

Agenda



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Date: 29 June 2018
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A meeting of the

Scrutiny Committee

will be held on Monday 9 July 2018 at 7.00 pm

Meeting Room 1, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB

Members of the Committee:

Councillors

Debby Hallett (Chairman)
Chris Palmer (Vice-chairman)
Mike Badcock
Matthew Barber
Robert Hall

Vicky Jenkins
Sandy Lovatt
Ben Mabbett
Judy Roberts

Preferred Substitutes

Yvonne Constance
StJohn Dickson
Anthony Hayward
Dudley Hoddinott
Simon Howell

Chris McCarthy
Emily Smith
Reg Waite
Catherine Webber

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A handwritten signature in cursive script, appearing to read "M Reed".

Margaret Reed
Head of Legal and Democratic

Agenda

Open to the public including the press

Council's Vision

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Apologies for absence

To record apologies for absence and the attendance of substitute members.

2. Minutes

To adopt and sign as a correct record the Scrutiny Committee minutes of the meeting held on 14 June 2018.

3. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4. Urgent business and chairman's announcements

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chairman.

5. Public participation

To receive any questions or statements from members of the public that have registered to speak.

REPORTS AND ISSUES FOR THE CONSIDERATION OF THE SCRUTINY COMMITTEE

6. Capita performance: HR, payroll and IT

(Pages 4 - 11)

To consider the report of the head of partnership and insight and head of corporate services (attached).

7. Five councils' partnership - finance update

(Pages 12 - 16)

To consider the report of the head of partnership and insight (attached).

8. Budget Task Group update

To receive an update on the work of the Budget Task Group.

9. Work schedule and dates for all South and Vale scrutiny meetings (Pages 17 - 21)

To review the attached scrutiny work schedule. Please note, although the dates are confirmed, the items under consideration are subject to being withdrawn, added to or rearranged without further notice.

Scrutiny Committee



Report of Head of Partnership and Insight and Head of Corporate Services

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To: Scrutiny committee

DATE: 9 July 2018

Capita performance: HR, payroll and IT

Recommendation

That Scrutiny Committee members note the contents of the report and make any recommendations arising to the relevant cabinet members

Purpose of Report

1. The purpose of this report is to provide an update on the performance of the council's contractor, Capita, in the delivery of the HR, payroll and IT services. Current risks and issues are identified, as well as the steps which officers are taking.

Partnership vision

2. As stated in the overarching service delivery plan, Capita's overarching partnership vision is to support the councils by:
 - supporting the achievement of each council's corporate targets
 - improving the satisfaction of customers and service users
 - improving the productivity of the councils' staff
 - delivering improved value for money
 - achieving high levels of resilience and compliance.

3. There are no formal measures associated with the points above, as the performance indicators for each element of the contract should contribute to the overall goals. When considering the performance of the services discussed in this report, officers have considered the extent to which the above vision is achieved in practice.

Transformation and milestones

4. The contract with Capita is for the delivery of a range of services. Services were transferred to Capita on the service commencement date, which for the Vale was 1 August 2016 for all services. At that date, the services continued to be operated in the same way and by the same staff as before the transfer.
5. The contract includes for each service a series of milestone dates. These are assigned to the key points in the process of transforming the service from the model in operation at service commencement date to the new way of working put forward by Capita and agreed by the councils in the contract. The new way of working is known as the target operating model, or TOM.
6. For each service, TOM can include changes of systems, team structures, location of operating premises and methods of customer interaction. For most services, TOM includes some assumptions of a move towards greater self-service by councillors, council employees and residents, with an increased use of online interactions ("channel shift").
7. During the period of transformation activity, the key performance indicators (KPIs) and performance indicators (PIs) which are used to monitor the contractor's performance are not enforced. Contractual monitoring of KPIs and PIs begins on the commencement date identified by officer acceptance of TOM.

