

**Action and Recommendation Tracker  
Performance & Corporate Services Overview & Scrutiny Committee**

Councillor Eddie Reeves, Chair | Tom Hudson, Principal Scrutiny Officer, [tom.hudson@oxfordshire.gov.uk](mailto:tom.hudson@oxfordshire.gov.uk)

The action and recommendation tracker enables the Committee to monitor progress against agreed actions and recommendations. The tracker is updated with the actions and recommendations agreed at each meeting. Once an action or recommendation has been completed or fully implemented, it will be shaded green and reported into the next meeting of the Committee, after which it will be removed from the tracker.

<b>KEY</b>	<b>No progress reported</b>	<b>In progress</b>	<b>Complete</b>
------------	-----------------------------	--------------------	-----------------

**Recommendations:**

Meeting date	Item	Action/recommendation	Personnel	Completion date	Last reviewed	Update/response
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	The Performance and Corporate Services Overview and Scrutiny Committee <b>RECOMMENDS</b> that the Council demonstrates due regard to capacity building within the organisation to tackle social problems and resultant inequalities.	Lorna Baxter		30.11.23	The Committee has held a meeting devoted entirely to different aspects of workforce issues. Those recommendations made arising from that meeting have gone to Cabinet and will be dealt with independently of this recommendation.
19.01.23	Updated Strategic	The Committee <b>RECOMMENDED</b> that	Kathy Wilcox,		30.11.23	The Budget & Business Planning Process for 2024/25 includes the

KEY		No progress reported	In progress	Complete		
	Plan and Funding and Budget Proposals 2023/24 – 2025/26	Cabinet report back to the Performance and Corporate Services Overview and Scrutiny Committee as large capital projects develop in addition to oversight by the Audit and Governance Committee.			development of proposals to be added to the funded and unfunded capital pipelines. The Chair and vice Chair BMMR briefings have included the opportunity to discuss the Capital Monitoring reports; members were due to receive the BMMR report, which included the Council's capital position in September but deferred the item, whereafter the data became too out of date.	
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	The Committee <b>RECOMMENDED</b> that Cabinet Members for Finance and Corporate Services maintain a close ongoing dialogue to ensure effective ongoing monitoring of both the revenue and capital sides of the budget, with said Cabinet Members reporting proactively to the Committee on any in-year areas of concern as soon as reasonably practicable.	Kathy Wilcox,		30.11.23	Scrutiny chairs are briefed on the key issues included in each Business Management & Monitoring Report. The Business Management & Monitoring Report based on the position at the end of July 2023 was considered by PCSOSC in November with an update on the position at the end of September provided at the meeting ahead of publication for Cabinet the following week.  Where requested updates on the Capital Monitoring Report have been included in briefings for Scrutiny Chairs during 2023/24.

KEY	No progress reported	In progress	Complete
-----	----------------------	-------------	----------

19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	The Committee <b>RECOMMENDED</b> that that in the next budget the Council provides a table showing the inflation outturn versus budget estimates.	Kathy Wilcox,		30.11.23	<p>The new revenue budget pressures for 2024/25 include a mix of demand, inflation and other pressures and include narrative to explain where they are driven by inflation. Annex 1a of the Budget &amp; Business Planning report to PCSOSC in December splits previously agreed pressures into inflation, demand and other. A combined summary breakdown of previously agreed and new pressures will be provided as part of the update for PCSOSC in January 2024.</p> <p>The Business Management &amp; Monitoring Reports note where there are inflationary pressures in 2023/24 contributing to any forecast directorate overspends.</p>
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	The Committee <b>RECOMMENDED</b> that that the Council develops a revenue pipeline of projects whose order of priority is justified by agreed principles, including their contribution towards the Council's strategic aims.	Kathy Wilcox,		30.11.23	<p>The MTFS agreed in February 2023 sets out that budgeted expenditure was expected to be balanced to the estimated available funding in 2024/25.</p> <p>Over the summer directorates were asked to assess the cost of service plans and likely demand/costs, taking into account</p>

KEY	No progress reported	In progress	Complete
-----	----------------------	-------------	----------

						<p>the on-going impact of activity and pressures in 2023/24 and anticipated changes to inflation, compare anticipated costs to the planned budget available for 2024/25 and identify proposals to meet any pressures.</p> <p>As such focus of the 2024/25 process has been on pressures identified by directorates and plans to meet those so that the council is able to set a balanced budget in February 2024.</p> <p>Due to the scale of the budget gap for 2024/25 and the expected funding reductions for 2025/26 and beyond, a successful and sustainable Council of the future will need to be smaller and more focused on delivering key priorities. Further work will continue over the coming months to develop plans to achieve this.</p>
19.01.23	Updated Strategic Plan and Funding and Budget Proposals	The Committee <b>RECOMMENDED</b> that the Council give closer consideration in forthcoming financial years to mainstreaming tackling the climate crisis	Kathy Wilcox, Climate Team and Policy Team		30.11.23	Climate priorities & impacts are being considered as part of the Budget & Business Planning process for 2024/25 alongside the council's other priorities.

