

Scrutiny work plan

December 2020 to April 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 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

Domestic Abuse – Councillors Shaista Aziz (Chair), Mohammad Altaf-Khan, Mark Lygo, Craig Simmons, Sian Taylor, Liz Wade

Budget Review Group – membership to be the same as Finance Panel membership, with Housing Panel members attending during Housing related Scrutiny.

Timings of review groups

Domestic Abuse – Meetings held over November and December 2020, final sign off in January 2021

Budget Review Group – Written questions agreed at 03 December 2020 Finance and Performance Panel, substantive meetings held on 04, 06, 11 January 2021 and sign-off at Finance and Performance and Performance Panel on 27 January.

Scrutiny Committee

01 December 2020 - reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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
Annual Monitoring Report and Infrastructure Funding Statement 2019/20	Yes	To approve the Annual Monitoring Report and Infrastructure Funding Statement 2019/20 for publication.	Cabinet Member for Planning and Housing Delivery	Rachel Nixon
Draft Strategic Vision for Oxfordshire	Yes	To consider and comment on a Draft Strategic Vision for Oxfordshire, as part of a wider public engagement exercise, and agree the most appropriate route for submitting a formal response	Leader - Economic Development and Partnerships	Caroline Green, Assistant Chief Executive

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12 January 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
Citizen Engagement	Yes	An update report on the steps the Council is taking to engage its citizens in the work and decision-making of the Council, with particular reference to the recently formed Residents Panel and Covid-related developments.		Mish Tullar, Corporate Policy, Partnership and Communications Manager

Covered Market Leasing Strategy	Yes	There is a 10 year leasing strategy for the Covered Market which was agreed in 2015. The strategy is due to be refreshed at Year 5 (2020) to ensure it continues to reflect the ambitions and strategies for the Market.	Deputy Leader (Statutory) - Finance and Asset Management, Councillor Mary Clarkson	Emma Gubbins
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.	Cabinet Member for Supporting Local Communities	Tanya Bandekar, Service Manager Revenue & Benefits
Cabinet Responses to Climate Emergency Review Group	Yes	To receive the Cabinet responses to the recommendations made by the Scrutiny Committee's Climate Emergency Review Group	Councillor Tom Hayes	Jo Colwell, Service Manager Environmental Sustainability

02 February 2021 - provisional reports

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Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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)
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

02 March 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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
Council Business Plan 2021-22 and Business Plan 2020-21 update	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. The document also includes an update on delivery against the previous year's business plan.	Leader - Economic Development and Partnerships	Shelley Ghazi, Policy and Partnerships Officer
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

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08 April 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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Items with dates to be determined

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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

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

03 December 2020 - provisional reports

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Agenda item	Cabinet item	Description	Cabinet portfolio	Lead 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 Management	Anna Winship, Management Accountancy Manager
Boswells Department Store	Yes	Joint venture between developer and City Council to enable the building to be redeveloped for hotel use	Deputy Leader (Statutory) - Finance and Asset Management	Jane Winfield, Regeneration and Major Projects - Team Manager / Director Housing Companies

27 January 2021 - provisional reports

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
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Housing and Homelessness Panel

01 February 2021 - provisional reports

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	Cabinet Member for Affordable Housing	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 Policy 2021	Yes	Minor changes to allow clarification around discretionary grant and joint custody arrangements	Cabinet Member for Affordable Housing	Becky Walker, Home Improvement Agency 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	Cabinet Member for Affordable Housing	Gail Siddall, Team Leader , HMO Enforcement Team

04 March 2021 - provisional reports

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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

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

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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15 March 2021 - reports will be the same as those at the Shareholder and Joint Venture Group meeting

Agenda item	Cabinet item	Description	Cabinet portfolio	Lead officer
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Criteria

The following TOPIC 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?