

Growth Board Scrutiny Panel Work Plan

The Growth Board Scrutiny Panel agrees its own Work Plan, which is reviewed at each meeting. The Panel is encouraged to be strict in prioritising key issues for review, in addition to the entirety of the Growth Board’s forthcoming agendas, which will feature as a standard item on the Work Plan. The Panel’s ongoing review of their work plan should be considered in conjunction with the Growth Board’s Forward Plan.

Meeting date	Item	Description and rationale	Contact
4 th March 2020	Q3 Housing and Growth Deal Progress Report and Financial summary	Panel to consider an update to the Growth Board setting out the 2019/2020 Quarter 3 progress report for the Oxfordshire Housing and Growth Deal Also, to consider the Quarter 3 financial summary for the Housing and Growth Deal.	Bev Hindle, Growth Board Director
	Zero Carbon Housing	Panel to consider an update to the Growth Board on zero carbon technology and consider local examples of zero or low carbon development and wider opportunities for Oxfordshire.	Caroline Green, Assistant Chief Executive, Oxford City Council
	Oxfordshire to Cambridgeshire Arc Update	To note an update to the Growth Board on recent developments in respect of the Oxfordshire to Cambridgeshire Arc.	Bev Hindle, Growth Board Director

Meeting Date	Item	Description and rationale	Contact
28 th May 2020	Growth Board Terms of Reference	Scrutiny Panel to consider revised draft terms of reference for the Growth Board, for subsequent approval by each constituent council. This builds on the work of the Growth Board Review which reported its findings on 28 January 2020.	Bev Hindle, Growth Board Director
	Q4 Housing and Growth Deal Progress Report and Financial summary	Panel to consider an update to the Growth Board setting out the 2019/2020 Quarter 4 progress report for the Oxfordshire Housing and Growth Deal and asking it to endorse any amendments to programmes of work as necessary. Also, to consider the Quarter 4 financial summary for the Housing and Growth Deal.	Bev Hindle, Growth Board Director
	UK Tourism Sector Deal (provisional)	Panel to consider a paper to the Growth Board, where the board will be invited to note the progress of preliminary work by the Local Enterprise Partnership to establish how the Sector Deal could benefit Oxfordshire and endorse any further proposals which respond to opportunities set out in the Deal.	Ahmed Goga, OxLEP Director of Strategy and Programmes
	Oxfordshire Infrastructure Strategy Scope (provisional)	Panel to consider a paper to the Growth Board on the scope, timescale, governance and funding for updating the Oxfordshire Infrastructure Strategy, in support of the Oxfordshire Plan 2050.	John Disley, Oxfordshire County Council Infrastructure Strategy Manager
	Oxfordshire Plan 2050 Update	Panel to consider an update the Growth Board on emerging work being carried out to identify the policy options for the Plan.	Bev Hindle, Growth Board Director

Action Log

This action log sets out requests for information and actions required by the Scrutiny Panel. Any requests for information that do not relate to a specific agenda item will be published on the Growth Board's website alongside the next available Scrutiny Panel Agenda, except where that information requires the disclosure of exempt information, as set out in Part 1 of Schedule 12A of the Local Government Act 1972.

Date raised by the Panel	Action	Lead Member / Officer	Panel Updated/ Discussed on	Progress Notes
<p>19th September 2019</p>	<p>Homes from Infrastructure Programme</p> <p>The HFI delivery plans reflect the following risks, which have been identified as key risks to the delivery of homes:</p> <ul style="list-style-type: none"> • Reliance on third parties (developers / network rail etc) for delivery of infrastructure. • Resolution of planning issues needed to unblock sites. • Potential impact of external market factors such as Brexit. • Stage of development of some of Oxfordshire's Local Plans. 	<p>Aaron Rosser (Oxfordshire Growth Deal Delivery Manager-Infrastructure) / Paul Staines (Oxfordshire Growth Deal Delivery Manager-Housing)</p>	<p>23rd January 2020</p>	<p>Each district has a profiled, RAG rated assessment of each housing site included in the growth deal. We also have a similarly structured assessment of infrastructure delivery. Monthly locality meetings work through this information and assess what the current status of housing delivery on those sites are and what actions and might be necessary to ensure delivery. Each site is unique and actions taken will be specific to that set of circumstances and will in most circumstances be commercially confidential.</p> <p>However in general terms, internally we would work with colleagues to ensure the smooth progression of planning and the delivery of the related infrastructure to timetable. Externally, we would for example liaise with developers to confirm delivery</p>

	<p>The Panel requested ongoing analysis of the above risks to gain a comprehensive understanding of mitigation activities are planned</p> <p>What do these mitigation activities consist of? What are the mitigation strategies now and in the future?</p>		<p>4th March 2020</p>	<p>trajectories and understand how the market is behaving and the reasons for this.</p> <p>Infrastructure schemes have a set of associated risks and mitigation strategies. However, as the schemes are still in feasibility and options are being considered, the risks continue to evolve and are monitored on a monthly basis.</p> <p>The schemes are at an early stage, each project has factored in a 40% risk and contingency pot, so 40% of the estimated final cost is associated with risk and contingency, this is a recommended industry standard for schemes at an early stage.</p> <p>Reliance on third parties (developers / network rail etc) for delivery of infrastructure have entered into legal agreements to ensure delivery on time and on budget, with claw back functions should monies not be spent.</p> <p>For resolution of planning issues needed to unblock sites the county council and district councils work closely to consider potential activities as mentioned in the update from 23rd January 2020 above.</p> <p>Potential external market factors we will be monitored, and any trends will be picked up</p>
--	---	--	---	---

				in the narrative, judgement and expertise of our district colleagues will lead this. A similar approach is taken to the certainty/uncertainty of Local Plans depending on their current position.
19th September 2019	The Panel has requested information on Investment in infrastructure to support homes (HFI) in a table format linked to a list of housing developments.	Aaron Rosser (Oxfordshire Growth Deal Delivery Manager-Infrastructure)	23rd January 2020 4th March 2020	Ongoing review of all infrastructure projects being delivered through the Growth Deal. Report to be produced once review is completed. Review of all infrastructure projects being delivered through the Growth Deal is ongoing.
23rd January 2020	The Panel noted that 'Affordable Housing' was a commonly used term and asked if it could be supplied with information about how each Oxfordshire District Council defines affordable housing. It was agreed that further information should be circulated to the Panel.	N/A	4th March 2020	Completed Attached below