

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee: Overview and Scrutiny Committee**

**Date: Wednesday 1 June 2022**

**Time: 6.30 pm**

**Venue: Bodicote House, Bodicote, Banbury, Oxon OX15 4AA**

## **Membership**

**Councillor Sandy Dallimore (Chairman)**

Councillor Maurice Billington

Councillor John Broad

Councillor Ian Harwood

Councillor Matt Hodgson

Councillor Perran Moon

**Councillor Douglas Webb (Vice-Chairman)**

Councillor Mike Bishop

Councillor John Donaldson

Councillor David Hingley

Councillor Ian Middleton

Councillor Dr Chukwudi Okeke

**Substitutes**      **Any member of the relevant political group, excluding Executive members**

## **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 - 12)**

To confirm as a correct record the minutes of the meetings held on 15 March and 18 May 2022.

#### **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. Introduction to Performance Monitoring**

Celia Prado-Teeling, Interim Assistant Director of Customer Focus, will give a presentation on the performance monitoring framework and reporting cycle, and the role of Overview and Scrutiny Committee in the performance monitoring process.

#### **7. Work Programme Planning 2022-23 (Pages 13 - 20)**

Committee are asked to consider the indicative work programme for 2022-23, and discuss potential scrutiny review topics, to be developed into scoping documents for consideration and agreement at future meetings.

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

There are three documents for the Committee to consider:

Appendix 1 – Indicative work programme for 2022-23  
Appendix 2 – Topic list update  
Appendix 3 – update on items previously submitted to the Overview and Scrutiny Committee

#### **Recommendations**

The meeting is recommended:

- 1.1 To consider and agree the indicative work programme 2022-23
- 1.2 To approve the re-establishment of the Member Education and Training Working Group, and to delegate authority to the Assistant Director Law, Governance & Democratic Services, in consultation with the Chairman of the Overview and Scrutiny Committee, to liaise with Group Leaders regarding membership of the Group and request that the Working Group submit a scoping document to the 5 July Overview and Scrutiny Committee meeting for agreement.

- 1.3 To approve the continuation of the Parish Engagement Working Group, to delegate authority to the Assistant Director Law, Governance & Democratic Services, in consultation with the Chairman of the Overview and Scrutiny Committee, to liaise with Group Leaders regarding membership of the Group and request that the Working Group submit a scoping document to the 5 July Overview and Scrutiny Committee meeting for agreement.
- 1.4 To note the update on items previously submitted to the Overview and Scrutiny Committee.

**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@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.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.

### **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  
[democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221953 / 01295 221591

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

Published on Tuesday 24 May 2022

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## **Cherwell District Council**

### **Overview and Scrutiny Committee**

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 18 May 2022 at 7.55 pm

Present:

Councillor Sandy Dallimore (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Maurice Billington  
Councillor Mike Bishop  
Councillor John Broad  
Councillor John Donaldson  
Councillor Ian Harwood  
Councillor David Hingley  
Councillor Matt Hodgson  
Councillor Ian Middleton  
Councillor Perran Moon  
Councillor Dr Chukwudi Okeke

#### **1 Appointment of Chairman for the municipal year 2022/2023**

##### **Resolved**

- (1) That Councillor Sandy Dallimore be appointed Chairman of the Overview and Scrutiny Committee for the municipal year 2022/2023.

#### **2 Appointment of Vice-Chairman for the municipal year 2022/2023**

##### **Resolved**

- (2) That Councillor Douglas Webb be appointed Vice-Chairman of the Overview and Scrutiny Committee for the municipal year 2022/2023.

The meeting ended at 7.57 pm

Chairman:

Date:

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## **Cherwell District Council**

### **Overview and Scrutiny Committee**

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 15 March 2022 at 6.30 pm

Present:

Councillor Tom Wallis (Chairman)  
Councillor Douglas Webb (Vice-Chairman)  
Councillor Sandy Dallimore  
Councillor David Hughes  
Councillor Perran Moon  
Councillor Les Sibley  
Councillor Bryn Williams

Substitute Members:

Councillor Andrew Beere (In place of Councillor Matt Hodgson)  
Councillor John Broad (In place of Councillor Ian Middleton)

Also Present:

Councillor Barry Wood, Leader of the Council (virtual)

Apologies for absence:

Councillor Mike Bishop  
Councillor Matt Hodgson  
Councillor Simon Holland  
Councillor Ian Middleton  
Councillor Adam Nell

Officers:

Celia Prado-Teeling, Performance Team Leader  
Emma Faulkner, Democratic and Elections Officer  
Lesley Farrell, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager

#### 43 **Declarations of Interest**

There were no declarations of interest.

#### 44 **Minutes**

The Minutes of the meeting of the Committee held on 1 February 2022 were confirmed as a correct record and signed by the Chairman.

45 **Chairman's Announcements**

There were no Chairman's announcements.

46 **Urgent Business**

There were no items of urgent business.

47 **Monthly Performance, Risk and Finance Monitoring Report**

The Committee considered a report from the Assistant Director of Finance and the Head of Insight and Corporate Programmes that summarised the Council's Performance, Risk and Finance monitoring position as at the end of January 2022.

The Performance Team Leader explained that as of January 2022, 21 performance indicators were reporting green, 3 were reporting amber and 3 reporting red.

The indicators reporting red relating to the amount of time to process new housing benefit claims; percentage of waste recycled and composted; and percentage of council tax collected.