Contract management

8. In the period before formal adoption of KPIs and PIs, council officers monitor the contractor's performance by other means during the time of transformation activity. To date, much of this monitoring has taken place within the joint client team, consisting of employees of all of the councils in the Five Councils Partnership. Recently, the five councils have taken a decision to direct Capita's delivery and performance in line with their own delivery needs, and therefore the joint client team is now reducing in size. It was envisaged at the outset that the joint client team would reduce after the first two years of the contract.
9. A smaller joint client team will remain to maximise any opportunities through aggregation and economies of scale. Therefore, it will continue to monitor contract performance, but there is a greater ability to influence and act for our own local officers. Those of our officers who were in the joint client team have returned to work directly for Vale and South, and will be included in the restructuring process which is currently in train.
10. The strategic leadership role at the Vale for each of the services provided by Capita now resides with the relevant head of service. In the case of HR, payroll and IT, this is the head of corporate services, Adrianna Partridge.

11. The overall responsibility for managing the relationship with Capita and the partnership arrangements with other council partners and the joint client team rests with the head of partnership and insight, Andrew Down, along with approval of any contract changes.
12. Within our councils, an officer programme board meets monthly comprising the heads of service who have responsibility for services which are provided by Capita, the head of partnership and insight, and the chief executive. This board collectively has oversight of both commercial and operational matters relating to the contract. Cabinet members are briefed on a monthly basis.
13. For each of the services included in this report, information is provided below on the current state of transformation activity, progress against milestones, and current performance.

HR and payroll

MILESTONES

14. For our councils, the transformation activity is complete and the HR and payroll service has entered business as usual.
15. The milestones applicable to the Vale are:

Milestone	Description	Target date	Actual date
HR1	Project initiation	Jun 2016	Jun 2016
HR2	ResourceLink ready	Oct 2016	Dec 2017
HR3	Oracle cloud service ready	Oct 2016	Oct 2016
HR4	Target operating model go-live	Oct 2016	Mar 2018
HR5	Operational model proven (parallel runs of payroll)	Dec 2016	Apr 2017
HR6	N/A (Mendip)		
HR7	N/A (Havant and Hart)		
HR8	Provision of HR advisor for six months to support transformation	Dec 2016	Apr 2017
HR9	Provision of HR advisor for six months to support transformation	Jun 2017	Aug 2017

16. The table above demonstrates the delays which were experienced in achieving TOM for the HR and payroll service. During this period the HR service was delivered from a number of remote sites before being transferred to Belfast in June 2017. In practical terms we have been running with new systems since July 2017, although some issues with the quality of HR data migration from old systems to new caused us not to sign off on the migration immediately (reflected in HR4 milestone).
17. One reason for the delay in successfully implementing new systems was that the HR service was being delivered from a Capita site in Sheffield, while the payroll was being run from Carlisle. Misunderstandings and a lack of integrated systems resulted in numerous payroll errors, meaning that the council was not prepared to sign off on successful payroll testing. The switch to new systems could not be completed until we were satisfied that the new system could reliably deliver the monthly payroll and also update the general ledger correctly.

18. Another reason for delay was identified by Capita as a lack of experienced staff who knew the council environment. This resulted from Capita's own decision to make redundant the former HR team within two months of contract service commencement.
19. The lengthy period of payroll testing consumed staff resource in the joint client team and also in our internal audit function.