KEY	No progress reported	In progress	Complete
-----	----------------------	-------------	----------

	2023/24 – 2025/26	as a principle of budget design with proposals evaluated at the earliest opportunity according to their impact on the Council's climate targets. The decision making should be able to be evidenced in the presentation of the budget and accompanying narrative.				<p>Because of the limited funding, and the need to develop a wider place strategy to inform future capital schemes, the recommended approach is that only the highest priority 'Category 1' schemes should be funded. Further work to identify future funding and develop a longer run programme will then be taken forward through future Budget &amp; Business Planning processes.</p> <p>Where capital proposals are primarily driven by the council's climate targets these are highlighted as part of the Budget &amp; Business Planning reports.</p> <p>Where any revenue or capital proposals are primarily driven by the council's climate targets these will be highlighted as part of the Budget &amp; Business Planning reports.</p>
19.01.23	Updated Strategic Plan and Funding	The Committee <b>RECOMMENDED</b> that the Council works with parish, town, city and	Bill Cotton (accountable)		30.11.23	The Woodland Creation Accelerator Fund funded posts have both been in place for about 6 months. In that time they have

KEY	No progress reported	In progress	Complete
-----	----------------------	-------------	----------

	and Budget Proposals 2023/24 – 2025/26	district councils to develop a clearer understanding over the financial and legal issues involved in joint working with regards to tree-planting.	Andy Lederer (responsible)			attended community events to promote trees and tree planting opportunities. They have set up an <a href="#">online portal</a> for communities or individuals to submit planting projects across all land types in Oxfordshire, especially public land under the responsibility of OCC, Districts, City and Parishes. They have produced a <a href="#">funding matrix</a> and created a new scheme called <a href="#">Tree Guardians</a> empowering residents to take responsibility / interest in caring for newly planted trees. All the information above is available through the Climate Action Oxfordshire website. We have now set up an email address focused on tree planting and enquiries related to newly planted trees. <a href="mailto:Tree.planting@oxfordshire.gov.uk">Tree.planting@oxfordshire.gov.uk</a>
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	The Committee <b>RECOMMENDED</b> that the Council tracks and reports on a) the number of trees it is responsible for planting over the next year, and b) the net impact once trees which	Bill Cotton (accountable)  Andy Lederer (responsible)		30.11.23	a) 93% (430) of new trees planted up to May 2023 are still alive or in the ground. 34 trees were unfortunately vandalised, stolen or have died since being planted. The County will be planting 500 standard trees during the next planting season, 2023-24

KEY	No progress reported	In progress	Complete
-----	----------------------	-------------	----------

		have been cut down are also considered.				<p>(January to March). 440 of will be planted within the curtilage of the Public Highway and another 60 trees will be planted on other OCC sites. The trees will be planted by our new in-house team, the Tree Aftercare &amp; Planting Service, who have started in late November 2023.</p> <p>b) The impact overall, felled vs planted, equates to a net gain of 167 trees in the last 12 months. This planting season, we are focused on planting trees in locations where trees have been removed in the last 12 months. Community projects and tree replacements will form the focus of planting for 2025.</p>
19.01.23	Cost of Living	The Committee <b>RECOMMENDED</b> that the Council report regularly to the Locality meetings on the spending and activity relating to the cost of living within that locality.			30.11.23	The Cabinet's response to this recommendation was to recognise that report would be coming back to the Committee. That report was submitted in November, and relevant recommendations from the Committee taken forward accordingly.

KEY	No progress reported	In progress	Complete
-----	----------------------	-------------	----------

**Actions:**

Meeting date	Item	Action/recommendation	Personnel	Completion date	Last reviewed	Update/response
19.01.23	Updated Strategic Plan and Funding and Budget Proposals 2023/24 – 2025/26	That the Cabinet Member for Finance provide a response in writing outlining how the Committee's comments and recommendations from the previous year's budget scrutiny had been incorporated into budget management over the previous 12 months.	Calum Miller, Cabinet Member for Finance		30.11.23	In view of the change of Cabinet member the responses to the Committee have been collated and provided to members.
28.04.23	Communications and Engagement Strategy	That an interactive session is set up between Comms and members to look at the consultation portal.	Tom Hudson and Rachel Brolly		30.11.23	This is scheduled to be on the same day as the meeting below.
28.04.23	Work plan	That a briefing is set up between PCSOSC members and the Chief Executive to discuss Scrutiny issues	Tom Hudson		30.11.23	The Chief Executive has agreed to this and dates have been proposed. These are to be agreed by the Committee.
21.07.23	EDI Action Plan	That a large-print version of the EDI action plan is distributed to members	Tom Hudson		30.11.23	Complete



KEY	No progress reported	In progress	Complete
-----	----------------------	-------------	----------

21.07.23	Business Services Transformation	That the risk register is provided to PCSOSC members	Tom Hudson		30.11.23	Complete
29.09.23	Social Value	Members to be provided the data on the number/value of contracts run by the Council which are subject to social value weightings vis a vis those which are not. Similar data around the number and value of contracts above and below £100k also to provided.	Melissa Sage		30.11.23	This work is being pulled together
29.09.23	Social Value	Arrange all-member briefing on Social Value Act	Melissa Sage/ Tom Hudson		30.11.23	Completed
29.09.23	Social Value	Ascertain whether those Welsh TOMs relating to Future Generations could be used as part of the Council's chosen set of TOMs	Melissa Sage		30.11.23	Completed – they cannot. Welsh TOMs may only be used in Wales.
10.11.23	Approaches to savings	Provide members of PCSOSC with the sunk costs associated with the Shepherd project, and the stages at which they occurred.	Paul Fermer		30.11.23	Request submitted and details being collated.

KEY	No progress reported	In progress	Complete
-----	----------------------	-------------	----------

10.11.23	Cost of Living	Arrange an all-member briefing on the Poverty Dashboard	Tom Hudson/Robin Rogers			Discussion held; Robin Rogers has suggested a small group of interested councillors might be more useful in the short term and then a briefing at a later point. This is something for the Committee to agree to.
----------	----------------	---	-------------------------	--	--	---