

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee: Overview and Scrutiny Committee**

**Date: Tuesday 1 September 2020**

**Time: 6.30 pm**

**Venue: Virtual meeting**

## **Membership**

**Councillor Lucinda Wing (Chairman)**      **Councillor Tom Wallis (Vice-Chairman)**

Councillor Mike Bishop

Councillor Phil Chapman

Councillor Chris Heath

Councillor Shaida Hussain

Councillor Tony Mephram

Councillor Ian Middleton

Councillor Perran Moon

Councillor Les Sibley

Councillor Douglas Webb

Councillor Bryn Williams

## **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. Minutes (Pages 5 - 8)**

To confirm as a correct record the minutes of the meeting held on 14 July 2020.

**4. Chairman's Announcements**

To receive communications from the Chairman.

## 5. Urgent Business

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

## 6. Covid-19 Update

Verbal update by the Chief Executive

## 7. Update on Climate Change

The Assistant Director Environmental Services and Sustainability Project Officer will deliver a presentation updating the Committee on progress of the Climate Change Strategy

## 8. Work Programme 2020/2021 (Pages 9 - 14)

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).

## Information about this Meeting

### Apologies for Absence

Apologies for absence should be notified to [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01295 221953 / 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.

### 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  
democracy@cherwellandsouthnorthants.gov.uk, 01295 221953 / 01295 221591

**Yvonne Rees**  
**Chief Executive**

Published on Friday 21 August 2020

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## Cherwell District Council

### Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held as a Virtual meeting, on 14 July 2020 at 6.30 pm

Present: Councillor Lucinda Wing (Chairman)  
Councillor Tom Wallis (Vice-Chairman)  
Councillor Mike Bishop  
Councillor Phil Chapman  
Councillor Chris Heath  
Councillor Shaida Hussain  
Councillor Tony Mepham  
Councillor Ian Middleton  
Councillor Perran Moon  
Councillor Les Sibley  
Councillor Douglas Webb  
Councillor Bryn Williams

Also Present: Councillor Ian Corkin - Lead Member for Customers and Transformation  
Councillor Barry Wood – Leader of the Council

Officers: Gillian Douglas, Assistant Director: Social Care Commissioning and Housing  
Louise Tustian, Head of Insight and Corporate Programmes  
Celia Prado-Teeling, Performance Team Leader  
Steven Newman, Senior Economic Growth Officer  
Emma Faulkner, Democratic and Elections Officer  
Lesley Farrell, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager

#### 1 **Declarations of Interest**

There were no declarations of interest.

#### 2 **Minutes**

The Minutes of the meeting of the Committee held on 30 January 2020 were confirmed as a correct record, to be signed by the Chairman in due course.

#### 3 **Chairman's Announcements**

The Chairman welcomed Members and officers to the first virtual meeting of the Committee, and reminded all attendees of the virtual meeting etiquette.

#### 4 **Urgent Business**

There were no items of urgent business.

## 5 **Digital Connectivity in Cherwell**

The Chairman welcomed Steven Newman, Senior Economic Growth Officer at Cherwell District Council, and Craig Bower, Digital Programme Manager at Oxfordshire County Council, to the meeting to give an update on Digital Connectivity in Cherwell.

The Digital Programme Manager explained that superfast coverage, defined as speeds above 30 megabits per second, across Cherwell had increased from 66% in 2013 to 98% in 2020.

With regard to future plans, universal coverage of full fibre fixed broadband was targeted for 2033, with near full availability of 5G for mobile connectivity by 2033. Recent central Government announcements had suggested that the full fibre target could be brought forward to 2025.

The Digital Programme Manager clarified that the rollout of the 5G network was critically dependent on the fibre network, it was not a case of one being developed over the other.

In response to questions from the Committee, the Digital Programme Manager confirmed that it would be possible to reverse engineer the superfast coverage map to show the 2% of the district that was not yet connected.

The Committee commented that there was a clear link between the future rollout of fixed fibre and its importance to the Cherwell Industrial Strategy. They requested that a further update regarding digital connectivity and the Industrial Strategy be arranged for approximately 6 months.

### **Resolved**

(1) That the presentation be noted

## 6 **Monthly Performance, Risk and Finance Monitoring Report - Quarter 4 / March 2020**

The Committee considered a report from the Director of Finance and the Head of Insight and Corporate Programmes that detailed the Council's Performance, Risk and Finance Monitoring as at the end of Quarter 4, March 2020.

The Head of Insight and Corporate Programmes explained that the Covid-19 pandemic and lockdown had impacted on the end of year position for some indicators.

