



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

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| Name and date of Committee  | <b>Finance and Management Overview and Scrutiny Committee</b><br><b>14 June 2023</b>   |
| Report Number   | <b>Agenda Item No. 12</b>  |
| Subject   | <b>Scrutiny Work Programme 2023/24</b>   |
| Wards affected  | All  |
| <b>Finance and Management</b><br>Accountable member /<br>Group Manager Lead | <b>Councillor Alaa Al-Yousuf, Chair of Finance and Management Overview and Scrutiny Committee</b><br>Email: <a href="mailto:alaa.al-yousuf@westoxon.gov.uk">alaa.al-yousuf@westoxon.gov.uk</a><br><br><b>Group Manager Lead: Phil Martin, <a href="mailto:phil.martin@publicagroup.uk">phil.martin@publicagroup.uk</a></b> |
| Climate and Environment<br>Accountable member /<br>Group Manager Lead       | Councillor, Chair Climate and Environment Overview and Scrutiny Committee<br>Email:<br>Group Manager Lead: Bill Oddy, <a href="mailto:bill.oddy@publicagroup.uk">bill.oddy@publicagroup.uk</a><br><b>3 July 2023</b>   |
| Economic and Social<br>Accountable member /<br>Group Manager Lead           | Councillor Andrew Beaney, Chair Economic and Social Overview and Scrutiny Committee<br>Email: <a href="mailto:Andrew.beaney@westoxon.gov.uk">Andrew.beaney@westoxon.gov.uk</a><br>Group Manager Lead : Jon Dearing, <a href="mailto:jon.dearing@publicagroup.uk">jon.dearing@publicagroup.uk</a><br><b>5 July 2023</b>     |
| Accountable Officer   | Andrew Brown, Business Manager - Democratic Services<br>Email: <a href="mailto:Andrew.brown@publicagroup.uk">Andrew.brown@publicagroup.uk</a>  |
| Summary/Purpose   | To provide the Committees with an update on the Scrutiny Work Programme 2023/24.   |
| Annexes   | <a href="#">Annex I</a> - Work Programme for 2023/24   |
| Recommendation  | That the Committee notes the Work Programme and provides comment where needed.   |
| Corporate priorities  | To enable the Committee to review the Scrutiny Work Programme and support the Council's priorities to protect the environment whilst supporting the local economy, to meet the current and future needs of residents and to provide efficient and value for money services, whilst delivering quality front line services. |
| Key Decision  | No   |
| Exempt  | No   |
| Consultees / Consultation   | None   |

## **1. BACKGROUND**

- 1.1. At the meetings of the Scrutiny Committees in May and June 2023 the committees gave consideration to the development of their work programmes for the year. These work programmes have been brought together in a single document to provide visibility of the work of Scrutiny across the three committees.

## **2. MAIN POINTS**

- 2.1. Committees are asked to consider the work programme, along with the Executive work programme, and decide if there are any items that they wish to prioritise or deprioritise.
- 2.2. When an item is considered by a committee, the Committee can decide whether to submit recommendations to Executive.
- 2.3. The Scrutiny Work Programme is intended to provide clarity to the organisation and the public about the priorities of the committees and when different items will be considered but it does need to be a flexible document that enables Scrutiny to respond to new or emerging issues and priorities during the year. As such, committees will be able to review their work programme at each meeting. The inclusion of a standing agenda item for Members' questions also provides the opportunity to raise relevant issues.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. There are no financial implications arising directly from this report. Requests from Scrutiny for reports to be produced for consideration at meetings will place demands on officer capacity. Committees are urged to be mindful of the limitations of the organisation and to prioritise effectively, having regard to the advice of supporting officers.

## **4. LEGAL IMPLICATIONS**

- 4.1. None

## **5. RISK ASSESSMENT**

- 5.1. Not applicable.

## **6. CLIMATE CHANGE IMPLICATIONS**

- 6.1. Whilst there may be climate change implications arising from specific items within the Work Programme, there are none arising directly from this report.

## **7. ALTERNATIVES/OPTIONS**

- 7.1. 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, Executive or any other Committee or Sub-Committee of the Council as it sees fit.
- 7.2. The agreement of a Scrutiny Work Programme, which is regularly reviewed, is considered to be good governance practice and promotes openness and transparency.