PERFORMANCE INDICATORS

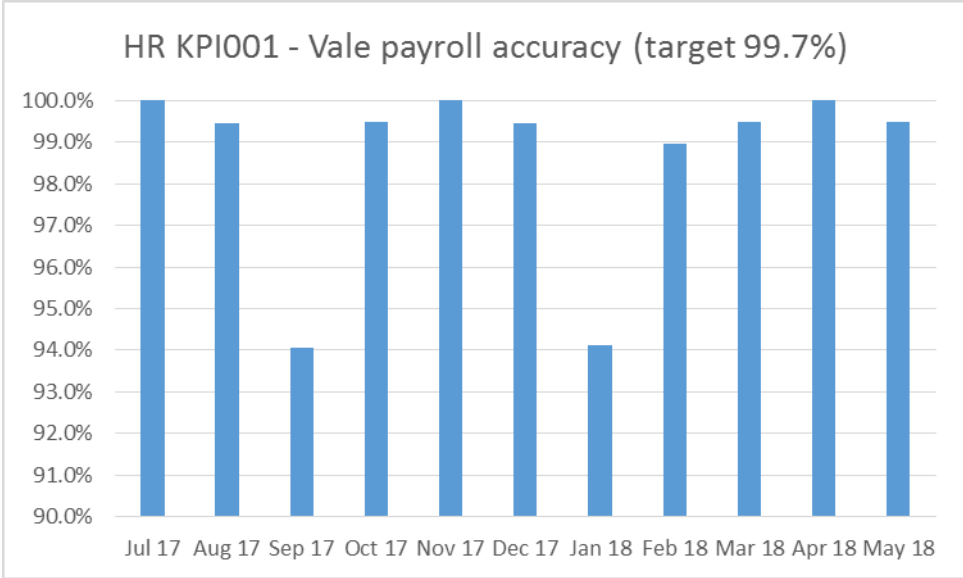
20. There are two key performance indicators (KPIs) and 14 performance indicators (PIs) for the HR and payroll service, defined as follows:

KPI001	Maintain net pay calculation accuracy above 99.7 per cent
KPI002	Maintain payroll timeliness of employee payments at 100 per cent
PI001	Maintain timely submission of RTI, FPS and EPS files at 100 per cent
PI002	Maintain contracts of employment for new starters & staff changes at 100 per cent
PI003	Maintain new starters and changes updated on payroll system prior to payroll cut-off deadline at 100 per cent
PI004	Maintain proportion of responses to generalist HR & employment law advice requests from managers or employees above 99 per cent
PI005	Maintain accuracy of interface files at 100 per cent
PI006	Maintain timeliness of interface files at 100 per cent
PI007	Maintain timely remittance payments at 100 per cent
PI008	Maintain updates of job vacancy within applicable systems within two working days at 100 per cent
PI009	Maintain shortlisting decisions & communications to applicants within two working days at 100 per cent
PI010	Maintain communication of interview outcomes to applicants within two working days of a decision at 100 per cent
PI011	Maintain request of standard employment references for new starters within three working days of acceptance notification being received at 100 per cent
PI012	Maintain timely delivery of agreed standard report packs in line with agreed processing schedule deadlines at 100 per cent
PI013	Maintain preparation and submission of year end P60 returns at 100 per cent
PI014	Maintain preparation and submission of P11D year end returns at 100 per cent

21. In 11 months of reporting from July 2017 (when the switch to new payroll system was made), KPI001 (payroll accuracy) has been achieved only three times for the Vale.
22. In September 2017, Capita's rectification plan for the payroll summarises as the root cause that "the calculation of net pay in the event of movers, starters and leavers was configured incorrectly in the new Resourcelink system and not captured in the testing and data migration." A number of corrective actions and control measures were applied to prevent recurrence.

23. In January 2018, the root cause identified for poor performance is double payment of holiday allowances to casual staff. Again, corrective actions have been applied and procedures changed so that there should be no repeat.

24. The payroll accuracy KPI for the period from July 2017 to May 2018 is illustrated in the chart below.



25. Over the same period, KPI002 (payroll timeliness) has been met in full. In other words, there have been no delays to payroll in that period.

26. The 14 PIs have mostly been met, with a total of six breaches in the period since July 2017. Of those six breaches only one (late delivery of monthly report pack in February 2018) has occurred since October 2017, showing that the service is generally bedding in.

CURRENT ISSUES AND ACTIONS

27. Officers have seen a positive direction of travel in our concerns being addressed as business as usual is embedded across the councils. A service improvement group (SIG) for the work stream is now well established, which includes representatives from Capita, the client team and other five councils representatives. In addition, Vale and South led the creation of a strategic HR group across the five councils representatives, to ensure performance and delivery concerns are shared and co-ordinated to maximise the efficiency of the SIG platform.

