



## **Notice of a Meeting**

### **Performance Scrutiny Committee**

**Thursday, 12 March 2020 at 10.00 am**

**Rooms 1&2 - County Hall, New Road, Oxford OX1 1ND**

#### **Membership**

Chairman Councillor Liz Brighthouse OBE

Deputy Chairman - Councillor Jenny Hannaby

#### *Councillors:*

Nick Carter  
Mike Fox-Davies  
Tony Illott

Liz Leffman  
Charles Mathew  
Jeannette Matelot

Glynis Phillips  
Judy Roberts  
Michael Waine

**Notes:** *A pre-meeting briefing will take place in the Members' Board Room at 9.30am on the day of the meeting.*

**Date of next meeting:** 14 May 2020

#### **What does this Committee review or scrutinise?**

- The performance of the Council and to provide a focused review of:
  - Corporate performance and directorate performance and financial reporting
  - Budget scrutiny
- the performance of the Council by means of effective key performance indicators, review of key action plans and obligations and through direct access to service managers, Cabinet Members and partners;
- through call-in, the reconsideration of decisions made but not yet implemented by or on behalf of the Cabinet;
- queries or issues of concern that may occur over decisions being taken in relation to adult social care;
- the Council's scrutiny responsibilities under the Crime and Justice Act 2006.

#### **How can I have my say?**

We welcome the views of the community on any issues in relation to the responsibilities of this Committee. Members of the public may ask to speak on any item on the agenda or may suggest matters which they would like the Committee to look at. **Requests to speak must be submitted to the Committee Officer below no later than 9 am on the working day before the date of the meeting.**

#### **For more information about this Committee please contact:**

Chairman	-	Councillor Liz Brighthouse E.Mail: <a href="mailto:liz.brighthouse@oxfordshire.gov.uk">liz.brighthouse@oxfordshire.gov.uk</a>
Policy & Performance Officer	-	Lauren Rushen, Policy Officer, 07990 367851 Email: <a href="mailto:lauren.rushen@oxfordshire.gov.uk">lauren.rushen@oxfordshire.gov.uk</a>
Committee Officer	-	<i>Colm Ó Caomhánaigh, Tel 07393 001096</i> <a href="mailto:colm.ocaomhanaigh@oxfordshire.gov.uk">colm.ocaomhanaigh@oxfordshire.gov.uk</a>

Yvonne Rees  
Chief Executive

March 2020

## About the County Council

The Oxfordshire County Council is made up of 63 councillors who are democratically elected every four years. The Council provides a range of services to Oxfordshire's 678,000 residents. These include:

schools	social & health care	libraries and museums
the fire service	roads	trading standards
land use	transport planning	waste management

Each year the Council manages £0.9 billion of public money in providing these services. Most decisions are taken by a Cabinet of 9 Councillors, which makes decisions about service priorities and spending. Some decisions will now be delegated to individual members of the Cabinet.

## About Scrutiny

Scrutiny is about:

- Providing a challenge to the Cabinet
- Examining how well the Cabinet and the Authority are performing
- Influencing the Cabinet on decisions that affect local people
- Helping the Cabinet to develop Council policies
- Representing the community in Council decision making
- Promoting joined up working across the authority's work and with partners

Scrutiny is NOT about:

- Making day to day service decisions
- Investigating individual complaints.

## What does this Committee do?

The Committee meets up to 6 times a year or more. It develops a work programme, which lists the issues it plans to investigate. These investigations can include whole committee investigations undertaken during the meeting, or reviews by a panel of members doing research and talking to lots of people outside of the meeting. Once an investigation is completed the Committee provides its advice to the Cabinet, the full Council or other scrutiny committees. Meetings are open to the public and all reports are available to the public unless exempt or confidential, when the items would be considered in closed session.

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, giving as much notice as possible before the meeting**

**A hearing loop is available at County Hall.**

# AGENDA

1. **Apologies for Absence and Temporary Appointments**
2. **Declarations of Interest - Guidance note on back page of the agenda**
3. **Minutes (Pages 1 - 6)**

To approve the minutes of the meeting held on 4 February 2020 and to receive information arising from them.