## **8. BACKGROUND PAPERS**

- 8.1. None

Financial Management OS 14 June 2023

| WP | Title                                       | Format                         | Executive Member / Lead Officer                   | When                | Scrutiny Aim and Comments  |
|----|---|--------------------------------|---|---------------------|--|
| 1  | Treasury Management                         | Report                         | Elizabeth Griffiths / Phil Martin                 | When Required       | <b>Scrutiny aim:</b>   |
| 2  | Investment Property Review Update Purpose   | Annual Verbal Report           | Councillor Levy / Elizabeth Griffiths             | June 2023 now later | <b>Scrutiny aim:</b><br>To receive a verbal update on the Council's investment property and the capital valuation process; focussing on any substantial moves or changes that have occurred in the Council's property portfolio valuations for 2022. |
| 3  | Ubico Write Off Table Reveiw                | Verbal                         | Bill Oddy   | One Off             | <b>Scrutiny aim:</b> To ensure members are aware of write off process.   |
| 4  | Service Performance Report – Quarter 4      | Quarterly Report               | Councillor Levy / Elizabeth Griffiths / Bill Oddy | Quarterly           | <b>Scrutiny aim:</b><br>Report for comments or clarity   |
| 5  | Finance Performance Report – Quarter 4      | Quarterly Report               | Councillor Levy / Elizabeth Griffiths             | Quarterly           | <b>Scrutiny aim:</b><br>Report for comments or clarity   |
| 6  | Decarbonisation of Carterton Leisure Centre | Ad hoc Report of Decision made | Giles Hughes / Claire Locke                       | One Off             | <b>Scrutiny aim:</b> Transparency on decision taken  |

Future FMOS reports

| WP | Title                                     |  | Format               | Executive Member / Lead Officer              | When          | Scrutiny Aim and Comments  |
|----|---|--|----------------------|--|---------------|--|
| 1  | Treasury Management                       |  | Report               | Elizabeth Griffiths / Phil Martin            | When Required | Scrutiny aim:  |
| 2  | Investment Property Review Update Purpose |  | Annual Verbal Report | Councillor Levy / Elizabeth Griffiths        | June 2023     | Scrutiny aim:<br>To receive a verbal update on the Council's investment property and the capital valuation process; focussing on any substantial moves or changes that have occurred in the Council's property portfolio valuations for 2023/24. |
| 3  | Treasury Management Outturn               |  | Report               | Elizabeth Griffiths / Phil Martin            | When Required | Scrutiny aim:  |
| 4  | Treasury Management Mid Term              |  | Report               | Elizabeth Griffiths / Phil Martin            | When Required | Scrutiny aim:  |
| 5  | Waste Service Review and Update Report    |  | Report               | Elizabeth Griffiths / Bill Oddy              | Late 2023     | Scrutiny aim:  |
| 6  | Leisure Centre Strategy                   |  | Report               | Elizabeth Griffiths / Joy Aitman / Bill Oddy | Summer 2023   | Scrutiny aim:  |

**Financial Management Regular Reports:**

| Regular Reports   | Further Information  | Comments | Lead Officer / Executive Member   |
|---|--|----------|---|
| Service Performance Report – Quarter 1<br>Financial Performance | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br>Bill Oddy or Frank Wilson on hand for questions. |
| Service Performance Report – Quarter 2<br>Financial Performance | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br>Bill Oddy or Frank Wilson on hand for questions. |
| Service Performance Report – Quarter 3<br>Financial Performance | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br>Bill Oddy or Frank Wilson on hand for questions. |
| Service Performance Report – Quarter 4<br>Financial Performance | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br>Bill Oddy or Frank Wilson on hand for questions. |

Climate and Environment Overview and Scrutiny Committee 3 July 2023

| WP | Title   | Format                                     | Executive Member / Lead Officer  | When                                  | Comments  |
|----|---|--|--|---------------------------------------|---|
| 1  | Flood Management Action Plan – Progress, current position and future, to include <b>Action Calendar</b> and <b>Problem area map</b> | Report                                     | Councillor Arciszewska / Laurence King / Phil Martin                           | 3 July meeting 2023?                  | Action plan of what is currently being done and progress in WODC for flood management.<br><b>Scrutiny aim:</b><br>To receive information and ask questions        |
| 2  | Overview of new Grant Scheme <b>Andy Barge confirmed attendance 27/4/23</b>   | Verbal Update                              | Andy Barge / Bill Oddy   | 3 July meeting 2023                   | <b>Scrutiny aim:</b><br>Understanding of the new grant scheme   |
| 3  | Overview of Local Plan  | Verbal Update                              | Chris Hargraves / Bill Oddy  | 3 July meeting 2023                   | <b>Scrutiny aim:</b><br>Understanding, progress and update of where the Local Plan is, and timeline   |
| 4  | Carbon Action Plan – update on one project  | Verbal update and supporting documentation | Councillor Prosser / Hannah Kenyon<br>Claire Locke re Carterton Leisure Centre | Every committee update on one project | <b>Project:</b> Environment Act and its implications for WODC <b>Differed from last meeting.</b><br><b>Scrutiny aim:</b> To receive information and ask questions |
| 5  | Service Performance Report – Quarter 4  | Quarterly Report                           | Councillor Levy / Elizabeth Griffiths / Bill Oddy                              | Quarterly                             | <b>Scrutiny aim:</b> Report for comments or clarity   |