28. Current issues which are being addressed through SIG mainly relate to ensuring improvements to management information and data integrity. This includes My View data integrity (i.e. the ability of managers to review all the information related to their direct reports), the ability of officers to find information on the My View systems (policies and procedures) and management information requested by the strategic HR teams to ensure performance and compliance can be effectively monitored. Other areas of concern include response times to councillor and officer queries either via telephone or through the Ask HR system, and improvements are also required in system training and availability of HR advisory personnel.

Information technology

MILESTONES

29. For our councils, the transformation activity has been significantly delayed and has not yet been completed. Some users have not yet been issued with new hardware, and a number of our corporate database servers have not been migrated to the Capita environment and are still running from Vale and South data centres.

30. The milestones applicable to the Vale are:

Milestone	Description	Target date	Actual date
IT1a	N/A (South)		
IT1b	N/A (South)		
IT2a	Transition and design (Vale)	Aug 2016	Aug 2016
IT2b	Target operating model (Vale)	Dec 2016	Not achieved

31. Delivery of the full IT service has still not been achieved and consequently the milestone payments have not been made to Capita.

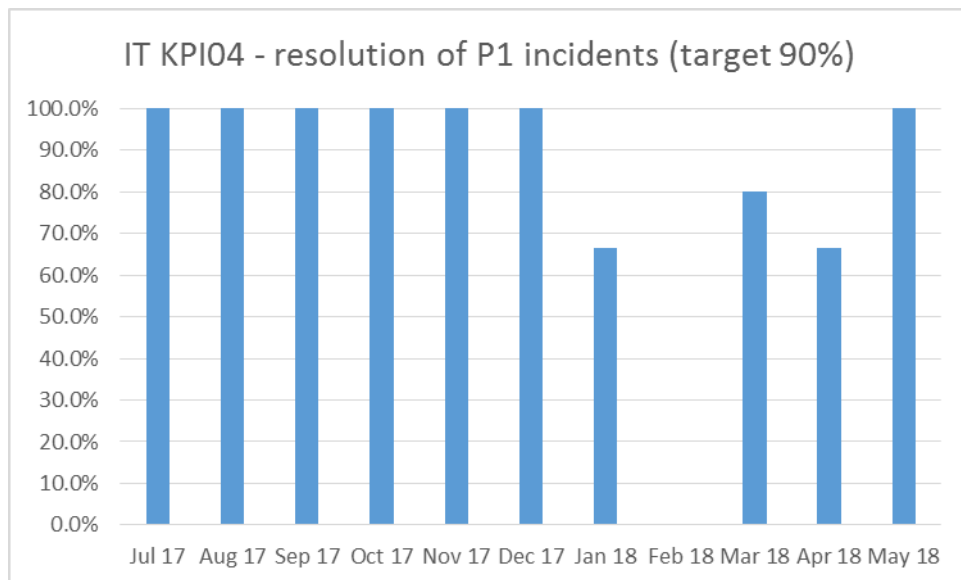
32. The delayed IT implementation caused the councils to request from Capita a rectification plan, in accordance with contractual provisions. The purpose of a rectification plan is to identify the root causes of failure, to set out any corrective actions and to implement any controls to prevent recurrence. Despite a number of attempts, Capita did not produce a satisfactory rectification plan for IT, causing the councils to invoke the next contractual step, appointment of a remedial adviser.

33. The role of the remedial adviser was to review the service provision and recommend actions to remedy the causes of failure. The remedial adviser’s IT report was rejected by the councils in April 2018 as it failed to satisfy the terms of reference agreed by the councils. Since then, in response to significant IT concerns at other partner sites, Capita has dedicated some senior IT resources to working with the councils to resolve current issues and we are seeing evidence of progress.

PERFORMANCE INDICATORS

34. Until target operating model is achieved, the IT performance indicators are not enforceable. However, there is one being measured informally, KPI04 which is “Maintain Incident Management - P1 (Severity 1 Service Incident) above 90 per cent”. This means the most severe incidents should be resolved within their four hour service level at least 90 per cent of the time.

35. This KPI has not been met three times in the last five months (there were no P1 incidents in February 2018, hence no measure), as shown in the chart below, reflecting an IT service which is generally viewed by users as inadequate and failing to meet the overarching vision set out at paragraph 2.