With regards to the risk register, the Head of Insight and Corporate Programmes advised the Committee that in light of the pandemic an additional risk had been added, relating to business continuity.

In response to questions from the Committee, the Head of Insight and Corporate Programmes advised that she would liaise with relevant officers and provide responses with regards to the long term plan for business rates; the implications in relation to rental income for Castle Quay; and whether or not the Council would be required to contribute towards costs for a Covid-19 vaccine.

The Committee congratulated the homelessness team for their work to date on housing homeless and rough sleepers during the pandemic.

**Resolved**

- (1) That the monthly Performance, Risk and Finance Monitoring report be noted

**7 Housing Strategy Progress Report**

The Committee considered a report from the Assistant Director – Housing and Social Care Commissioning that provided an update on the implementation of the Council’s Housing Strategy.

The Committee had considered the Housing Strategy at draft stage, and had requested an update be provided to them after 12 months.

With regard to the current situation concerning homeless residents, the Assistant Director – Housing and Social Care Commissioning advised the Committee that 66 people had been housed during the pandemic, and of those 30 still required assistance. A number of local hotels had been used as temporary accommodation, and Councillor John Donaldson as Lead Member for Housing had written to each establishment to thank them for their assistance.

In response to questions from the Committee, the Assistant Director – Housing and Social Care Commissioning advised that approximately £180,000 had been spent on emergency accommodation.

**Resolved**

- (1) That the report be noted

**8 Overview and Scrutiny Annual Report 2019/20**

The Committee considered the draft Overview and Scrutiny Committee Annual Report for 2019/20.

The report summarised the work that had been completed by the Committee over the year, as well as detailing the officers and external guests who had attended meetings.

**Resolved**

- (1) That the draft Overview and Scrutiny Committee Annual Report 2019/20 be approved
- (2) That authority be delegated to the Monitoring Officer (Interim), in consultation with the Chairman of the Overview and Scrutiny Committee, to finalise the areas highlighted in the report, prior to its consideration by Council

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### **Work Programme 2020/2021**

The Democratic and Elections Officers gave an update on the status of topics suggested for Scrutiny, and the indicative Committee work programme.

Following the presentation given earlier in the meeting relating to digital connectivity, the Committee requested that an update on the Cherwell Industrial Strategy be scheduled for October 2020.

The Committee also requested that an update be given regarding the council's response to the coronavirus pandemic, covering a review of Emergency Planning, what went well and what would be done differently and the economic impact on the district.

In response to a query raised relating to the possible sale of animal fur at council run markets, the Chairman of the Committee agreed to gather some additional information to enable a more detailed discussion at the September 2020 meeting.

Following a report in December 2019 to full Council regarding changes to the Constitution, it was suggested that a Constitutional Working Group be established to consider any proposed changes to the constitution prior to reports being submitted to full Council. In response to the request, the Governance and Elections Manager advised that she would advise the interim Monitoring Officer of the suggestion, and added that recruitment was currently underway for a permanent Director of Law and Governance and Monitoring Officer who would be able to review the suggestion.

### **Resolved**

- (1) That the work programme be noted

The meeting ended at 8.25 pm

Chairman:

Date:



Topic and suggested by	Update	Status / Proposed action
<b>Raised in 2018/19 Municipal Year and carried forward</b>		
<p>Kidlington and Bicester Town Centre – Progress against master plans</p> <p>Former Councillor Neil Prestidge Councillor Lucinda Wing: Should a strategy to encourage High Street Retailers to town centres be in the Masterplan?</p>	<p>As previously reported, officers from Planning Policy have agreed to attend a future meeting of the Overview and Scrutiny Committee to discuss this subject.</p>	<p>Attendance will be scheduled when appropriate.</p>
<b>2019/20 Municipal Year</b>		
<p>Planning Policy for the District, including the Growth Deal.</p> <p>Raised by Councillors Ian Middleton, Mike Bishop, Chris Heath and Phil Chapman</p>	<p>As previously reported, officers from Planning Policy have agreed to attend a future meeting of the Overview and Scrutiny Committee to discuss this subject.</p>	<p>Attendance will be scheduled when appropriate.</p>
<p>Digital Infrastructure/5G</p> <p>Raised by Councillors Tom Wallis, Bryn Williams and Former Councillor Sandra Rhodes</p>	<p>Following the Digital Connectivity presentation at the July 2020 meeting, the Committee have requested that an update on the Strategy be provided to the October 2020 meeting and that it be linked to the Cherwell Industrial Strategy item that is currently on the work programme</p>	<p>Officers will be contacted to arrange attendance as requested and the item will be linked to the Cherwell Industrial Strategy item</p>
<p>Management companies managing new housing developments – is the use of management companies rather</p>	<p>Details of information received from Jenny Barker – Bicester Delivery Manager, on Management Companies emailed to O &amp; S Committee Members on 23 September.</p>	<p>No information has yet been received from members who suggested this topic</p>