Climate and Environment suggestions for future workstreams 2023/24

| WP | Title   | Format                                     | Executive Member / Lead Officer  | When  | Comments   |
|----|---|--|--|---|--|
| 1  | Carbon Action Plan – update on one project                | Verbal update and supporting documentation | Councillor Prosser / Hannah Kenyon<br>Claire Locke re Carterton Leisure Centre | Every committee update on one project   | <b>Project:</b> Environment Act and its implications for WODC <b>Differed to later meeting.</b><br><b>Scrutiny aim:</b> To receive information and ask questions   |
| 2  | Governments initiative of zero recycle cost for residents | Verbal update                              | Councillor Arciszewska / Scott Williams  | When there is news to share. Initiate began 2019 but is behind due to the pandemic, review 2022 | Verbal update due from Scott Williams when there is news to share. See link for current details: <a href="https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system">https://www.gov.uk/government/news/government-sets-out-plans-to-overhaul-waste-system</a><br><b>Scrutiny aim:</b> |
| 3  | Air Quality   | Annual Report                              | Councillor Prosser/ Phil Measures / Susan McPherson                            | As requested  | <b>Scrutiny aim:</b> To receive information and ask questions  |
| 4  | Environment Act and its implications for WODC             | Report                                     | Janice Barnsey / Clare Locke / Hannah Kenyon                                   | When ready  | Environment Act and its implications for WODC (Bill Oddy)  |
| 5  | Waste Service Review and Update Report                    | Update Verbal/ Report                      | Bill Oddy  | As required   | <b>Scrutiny aim:</b>   |
| 6  | Regular Flood Updates                                     | Update Verbal/ Report                      | Councillor Arciszewska / Laurence King / Phil Martin                           | As required   | <b>Scrutiny aim:</b>   |

Scrutiny Work Programme 2023/24

Annex I

|   |                                |               |  |             |  |
|---|--------------------------------|---------------|--|-------------|--|
| 7 | Fly Tipping Enforcement update | Verbal Update | Councillor Prosser/<br>Phil Measures / Susan<br>McPherson / Mandy<br>Fathers | As required | <b>Scrutiny aim:</b> To receive information on how many enforcement notices have been issued and ask questions |
|---|--------------------------------|---------------|--|-------------|--|



**Climate and Environment Regular Reports:**

| Regular Reports                        | Further Information  | Comments | Lead Officer / Executive Member   |
|--|--|----------|---|
| Service Performance Report – Quarter 2 | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br>Bill Oddy or Frank Wilson on hand for questions. |
| Service Performance Report – Quarter 4 | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br>Bill Oddy or Frank Wilson on hand for questions. |

Economic Overview and Scrutiny 5 July 2023

| WP | Title  | Format           | Executive Member / Lead Officer                                 | When        | Scrutiny Aim and Comments   |
|----|--|------------------|---|-------------|---|
| 1  | Appraisal on CIL – CH Invited                            | Report           | Chris Hargreaves / Jon Dearing                                  | 5 July 2023 | <b>Scrutiny aim:</b> Committee to gain understanding of CIL, comment and note.  |
| 2  | Update on CCTV – Andy Barge confirmed attendance 27/4/23 | Report           | Andy Barge / Jon Dearing  | 5 July 2023 | <b>Scrutiny aim:</b> Committee to note and comment.   |
| 3  | Housing Association Sovereign                            | Verbal update    |   | 5 July 2023 | <b>Scrutiny aim:</b> Committee to note and comment.   |
| 4  | Local Plan Update – CH invited                           | Report           | Chris Hargreaves / Jon Dearing                                  | 5 July 2023 | <b>Scrutiny aim:</b> Committee to note and comment.   |
| 5  | Service Performance Report – Quarter 4                   | Quarterly Report | Councillor Levy / Elizabeth Griffiths / Jon Dearing / Bill Oddy | Quarterly   | Report for comments or clarity – Full Data required so that Committee can choose which data they would like to review, moving forward.<br><b>Scrutiny aim:</b> Note and comment which elements of the data reporting the Committee requires moving forward. |
| 6  | Refugee status   | Statement report | Paula Massey  | Quarterly   | Report for comments or clarity – 5 mins, Chair to read out. Report to be in the public domain.  |
| 7  | Enforcement Improvement Programme Update                 | Verbal update    | Jon Dearing   | One Off     | Committee requested a Enforcement Improvement Programme Update<br><b>Scrutiny aim:</b> Note and comment   |