ISSUES AND ACTIONS

36. Due to TOM not being signed off, Vale and South continue to experience significant delays in transitioning legacy infrastructure from our Redhill datacentre to Capita's datacentre (CPC – Capita private cloud). This includes systems such as Xpress (elections software), our main websites, Total Mobile (food safety and environmental protection), WIFI and InCase (fraud system). This has resulted in some officers having to utilise two devices or legacy devices in order to deliver their services. The outcome of this delay is that officers are working with ageing and inadequate systems and hardware, with limited infrastructure support. They are also experiencing connectivity problems on a daily basis.
37. Problems that officers are experiencing on the Capita network with the systems that have transitioned, are mostly related to the virtual private network (VPN) infrastructure, i.e. the ability to work remotely effectively and connection stability. Capita are currently assessing a rectification option to address the failures in this area.
38. A further area to be addressed is the quality and responsiveness of the Capita IT helpdesk. Councillors and officers have reported that either their helpdesk call is not being responded to or is poorly responded to. There also appears to be a time lag between the central helpdesk which administrates the calls, logging helpdesk queries and assigning them on-site support which enables them to respond to the officer query. We are not being provided with regular performance information on the operation of the helpdesk which could assist in challenging performance, despite repeated requests.
39. To address the ongoing IT issues, officers have engaged the support of a leading IT consultant to review the current strategy, contracts and services in place for IT services and assess those against the business direction and service needs of the councils. The IT consultant has already commenced discussions with Capita, working alongside council officers. In addition, South and Vale's IT manager participates in daily calls between Capita, the client team and representatives from the 5 councils which are currently focused on infrastructure performance issues. Once a week there is also a South and Vale specific call to discuss progress with transition from our legacy environment.

40. In addition, a senior representative of Capita has promised an intensive period of activity with the goal of resolving outstanding IT service issues by 27 July, or if that proves impossible of recommending an alternative route forward.

Conclusion

41. Provision of the HR and payroll service is still not meeting required performance standards. However, the service is slowly improving.

42. As we have not achieved TOM with the IT service, the performance indicators are not currently enforceable which is limiting the councils' ability to influence performance improvements at this time. Officers believe that Capita is now more positively engaged in attempting to resolve the current problems, and we have a structured plan to move the service forward.

Scrutiny Committee



Report of Head of Partnership and Insight

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To: SCRUTINY COMMITTEE

DATE: 9 July 2018

Five Councils' Partnership contracts – finance update

Recommendation(s)

Scrutiny Committee is asked to note the report

Purpose of Report

1. To provide Scrutiny Committee with an update on the financial position of the Five Councils' Partnership contracts.

Strategic Objectives

2. The efficient and effective delivery of corporate services underpins every strategic objective of the councils.

General Background

3. Vale Council has entered into two contracts ("the contracts") for the provision of corporate services, in partnership with the Five Councils. East Hampshire District Council was not a part of the original procurement but takes services as part of the contracts, through its own partnership with Havant.
4. A comprehensive description of the procurement process and contract arrangements was provided in previous reports to the scrutiny committee and to Cabinet, and is not restated in full here.

LOT 1

5. The Lot 1 contract covers services including accountancy and exchequer, procurement, revenues and benefits, customer services (switchboard and reception), human resources, payroll, information technology, local land charges and licensing. The Lot 1 appointed contractor is Capita Business Services Limited (“Capita”).
6. The Capita response in respect of Lot 1 also included a proposal for innovation and transformation services which would work with the councils to provide specialist expertise, capacity and resources to generate new ideas to improve or enhance retained and contracted-out services throughout the term of the agreement.