4. **Petitions and Public Address**

5. **Business Management and Monitoring Report - January (Pages 7 - 60)**

10.10

Report by the Corporate Director for Customers and Organisational Development and Director for Finance

This report sets out Oxfordshire County Council's (OCC's) progress towards Corporate Plan priorities and provides an update on the delivery of the Medium Term Financial Plan, at 31 January 2020. A summary of overall performance and description of change is contained within the report. The report contains three annexes:

- Annex A shows our current performance against targets and summarises progress towards overall outcomes set out in our Corporate Plan.
- Annex B sets out the Leadership Risk Register which has been developed as part of the Council's work to strengthen risk and opportunities management.
- Annex C sets out the current financial position, providing detailed explanations of significant budget variations and an update on the Medium-Term Financial Plan including the delivery of savings agreed by Council in February 2019.

**The Committee is RECOMMENDED to note the report and consider any matters for future attention by the Committee.**

6. **Future of the Joint Audit & Governance and Performance Scrutiny (Transformation) Sub-Committee (Pages 61 - 70)**

10.40

Report by the Corporate Director for Customer and Organisational Development

This report asks members to consider the future need for the Sub-Committee given the repositioning of the Transformation Programme to include all change activity that the council is implementing.

The draft minutes of the most recent Sub-Committee meeting are attached.

The Committee is **RECOMMENDED** to

- a) **agree, in conjunction with the Audit & Governance Committee, that the work of the Transformation Sub-Committee is complete in having overseen the start-up phase of the council's Transformation Programme and that future oversight now reverts back to its two parent committees; and**
- b) **consider on an ongoing basis which specific change activities it wishes to include on its forward plan.**

## **7. Community Risk Management Plan (CRMP) (Pages 71 - 88)**

11.00

Report by the Chief Fire Officer.

The Fire and Rescue Services Act 2004 requires the Secretary of State to prepare a Fire and Rescue National Framework to which Fire Authorities must have regard when discharging their functions. The 2018 Framework requires each Fire and Rescue Authority to produce a publicly available Integrated Risk Management Plan (IRMP). Within Oxfordshire Fire and Rescue Service (OFRS) we have called this our Community Risk Management Plan (CRMP) to make it more meaningful to the public. In April 2017 OFRS published the CRMP 5 year strategy of Oxfordshire, this will cover the period from 2017 to 2022.

Each year the fire authority creates an action plan which proposes a number of new, or provides an update on existing projects to support the CRMP 5 year strategy. The 2020-21 Annual action plan provides an update of the 6 projects being conducted by the fire service in order to meet identified demands or risks.

As the projects within the 2020-21 CRMP are a continuation of those approved the previous year, no further public consultation was required, but was subjected to full internal and external consultation for a period of 12 weeks during 2018 for the initial proposals within the 2019-20 CRMP. Scrutiny is therefore invited to comment on the proposed action plan.

The following projects will be included within the fire authority's CRMP for the fiscal year 2020-21:

- Project 1 - Risk profiling local communities.
- Project 2 - Prevention Review.
- Project 3 - On-Call retention review.
- Project 4 - Proactive Role in improving standards in rented housing.
- Project 5 - Establishing Community Safety Advocates or Wardens.
- Project 6 - To increase the diversity of the Operational Workforce to reflect the community that we serve.

Our medium term financial plan and supporting business strategies underpin the proposals within our CRMP action plan.

**The Committee is RECOMMENDED to accept the projects and adopt in the final version of the CRMP Action Plan 2020-21.**

**8. Milton Heights Care Home (Verbal Report)**

11.45

To receive a verbal update from the Corporate Director Adult Social Care in relation to Milton Heights Care Home.

**9. Work Programme (Pages 89 - 90)**

12.00

To agree the Committee's work programme for future meetings based on key priorities and discussion in the meeting.

## Declarations of Interest

### The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

### Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

### What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

### List of Disclosable Pecuniary Interests:

**Employment** (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines. <http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Glenn Watson on **07776 997946** or [glenn.watson@oxfordshire.gov.uk](mailto:glenn.watson@oxfordshire.gov.uk) for a hard copy of the document.