22             | Yes          | A report to present the Capital Strategy for 2021/22 approval.                                 | Deputy Leader - Finance and Asset Management  | Bill Lewis, Financial Accounting Manager |
| Council Borrowing Options            | Yes          | To present the different sources of borrowing for the Council and their benefits and drawbacks | Deputy Leader (Statutory) - Finance and Asset | Bill Lewis, Financial Accounting Manager |

|  |  |  |            |  |
|--|--|--|------------|--|
|  |  |  | Management |  |
|--|--|--|------------|--|

## Housing and Homelessness Panel

### 03 September - Provisional reports

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

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### 08 October 2020 - Provisional reports

| Agenda item                    | Cabinet item | Description                                                            | Cabinet portfolio | Lead officer                |
|--------------------------------|--------------|------------------------------------------------------------------------|-------------------|-----------------------------|
| Housing Performance 2020/21 Q2 | Yes          | An update on the Council's Housing Performance against its KPIs for Q2 |                   | Tom Rice, Principal Planner |

## 05 November 2020 - Provisional reports

| Agenda item                  | Cabinet item | Description                                                                                                                                                                                                                                                                                                  | Cabinet portfolio                     | Lead officer                                  |
|------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------|
| Rough Sleeping Update        | Yes          | An update report on the Council's activities in relation to Rough Sleeping, particularly in light of Covid 19, to include consideration of Floyds Row, the impact of the 'everyone in' policy, and future plans around 'everyone in' (with specific reference to the availability of move-on accommodation). | Cabinet Member for Affordable Housing | Nerys Parry, Housing Strategy & Needs Manager |
| Housing and Carbon Reduction | Yes          | A report to inform the Committee of the Council's current plans with regards to carbon reduction in housing, looking specifically at retrofitting plans and possible funding models for paying for improvements to energy efficiency, as well as new housing supply.                                         | Cabinet Member for Affordable Housing | Rachel Nixon                                  |

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## Feb mtg - date TBC

| Agenda item                                          | Cabinet item | Description                                                                       | Cabinet portfolio                     | Lead officer                                                          |
|------------------------------------------------------|--------------|-----------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------|
| Housing Performance 2020/21 Q3                       | Yes          | An update on the Council's Housing Performance against its KPIs for Q3            |                                       | Stephen Clarke, Head of Housing Services / Director Housing Companies |
| Allocation of Homelessness Prevention Funds 2021/22  | Yes          | A report to approve the allocation of homelessness prevention funds for 2021/22.  | Cabinet Member for Affordable Housing | Stephen Clarke, Head of Housing Services / Director Housing Companies |
| Update of Housing Assistance and Disabled Adaptation | Yes          | Minor changes to allow clarification around discretionary grant and joint custody | Cabinet Member for Affordable         | Becky Walker, Home Improvement Agency                                 |

|                                         |     |                                                                                                                                           |                    |                                                  |
|-----------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------|
| Policy 2021                             |     | arrangements                                                                                                                              | Housing            | Team Manager                                     |
| Additional HMO licensing scheme renewal | Yes | To report on the findings of the consultation and to seek approval for the next steps in relation to additional HMO licensing in the city | Affordable Housing | Gail Siddall, Team Leader , HMO Enforcement Team |

#### 04 March 2021 – no provisional reports at present

#### Items with dates to be determined

| Agenda item         | Cabinet item | Description                                                                                                          | Cabinet portfolio                     | Lead officer                           |
|---------------------|--------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------|
| Tenant Satisfaction | Yes          | An update report on the results of the tenant satisfaction survey, and actions being taken in light of the learnings | Cabinet Member for Affordable Housing | Bill Graves, Landlord Services Manager |

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## Companies Panel

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




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

**15 March 2021 - reports will be the same as those at the Shareholder and Joint Venture Group meeting**



## 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 it a Cabinet item? (Temporary consideration)
- 
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