LOT 2

7. The Lot 2 contract covers property and estate management, facilities management and car parks. The Lot 2 appointed contractor was VINCI Construction UK Limited, with subcontractors Indigo managing the council car parks and Arcadis providing the property service.
8. Following the selection process, Cabinet approval to enter into contracts with the successful contractors was granted on 28 January 2016. Contracts were signed on 4 April 2016. The agreements are both for an initial term of nine years and two months from 1 August 2016. Subject to extension or earlier termination, the agreements are due to expire on 30 September 2025.
9. The expectation was that the contracts would offer significant savings to all partner councils. The Cabinet report of 28 January 2016 identified an overall “financial” benefit against the base budget across the period of the contracts as follows:
 - Lot 1 saving £8.047m (27.4%)
 - Lot 2 saving £1.010m (15.0%).

These quoted figures related to contractor costs and activity only and did not, for example, reflect the impact of the new client team function

Lot 1

10. In assessing the financial impact of the Capita contract on the council, the “baseline cost” of the functions that were outsourced was determined for comparison against contract cost. This reflects the cost of provision of affected services prior to the contract commencing. The baseline annual cost of services per annum transferred to Capita was £3.03 million, or £27.79 million over the lifetime of the contract.
11. The contract costs payable to Capita vary from year to year, and are higher in the first years of the contract, reflecting the cost of transforming the services to the new operating model. Costs payable to Capita are shared amongst the partner councils in line with the Inter-Authority Agreement (IAA). The council partners are in the process of agreeing a revised IAA. The revised IAA still

needs to be signed but the costs shown in this report for Vale are based on the percentages shown in the revised IAA.

12. Table 1 below shows how spend in the first three years of the contract compares to the baseline, and also shows the nature of fluctuation in spend:

Table 1: Capita contract cost against baseline

	2016/17* £000	2017/18 £000	2018/19 £000
Contract cost	1,790	2,635	3,436
Baseline	2,021	3,031	3,031
Variance	(231)	(396)	405

* The contract began on 1 August 2016 so these are part year figures

13. The original “financial benefit” against base budget for all councils was estimated to be 27.4 per cent. The “financial benefit” reflected not only “core savings” reflecting reductions in contract costs, but also estimated savings to the council arising from procurement activity managed by Capita, and also from activity arising from the Capita innovation hub.
14. As agreed by Cabinet and Council in December 2017, the renegotiation of the contract means that the financial benefit associated with the procurement and innovation hub elements of the contract is now significantly reduced. However, this means that the savings realizable to the council from activity that would have been delivered by these workstreams will not now need to be shared with Capita.
15. The contract cost element has also increased to reflect increased costs of the procurement function as the original Capita costings for this function were net of some of the procurement savings. However, there was also a reduction to reflect the licensing service transferring back to the council in February 2018. It is now estimated that the contract cost savings will approximately £3 million over the lifetime of the contract.

Lot 2

16. For Lot 2, the baseline cost of services transferred to VINCI was £868,000. Table 2 below shows how spend in the first two years of the contract compares to the baseline.

Table 2: VINCI contract cost against baseline

	2016/17* £000	2017/18 £000
Contract cost	618	971
Baseline	579	868
Variance	39	103

* The contract began on 1 August 2016 so these are part year figures

Although the costs are above the baseline, these include additional reactive works that the council would have requested over and above works included in the baseline.

17. The VINCI contract came to an end at the end of March 2018. The termination cost, and Vale's share of that cost, are yet to be finalised.

Client team costs

18. For the previous Capita contract that existed before the Five Councils' Partnership started, a client team existed within the finance service. The annual cost of this client team was £145,000.
19. For the Five Councils' Partnership, the existing client team was subsumed within a broader Joint Client Team covering both Lot 1 and Lot 2. The estimated cost to Vale of the JCT for the first two years of the contract is shown in comparison to the original client team budget in table 3 below.

Table 3: Joint Client Team costs

	2016/17* £000	2017/18 £000
Original client team cost	97	145
Estimated JCT cost	153	229
Increase in client team cost	56	84

* The contract began on 1 August 2016 so these are part year figures

20. The JCT is in the process of being restructured. As a result of that restructure the council staff that transferred to the JCT in August 2016 have returned to the council in interim roles pending the council restructure, though still working on Five Councils' Partnership activity. The annual cost of the restructured JCT for Vale is estimated to be £132,000 per annum.

