

Committee: Overview and Scrutiny Committee
Date: Tuesday 26 March 2019
Time: 6.45 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Neil Prestidge (Chairman)	Councillor Sean Gaul (Vice-Chairman)
Councillor Mike Bishop	Councillor Phil Chapman
Councillor Mark Cherry	Councillor Chris Heath
Councillor Tony Mephram	Councillor Cassi Perry
Councillor Sandra Rhodes	Councillor Les Sibley
Councillor Bryn Williams	Councillor Lucinda Wing

AGENDA

Overview and Scrutiny Members should not normally be subject to the party whip. Where a member is subject to a party whip they must declare this at the beginning of the meeting and it should be recorded in the minutes.

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

4. **Minutes** (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting held on 19 February 2019.

5. **Chairman's Announcements**

To receive communications from the Chairman.

6. **Show and Tell - Customer Services** (Pages 5 - 8)

Geoff Kent – Assistant Director: Customers and Corporate Service.

The Committee will receive an overview of the “Customer Services Marathon” which is a project to improve the performance and effectiveness of the Council’s Customer Services function.

A briefing note is attached for information.

7. **Show and Tell - Landscape Maintenance Contract**

Graeme Kane – Chief Operating Officer

Ed Potter – Assistant Director: Environmental Services

The Assistant Director: Environmental services will give a verbal presentation on the Landscape Maintenance Contract.

8. **Emergency Planning** (Pages 9 - 12)

Richard Webb - Assistant Director- Regulatory Services and Community Safety.

The Committee will receive an overview of Emergency Planning and Business Continuity arrangements.

The attached Briefing Note provides a summary of our emergency planning and business continuity arrangements and the partnership approach with Oxfordshire County Council.

9. **Overview and Scrutiny Committee Annual Report 2018/19** (Pages 13 - 24)

Report of Director – Law and Governance (Interim)

Purpose of report

This report presents the draft Overview and Scrutiny Committee Annual Report for 2018/19.

Recommendations

The meeting is recommended:

- 1.1 To consider the draft Overview and Scrutiny Committee Annual report 2018/19
- 1.2 To delegate authority to the Director – Law and Governance (Interim), in consultation with the Chairman of the Overview and Scrutiny Committee, to finalise the areas highlighted in the report prior to its submission to Council

10. Committee Work Programme - 2018/2019 (Pages 25 - 28)

Democratic and Elections Officers will give an update on progress regarding subjects raised at previous Committee meetings (appendix 1, attached).

The Committee to consider the work programme (appendix 2, attached).

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwellandsouthnorthants.gov.uk or 01327 322043 / 01295 221591 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or

special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Emma Faulkner / Lesley Farrell, Democratic and Elections
emma.faulkner@cherwellandsouthnorthants.gov.uk, 01327 322043 /
lesley.farrell@cherwellandsouthnorthants.gov.uk, 01295 221591

Yvonne Rees
Chief Executive

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