Economic Overview and Scrutiny Future Meetings

| WP | Title   | Format           | Executive Member / Lead Officer                   | When                   | Scrutiny Aim and Comments  |
|----|---|------------------|---|------------------------|--|
| 1  | Housing Association invite to brief on their role and problems being faced                  | Working Group    | Geoff Saul / Caroline Clissold / Jon Dearing      | Spring 2023            | Update from Jon Dearing: Caroline Clissold is going to set up a separate meeting for Councillor Saul, Councillor Poole, Caroline and Jon Dearing..   |
| 2  | Leisure Centre Strategy   |                  | Joy Aitman / Bill Oddy                            | Summer 2023            | <b>Bill Oddy spoken with Chair</b>   |
| 3  | Stand-alone report from CBRE for the regeneration plan for Marriott's Walk – due July 2023. | Report           |   | July 2023              |  |
| 4  | Developer contributions S106 money (SIL)  | Update           | Chris Hargraves                                   | As requested           | <b>Scrutiny aim:</b>   |
| 5  | Service Performance Report – Quarter 3  | Quarterly Report | Councillor Levy / Elizabeth Griffiths / Bill Oddy | Quarterly              | Report for comments or clarity – 45 mins<br><b>Scrutiny aim:</b> Note and comment  |
| 6  | Parking Strategy  | Update           | Councillor Arciszewska / Maria Wheatley           | Executive in June 2023 | Contact Maria 4 weeks before Committee, ask if it's a report or presentation – 30 mins<br>Sent Maria an email reminder 10 Jan 23. Maria confirmed put back until June.<br><b>Scrutiny aim:</b> |
| 5  | REEMA North - Defence Housing Infrastructure. MOD - Mr Jon Wooden                           |                  | Jon Dearing /                                     |                        | Once an Update is available this item to move to the Committee Agenda.<br><b>Scrutiny aim:</b>   |

Scrutiny Work Programme 2023/24

Annex I

|    |   |  |   |  |   |
|----|---|--|---|--|---|
| 8  | Upgrade to WO public space CCTV provision & monitoring arrangements<br>Verbal update – timescale requested by the Committee |  | Councillor Saul / Andy Barge had a Emergency Decision taken on the CCTV replacement | provided to the committee re CCTV replacement programme. | Upgrade to WO public space CCTV provision & monitoring arrangements programme. Scrutiny aware.<br>Scrutiny aim: To review the documents |
| 9  | Health Care statistic from Oxfordshire Health Watch   |  |   |  |   |
| 10 | Health and Well Being Board data on medication shortages  |  |   |  |   |
| 11 | Review of Grant Scheme from the Executive work Programme  |  |   |  |   |
| 12 | Principle Housing information   |  |   |  |   |
| 12 | Local Police – Verbal update  |  |   | September meeting?                                       |   |
| 14 | West Oxfordshire Local Plan 2041 – Update   |  |   |  |   |

Economic suggestions for future workstreams 2023

| WP | Title  | Format         | Executive Member / Lead Officer                    | When                                  | Comments  |
|----|--|----------------|--|---------------------------------------|---|
| 1  | RAF Brize Norton   | As required    | Councillor Saul / Giles Hughes                     | AS REQUIRED                           | Business model for housing on site – last update given May 2022<br><b>Scrutiny aim:</b> |
| 2  | Health Care Provision in Oxfordshire   | Ongoing        | Councillor Aitman / Andy Barge / Heather McCulloch | As required                           | <b>Scrutiny aim:</b><br>Health Care Provision in Oxfordshire                            |
| 3  | Local Police with status update  | Verbal update  | Chair  |                                       | <b>Scrutiny aim:</b>  |
| 4  | WODC Housing in for a briefing on WODC housing work, responsibilities, current status and future |                |  | Jon Dearing – Crib sheet of questions | <b>Scrutiny aim:</b>  |
| 5  | Enforcement Update   | Update         | Kelly Murray                                       |                                       | <b>Scrutiny aim:</b>  |
| 6  | REEMA North Site, Carterton update (Jon Wooden, Deputy Head Estates)                             | Written Update | Councillor Saul / Giles Hughes<br>Jon Wooden       | When Required (Jon Dearing chasing)   | Regular committee written update<br><b>Scrutiny aim:</b>                                |

**Economic Overview and Scrutiny Regular Reports:**

| Regular Reports                        | Further Information  | Comments | Lead Officer / Executive Member   |
|--|--|----------|---|
| Service Performance Report – Quarter 1 | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br><br>Bill Oddy or Frank Wilson on hand for questions. |
| Service Performance Report – Quarter 2 | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br><br>Bill Oddy or Frank Wilson on hand for questions. |
| Service Performance Report – Quarter 3 | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br><br>Bill Oddy or Frank Wilson on hand for questions. |
| Service Performance Report – Quarter 4 | To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report. |          | Elizabeth Griffiths / Councillor Levy<br><br>Bill Oddy or Frank Wilson on hand for questions. |