Other costs

21. Following the outsourcing exercise, a review of staffing and other costs by senior management has identified areas where additional support or budget was required. Not all of this cost is in respect of supplementing the outsourced service, and indeed some of the cost represents investment in a higher or wider level of service than that which existed pre-outsourcing, reflecting changed priorities.
22. In terms of staffing, a number of new posts have been created council side to work in areas covered by the Five Councils' Partnership. The management restructure has clarified and allocated strategic responsibility in-house for the performance of in-scope services and the delivery of out of scope work.
23. It is difficult to estimate the actual cost of the additional posts attributable to the Five Councils' Partnership, and in addition as the council is in the process of the restructure it is not clear what the final cost of these posts will be. However, based on posts that have been or are expected to be recruited to, the estimated

full cost of these posts to Vale – including costs associated with work over and above that related to the contract - will be approximately £200,000 per annum.

24. Council agreed as part of budget setting to an essential growth bid in respect of IT costs of £112,000 per annum. At least some of this growth bid is required to pay for costs that were originally anticipated to be included in the service provided by Capita.

Conclusion

25. As the report shows, the financial benefit that was originally expected from the Five Councils' Partnership contracts has been considerably reduced, possibly even negated, by events that have taken place since the contracts went live. This reflects the renegotiation of the Lot 1 contract and the ending of the Lot 2 contract, but also the need for additional costs for the reasons described above. These became apparent once the contracts went live and are still being determined as the Joint Client Team and the council itself are both undergoing a restructure.
26. The contract renegotiation does provide a platform for the council to take forward procurement and innovation initiatives without the need to share the resultant savings.
27. The management restructure has clarified and allocated strategic responsibility in-house for the performance of in-scope services and the delivery of out of scope work.

Schedule for Scrutiny Committees

(further items to be added to schedule as required)

Meeting date	Council	Agenda items	Purpose of Report	Invited	Cabinet members	Report Author	Head of Service	Strategic Lead
Tues 24 July	South	Capita Performance: HR, Payroll and IT	To review the performance of these contracts	Y	Jane Murphy	Andrew Down/Adrianna Partridge	Andrew Down/Adrianna Partridge	Mark Stone
		5 Councils' Partnership – Finance Update	To consider an update on the Partnership's financial position	Y	Jane Murphy	Simon Hewings	Andrew Down	
Thurs 26 July Page 17	Vale	Abbey Meadows	Progress report	Y	Alice Badcock	Dylan Evans	Donna Pentelow	Mark Stone
		Abingdon Redevelopment: Charter Centre	To brief committee on the history of regeneration plans, where we are today, and what's next.	Y	Mike Murray	Suzanne Malcolm	Suzanne Malcolm	
		Member Self Assessment	To consider the results of the self-assessment exercise		N/A	Adrianna Partridge		
Tues 11 Sept	South	Financial Outturn 2017/18	To monitor the final revenue and capital expenditure against budget for the financial year 2017/18.		David Dodds	Richard Spraggett (Capita)	William Jacobs	Adrianna Partridge
		Leisure Strategy	To consider the responses to the public consultation		Lynn Lloyd	Dylan Evans	Donna Pentelow	
		S106 Agreements	Annual Monitoring Report		Felix Bloomfield		Adrian Duffield	

Agenda Item 9

		CIL Spending	To consider the strategy		Paul Harrison	Jayne Bolton	Suzanne Malcolm	
Thurs 13 Sept	Vale	Annual Performance Review of The Beacon	Annual Review		Alice Badcock	Duncan Grainge	Donna Pentelow	Adrianna Partridge
		Financial Outturn 2017/18	To monitor the final revenue and capital expenditure against budget for the financial year 2017/18.		Robert Sharp	Richard Spraggett (Capita)	William Jacobs	
		Council Tax Reduction Scheme	Annual Review		Robert Sharp	Paul Howden	William Jacobs	
Thurs 20 Sept	Joint	Joint Statutory Spatial Plan – Local Development Scheme and Statement of Community Involvement	To consider and make recommendations to Cabinets		Jane Murphy and/or Felix Bloomfield/Roger Cox	Holly Jones	Adrian Duffield/Andrew Down	Adrianna Partridge
Some items may be deferred to the October meeting		New Housing Allocations Policy	To respond to the public consultation		Caroline Newton/Elaine Ware	Phil Ealey	Liz Hayden	
		Annual Performance Review of Biffa	Annual Review		Caroline Newton/Elaine Ware	Ian Matten	Liz Hayden	
		Annual Performance Review of Sodexo	Annual Review		Caroline Newton/Elaine Ware	Ian Matten	Liz Hayden	
		Annual Performance Review of GLL	Annual Review		Lynn Lloyd/Alice Badcock	Chris Webb	Donna Pentelow	

