

**WEST OXFORDSHIRE DISTRICT COUNCIL**  
**FINANCE AND MANAGEMENT OVERVIEW & SCRUTINY COMMITTEE**  
**WEDNESDAY 5 JUNE 2019**

**COMMITTEE WORK PROGRAMME 2019/2020**  
**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

**(Contact: Keith Butler, Tel: (01993) 861521)**

(The decisions on this matter will be resolutions)

**1. PURPOSE**

To assist the Committee in considering its Work Programme for 2019/2020.

**2. RECOMMENDATION**

That the Committee determines its Work Programme for 2019/2020 having regard to the information contained in this report and the recommendations agreed by Council.

**3. BACKGROUND**

- 3.1. At the first meeting of the Committee in the new municipal year initial consideration is given to the Work Programme for the year having regard to the approach to scrutiny work adopted by Council on 22 October 2008, the intention of which was that work programmes should comprise fewer more strategic issues. These would probably be key policy areas either reviewing implemented policies or input to future policy development which the Committee would investigate over several meetings with the aim of adding value.
- 3.2. At that time it was agreed to adopt a “toolkit” approach in deciding whether a major review or Working Party should be implemented. This would initially be completed by the relevant Chairman, Vice Chairman and Strategic Director so as to ensure that all suggested reviews would be subject to a series of criteria before they could proceed. A copy of the “toolkit” is attached as Appendix A.
- 3.3. It is not intended that the ‘Toolkit’ approach be used for small reviews requiring only a brief report. There will still be the opportunity to bring forward one-off reports/papers on particular issues of interest to the Committee outside of the normal Work Programme but it will also be necessary to maintain a general overview of the ways in which external agencies are responding to community concerns including when necessary inviting representatives to attend meetings of the Committee. The inclusion of a standing agenda item for Members questions also provides the opportunity for Members to raise ‘hot topics’.
- 3.4. The Committee is invited to consider which topics are considered the priorities for a strategic review in line with the agreed approach to scrutiny for inclusion in the 2018/2019 Work Programme. A draft programme incorporating items rolled forward from last year is attached at Appendix B.

**4. ALTERNATIVES/OPTIONS**

In accordance with the Constitution of the Council, Committee has the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, the Executive or any other Committee or Sub-Committee of the Council as it sees fit.

## **5. FINANCIAL IMPLICATIONS**

There are no financial implications arising directly from this report.

## **6. REASONS**

To enable the Committee to review its Work Programme.

Keith Butler  
Head of Democratic Services

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Date: 10 April 2019

Background Papers  
None

## SCRUTINY TOOLKIT/ASSESSMENT CRITERIA

The potential scrutiny issue should:

- Be of local and preferably current concern
- Have a clear purpose
- Be linked to the Council's corporate objectives
- Be capable of being influenced by the Committee
- Be of manageable scope – focussed rather than too wide ranging
- Be of sufficient scope to warrant a scrutiny review – not something that can easily be fixed by meeting with the service provider or, for example, a future officer presentation or report
- Not be being scrutinised by another Scrutiny Committee"

In addition, the following should be considered:

- Is there a minimum of, say, four councillors who wish to participate in the review (where a working group is to be established) or who wish to
- Does it require any financial resources?
- How much Officer time would be required?
- Does the concern on the issue extend to the public?

Once a matter has been agreed for inclusion in the work programme, the following considerations should form the basis of the planning of the review:

- How long should the review be scheduled to take?
- How will we judge whether the review was successful?
- Will there be distinct stages to the review?
- What documentation/evidence/research may be needed and why?
- Will there be a need for site visits, where and why?
- Who might be called as witnesses and why?
- How might the cabinet/executive be called to account?
- What challenges might this raise for scrutiny members?
- What support will be required from officers?
- How will we deal with public relations/media interest?
- How will we engage with the public?

What other issues or barriers need to be addressed?

<b>FINANCE AND MANAGEMENT OVERVIEW &amp; SCRUTINY COMMITTEE WORK PROGRAMME FOR 2019/2020</b>				
	<b>Work Area</b>	<b>Comments</b>	<b>Meeting / Anticipated Completion Date</b>	<b>Originator/Progress</b>
<b>Items Originated by the Committee</b>				
1	Rural Broadband Project	To monitor and review the project for superfast broadband.	On-going as required	FMOS An update report appears as Agenda Item No. 8.
2	Publica/Implementation of the transformation programme	Reports will be brought forward as the project develops.	On-going as required	FMOS The Chairman of FMOS is invited to the quarterly Member Liaison Group meetings with the Publica Executive Directors. Reports will be presented to FMOS on any matters where the Chairman decides that Scrutiny is required.
3	Introduction of Electric Vehicle Charging Points in Council Car Parks	The Committee established a Working Party to investigate the possibility of providing electric vehicle charging points in the District.  The sum of £250,000 has been included within the budget for 2018/2019 for this purpose.	On-going as required	FMOS  The recommendation relating to the funding of legal costs was approved by the Council on 25 July; and it is now anticipated that a report on the bids for the provision of the charging points will be considered by Cabinet on 24 July 2019.

**FINANCE AND MANAGEMENT OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMME FOR 2019/2020**

	<b>Work Area</b>	<b>Comments</b>	<b>Meeting / Anticipated Completion Date</b>	<b>Originator/Progress</b>
5	Performance Indicators	To receive information on performance indicators relating to Corporate Resources, Business Information and Change, Customer Services, Revenues and Benefits, and Legal and Democratic Services.	Reports on Performance Indicators are considered on a quarterly basis.	The report on the 2018/2019 year end indicators appears as Agenda item No. 11
6	Treasury Management Activity and Performance	To receive information on treasury management and the performance of in-house and external fund managers' Activity.	Reports on treasury management activity and performance are considered on a quarterly basis.	A report appears as Agenda Item No. 10
7	Budget	To consider the initial draft base budgets, draft fees and charges for and the latest Capital Programme for the current and future years.	November 2019	
8	Medium Term Financial Strategy	To consider the annual refresh of the Medium Term Financial Strategy.	A report is submitted on an annual basis	

**FINANCE AND MANAGEMENT OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMME FOR 2019/2020**

	<b>Work Area</b>	<b>Comments</b>	<b>Meeting / Anticipated Completion Date</b>	<b>Originator/Progress</b>
9	Investment Property Review	To advise Members of current property investments and their performance since the last review.	A report is submitted on an annual basis.  November 2019	FMOS
10	Local Authority Partnership Purchase Scheme	At the meeting in June 2018 it was agreed that a review of the operation of the Local Authority Partnership Purchase Scheme be included in the Work Programme		FMOS  An update report was considered at the January meeting when it was agreed that Officers be requested to continue discussion with Bloor Homes regarding their part exchange scheme and to consider alternative ways in which the Council could offer mortgage assistance.  A further update will be provided at this meeting.
11	Publica Business Plan	to give consideration to the Publica Business Plan for 2020/2021	January 2020	FMOS