



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>Finance and Management Overview and Scrutiny Committee 6 September 2023</b>
Report Number	<b>Agenda Item No. 11</b>
Subject	<b>Scrutiny Work Programme 2023/24</b>
Wards affected	All
Finance and Management Accountable member / Group Manager Lead	Councillor Alaa Al-Yousuf, Chair of Finance and Management Overview and Scrutiny Committee Email: <a href="mailto:alaa.al-yousuf@westoxon.gov.uk">alaa.al-yousuf@westoxon.gov.uk</a>  Assistant Director Lead: Phil Martin, <a href="mailto:phil.martin@publicagroup.uk">phil.martin@publicagroup.uk</a>
Economic and Social Accountable member / Group Manager Lead	Councillor Andrew Beaney, Chair Economic and Social Overview and Scrutiny Committee Email: <a href="mailto:Andrew.Beaney@WestOxon.Gov.UK">Andrew.Beaney@WestOxon.Gov.UK</a> Assistant Director Lead : <a href="mailto:Jon.Dearing@publicagroup.uk">Jon.Dearing@publicagroup.uk</a>
Climate and Environment Accountable member / Group Manager Lead	Councillor Martin McBride, Chair Climate and Environment Overview and Scrutiny Committee  Email: <a href="mailto:Martin.McBride@WestOxon.Gov.UK">Martin.McBride@WestOxon.Gov.UK</a> Assistant Director Lead: Bill Oddy, <a href="mailto:bill.oddy@publicagroup.uk">bill.oddy@publicagroup.uk</a>
Accountable Officer	Andrew Brown, Business Manager - Democratic Services 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 1</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 6 September 2023

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
1	Treasury Management	Report	James Howse / Phil Martin	When Required	Scrutiny aim:
2	Telephone Channel Access	One Off Report	Jon Dearing	6 September 2023	Scrutiny aim: Report for comments or clarity
3	Enhancement Suggestions for the Effectiveness of Scrutiny	One Off Report	Andrew Brown	6 September 2023	Scrutiny aim: Report for comments or clarity
4	Service Performance Report – Quarter I	Quarterly Report	Councillor Levy / James Howse / Bill Oddy	Quarterly	Scrutiny aim: Report for comments or clarity
5	Finance Performance Report – Quarter I	Quarterly Report	Councillor Levy / James Howse / Bill Oddy	Quarterly	Scrutiny aim: Report for comments or clarity

Future FMOS reports

Scrutiny Work Programme 2023/24

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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	When Required	Scrutiny aim: 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	Update of Local Authority Housing Fund Allocation	Report	Dan Levy / Frank Wilson	6 December 2023	Scrutiny aim: Report for comments or clarity

Financial Management Regular Reports:

Regular Reports	Further Information	Comments	Lead Officer / Executive Member
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Scrutiny Work Programme 2023/24

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Service Performance Report – Quarter 1 Financial Performance	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy Bill Oddy or Frank Wilson on hand for questions.
Service Performance Report – Quarter 2 Financial Performance	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy Bill Oddy or Frank Wilson on hand for questions.
Service Performance Report – Quarter 3 Financial Performance	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy Bill Oddy or Frank Wilson on hand for questions.
Service Performance Report – Quarter 4 Financial Performance	To give the Committee the opportunity to comment on the quarterly Performance Monitoring Report.		Elizabeth Griffiths / Councillor Levy Bill Oddy or Frank Wilson on hand for questions.

**Economic Overview and Scrutiny 4 October 2023**

WP	Title	Format	Executive Member / Lead Officer	When	Scrutiny Aim and Comments
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1	Update on CCTV – Andy Barge confirmed attendance ?	Verbal update	Andy Barge / Jon Dearing	4 October 2023	<b>Scrutiny aim:</b> Committee to note and comment.
2	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.
3	Local Plan Update – CH invited	Verbal update	Chris Hargreaves / Jon Dearing	4 October 2023	<b>Scrutiny aim:</b> Committee to note and comment.
4	Service Performance Report – Quarter 1	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. <b>Scrutiny aim:</b> Note and comment which elements of the data reporting the Committee requires moving forward.
5	Enforcement Improvement Programme Update	Verbal Update	Mandy Fathers / Jack	When required	Committee requested a Enforcement Improvement Programme Update <b>Scrutiny aim:</b> Note and comment