Thurs 18 October	Vale	Air Quality Action Plan	Progress report		Elaine Ware		Liz Hayden	
Tues 30 October	Joint	HMO Policy and Strategy	To consider the impact of legislative changes		Caroline Newton/Elaine Ware	Phil Ealey	Liz Hayden	
		CAB/Wantage Independent Advice Centre	Presentation		Lynn Lloyd/Alice Badcock	Shona Ware	Donna Pentelow	
Tues 27 Nov	South	Local Plan	To consider the emerging Local Plan		Felix Bloomfield	Holly Jones	Adrian Duffield	
Thurs 29 Nov	Vale							
Tues 4 Dec	Joint	S106 negotiation	To review the policy & strategy for negotiations		Felix Bloomfield/Roger Cox		Adrian Duffield	
		CIL spending strategy	To review the strategy		Paul Harrison/Mike Murray		Suzanne Malcolm	
		OXLEP: funding, accountability, and bid success	To review current processes and recommend improvements		Jane Murphy/Roger Cox		Andrew Down	
		Commissioning and procurement, and contract management - skills training and qualifications			Jane Murphy/Roger Cox		All?	

Tues 22 January 2019	South	Corporate Delivery Plan Progress Report	Regular Monitoring Report		Kevin Bulmer	Sally Truman	Adrianna Partridge	
Thurs 24 January	Vale	Corporate Delivery Plan Progress Report	Regular Monitoring Report		Ed Blagrove	Sally Truman	Adrianna Partridge	
		Annual Monitoring Report	Annual Review		Roger Cox	Ben Duffy	Adrian Duffield	
Tues 5 February	South	Review of Final Draft Budget	To make recommendations to Cabinet		David Dodds	Richard Spraggett (Capita)	William Jacobs	
Thurs 7 February	Vale	Review of Final Draft Budget	To make recommendations to Cabinet		Robert Sharp	Richard Spraggett (Capita)	William Jacobs	
Possible addition at meeting	Joint							
Thurs 7 March	Joint	Board Reports	To review their efficacy		Ed Blagrove/Kevin Bulmer	Chris Draper	Adrianna Partridge	
Tues 26 March	South							
Thurs 28 March	Vale							

Dates to be identified for the following items:

South

Corporate Plan Refresh
Berinsfield Redevelopment Project
Planning Appeals (requested 26.9.17)
Performance Review of Cornerstone

Vale

Corporate Plan Refresh
Local Plan Process – Costs & Lessons Learnt (requested 20.9.17)
Report of Budget Scrutiny Task Group

Joint

Oxfordshire Growth Board Governance Arrangements
Science Vale Marketing Campaign
Reallocation of £295k Didcot Garden Town Grant
Unlawful encampments

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The Cabinet work programmes can be accessed via the following links:

South

<http://democratic.southoxon.gov.uk/mgListPlans.aspx?RPId=121&RD=0>

Vale

<http://democratic.whitehorsedc.gov.uk/mgListPlans.aspx?RPId=507&RD=0>

Meeting Start times: Joint: 6:30; South: 6:30; Vale: 7.00;

Scrutiny Work Item Preparation

Members are invited to consider the following headings for future agenda items

Item name

Date of report to Committee

What do we want to know about? What topics should the report provider include in their report to Scrutiny?

Who to invite to Committee? (Cabinet member(s) and Head(s) of Service). Anyone from outside agencies?