Appendix 1

<p>than adoption by the Council on the rise, if so what is the cause of this?</p> <p>Raised by Councillor Lucinda Wing</p>		
<p>Sale of Fur on Cherwell Markets</p> <p>Councillor Lucinda Wing</p>	<p>Cllr Wing had been approached by a member of the electorate regarding the sale of Fur as apposed to Faux Fur at Cherwell Markets and wanted to know if there were any restrictions on selling Fur on Cherwell Markets. Cllr Wing subsequently raised the matter at the July Council meeting as a question to the Leader</p>	<p>The Assistant Director Environmental Services Ed Potter reported that there were restrictions on selling live animals but not fur. These could be written into the current agreements when they were up for renewal.</p>
<p>Coronavirus (Covid-19)</p>	<p>Councillors requested an update regarding Emergency Planning review, what went well and what would be done differently; economic impact on the district – what and how is it being addressed</p>	<p>Chief Executive Yvonne Rees will attend the September 2020 meeting of the Committee to provide a verbal update</p>
<p>Constitutional Working Group</p> <p>Councillor Ian Middleton</p>	<p>Cllr Middleton requested that a cross party Constitutional Working Group be set up, to discuss and scrutinise proposed changes to the Constitution before they are considered by full Council.</p>	<p>Cllr Middleton requested to complete a topic scoping document to be considered once recruitment has been completed for a permanent Director of Law and Governance/Monitoring Officer</p>



## Overview and Scrutiny Work Programme 2020/21

Item	Description	Contact Officer
<b>13 October 2020</b>		
Equalities, Diversity and Inclusion Policy	Policy development and pre-decision scrutiny: To consider and comment on the policy prior to consideration by Executive	Samantha Shepherd – Policy Team Leader
2020/21 Quarter 1 Performance, Risk & Finance Monitoring Report	Performance Monitoring: Full quarterly Performance report	Louise Tustian – Head of Insight and Corporate Programmes
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
<b>1 December 2020</b>		
Safeguarding Annual Report	Policy Review & Performance Monitoring: To consider the Safeguarding Annual Report	Nicola Riley, Assistant Director Wellbeing
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
<b>12 January 2021</b>		
Review final Business Plan on a Page	Policy development: To review and comment on the Business Plan on a	Louise Tustian, Head of Insight and Corporate Programmes

Item	Description	Contact Officer
	Page prior to Executive consideration	
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
<b>16 March 2021</b>		
Overview and Scrutiny Committee Annual Report 2020/21  Page 42	The Constitution requires that the Overview and Scrutiny Committee submit an annual report to Council. This is an opportunity for the Committee to review the draft Annual Report	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
Work Programme	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Lesley Farrell, Democratic and Elections
<b>Items to be allocated</b>		
Cherwell Industrial Strategy & Digital Connectivity Update	Policy development: To consider and contribute to the development of the Cherwell Industrial Strategy and how digital connectivity links into the Strategy	Robert Jolley – Assistant Director Growth & Economy
Masterplan update with a focus on supporting thriving town centres	Information on progress of masterplan implementation and support being offered to town centres to assist regeneration	Robert Jolley – Assistant Director Growth & Economy
Local Plan Update	Following queries raised by the	David Peckford, Assistant Director Planning &

Item	Description	Contact Officer
	Committee – this will be scheduled at the appropriate time	Development
Management Companies Managing New Housing Developments	Query raised by the Committee about the use of management companies rather than town/parish councils taking on responsibility for green spaces. Presentation to be scheduled to advise the Committee of the council's policy	Ed Potter – Assistant Director Environmental Services / Paul Almond, Street Scene and Landscape Manager

**Meeting Dates 2020/21 (All Tuesday, 6.30pm unless indicated)**

13 October 2020; 1 December 2020; 12 January 2021; 16 March 2021

**Work Programme Items:**

Members are reminded of the five roles of scrutiny when considering items for the work programme:

- Performance Monitoring
- Policy Development
- Policy Review
- Holding the Executive to Account
- External Scrutiny

With the exception of the monthly work programme update and Annual Report, each scheduled item on the work programme identifies the scrutiny role it reflects.

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