Scrutiny Work Programme 2023/24

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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.. Ongoing project.
2	Leisure Centre Strategy		Joy Aitman / Bill Oddy	Winter 2023	Bill Oddy spoken with Chair, new business manager being appointed
4	Housing Association Sovereign and Housing Association Committee meeting.	Verbal update	Geoff Saul / Jon Dearing	Nov 1 <sup>st</sup> 2023	<b>Scrutiny aim:</b> Committee to note and comment.
5	Service Performance Report	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	Report for comments or clarity – 45 mins <b>Scrutiny aim:</b> Note and comment
6	Marriotts Walk	Verbal Update	Frank Wilson	One off	<b>Speak with Frank early September</b>
7	Upgrade to WO public space CCTV provision & monitoring arrangements	Regular Verbal update – timescale requested by the Committee	Councillor Saul / Andy Barge	CCTV replacement programme. Regular updates – Oct 23	Upgrade to WO public space CCTV provision & monitoring arrangements <b>Scrutiny aim:</b> To review any documents and note updates
8	Local Police	Verbal update	Jon Dearing	October meeting??	<b>Scrutiny aim:</b> Note and comment
9	<b>Health Care statistic from Oxfordshire Health Watch</b>	<b>Presentation / Verbal update</b>	<b>Councillor Aitman / Heather McCulloch</b>	<b>TBA</b>	<b>9 – 11 invitation together as one Committee meeting</b>

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10	Health and Well Being Board data on medication shortages	Presentation / Verbal update	Councillor Aitman / Heather McCulloch	TBA	9 – 11 invitation together as one Committee meeting
11	Health Care Provision in Oxfordshire	Presentation / Verbal update	Councillor Aitman / Andy Barge / Heather McCulloch	TBA	9 – 11 invitation together as one Committee meeting
12	West Oxfordshire Local Plan 2041 – Update	Verbal update	Chris Hargraves	TBA	Working Group in place

Economic Overview and Scrutiny Regular Reports:



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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  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  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  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  Bill Oddy or Frank Wilson on hand for questions.

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WP	Title	Format	Executive Member / Lead Officer	When	Comments
1	Flood Management Action Plan – Progress, current position and future.	Verbal Update from Phil Martin and Laurence king	Councillor Arciszewska / Laurence King / Phil Martin	Updates as required	Action plan of what is currently being done and progress in WODC for flood management. <b>Scrutiny aim:</b> To receive information and ask questions
2	Fly Tipping Data Analysis	Report Update	Lidia Arciszewska / Jack Graham / Mandy Fathers	8 Nov 2023	<b>Scrutiny aim:</b> Understanding of the latest data analysis.
3	Climate Change Strategy	Report	Andrew Prosser / Hannah Kenyon	8 Nov 2023	<b>Scrutiny aim:</b> Understanding of the strategy.
4	Carbon Action Plan	Report	Andrew Prosser / Hannah Kenyon	8 Nov 2023	<b>Scrutiny aim:</b> Understanding of the Plan and timeline.
5	Service Performance Report – Quarter I	Quarterly Report	Councillor Levy / Elizabeth Griffiths / Bill Oddy	Quarterly	<b>Scrutiny aim:</b> Report for comments or clarity

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WP	Title	Format	Executive Member / Lead Officer	When	Comments
1	Carbon Action Plan – update on one project - September 2023 meeting	Verbal update and supporting documentation	Councillor Prosser / Hannah Kenyon Claire Locke re Carterton Leisure Centre	Every committee update on one project when appropriate.	<b>Project:</b> Environment Act and its implications for WODC <b>Differed to later meeting – planned September 2023 meeting.</b> <b>Scrutiny aim:</b> To receive information and ask questions
3	Air Quality	Annual Report	Councillor Prosser/ Phil Measures / Susan McPherson	7 February 2024 Phil Measures confirmed in July 23	<b>Scrutiny aim:</b> To receive information and ask questions
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>
7	Fly Tipping Enforcement update	Verbal Update	Councillor Prosser/ Phil Measures / Susan McPherson / Mandy Fathers	As required – Nov 23	<b>Scrutiny aim:</b> To receive information on how many enforcement notices have been issued and ask questions

Climate and Environment Regular Reports:

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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 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 Bill Oddy or Frank Wilson on hand for questions.