The Committee was advised that the indicator relating to waste composted was as a result of seasonal reductions, with the amount of green waste collected at the end of the calendar year reducing significantly. In response to questions from the Committee the Performance Team Leader advised that discussions were ongoing with the Assistant Director Environmental Services, regarding the best way of recording performance for the waste collection indicators, due to the seasonal implications of the service.

In response to questions from the Committee regarding environmental sustainability performance measures and climate action updates, the Performance Team Leader advised that detailed responses would be sought from the relevant departments.

**Resolved**

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

48 **Overview and Scrutiny Working Groups**



The Committee considered a report from the Director of Law and Governance that presented the final reports of the scrutiny working groups on Members' Education and Training, and Parish Engagement.

With regards to the Members' Education and Training working group, nine recommendations had been made which would be implemented from May 2022 if approved by the Committee. The Lead Member for Finance and Governance would also be requested to endorse the recommendations.

In relation to the Parish Engagement working group, a number of areas for further detailed review had been identified. The recommendation was that the working group should continue in the new Municipal Year, with updated Terms of Reference to reflect the areas identified for further detailed review.

The Chairman of the working groups, Councillor Sandy Dallimore, thanked the Members of both working groups for the work undertaken to date.

### **Resolved**

- (1) That the report of the Education and Training Working Group be noted.
- (2) That the report of the Parish Engagement Working Group be noted.
- (3) That the Lead Member for Finance and Governance be recommended to note and endorse the recommendations of the Members' Education and Training Working Group.
- (4) That the continuation of the Parish Engagement Working Group in the 2022/2023 municipal year be agreed.

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### **Overview and Scrutiny Committee Annual Report 2021/22**

The Committee considered the draft Overview and Scrutiny Annual report for 2021/22.

The draft report summarised the work of the committee over the Municipal Year, and detailed guests and officers that had attended meetings. As the report had been drafted prior to the final meeting of the year, additional information would need to be added to the report before it was considered by Full Council.

### **Resolved**

- (1) That the Overview and Scrutiny Committee Annual report for 2021/22 be noted
- (2) That authority be delegated to the Director – Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee,

to finalise the areas highlighted in the report following the final meeting of the municipal year, prior to its submission to Council.

## 50 **Work Programme**

The Committee considered its indicative work programme for 2022-23, and received an update on items previously submitted to the Committee.

With regard to the Constitution Annual Review, the Committee were advised that the decision to end the formal partnership working between Cherwell District Council and Oxfordshire County Council (OCC) had impacted on the proposed work of the group. An interim Monitoring Officer (MO) had been appointed and full Council had delegated authority to the MO to undertake amendments to the Constitution required as a result of the termination of the section 113 partnership agreement with OCC.

As the delegations granted did not incorporate all areas initially identified as forming part of the annual review, it was proposed that further delegated authority be granted to the interim Monitoring Officer, to review further aspects of the Constitution. Changes proposed would be presented to full Council at the annual meeting in May 2022.

In response to questions from the Committee, the Governance and Elections Manager assured the Committee that all Group Leaders would be kept updated.

With regard to the work programme, two suggestions were put forward as additional items for the Committee to consider.

The first related to the current situation with Ukrainian refugees, and a CDC specific response. The Chief Executive was providing regular updates to Members through her weekly emails and additional emails as required, for example, to signpost to the Government website, however Councillor Perran Moon requested scrutiny consideration of the issue from a local Cherwell perspective.

The Governance and Elections Manager advised that a specific Scrutiny review may not be the most effective way to address the issue, as the Committee were not due to meet again until June 2022. An emergency motion expressing support to refugees had been unanimously agreed at full Council in February 2022. Councillor Moon requested that an update on Cherwell District Council's support to Ukrainian refugees be added to the work programme.

The second suggestion was in relation to transparency and providing information for residents on how elections were run. Councillor Moon requested in particular that information on the process and procedure for an election count be made available on the Cherwell District Council website.

In response to the request the Governance and Elections Manager explained that the Returning Officer role was separate to the day-to-day running of the Council, but that the request would be relayed to the Returning Officer.

### **Resolved**

- (1) That responsibility be delegated to the Monitoring Officer, in consultation with the named officer where necessary, to review the following aspects of the Constitution to submit to the 18 May Council meeting with a view to their adoption:
  - Contract Procedure Rules and Financial Procedure Rules, in consultation with the S151 Officer
  - Members' Planning Code of Conduct and Councillor call-in of planning applications, in consultation with the Assistant Director Planning and Development
  - Addition of the Council budget debate speaking procedures (currently based on custom) and general review of all sections to ensure consistency of language, accessible format and layout
- (2) That it be agreed that the Monitoring Officer be requested to keep Group Leader, relevant Lead Members and Committee Chairman updated on the Constitution review work.
- (3) That subject to the addition of an item to provide an update on Cherwell District Council's support to Ukrainian Refugees, the work programme update be noted.
- (4) That the update on topics previously suggested for review be noted.
- (5) That the update on items previously submitted to the Overview and Scrutiny Committee be noted.

The meeting ended at 8.12 pm

Chairman:

Date:

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## Indicative Overview and Scrutiny Work Programme 2022-23

(Updated: 24 May 2022)

Item	Description	Contact Officer
<b>Tuesday 5 July 2022</b>		
Member Education and Training Working Group and Parish Engagement Working Group	Scrutiny Review: to consider and agree the scoping documents for the working groups	Emma Faulkner, Democratic and Elections Officer Lesley Farrell, Democratic and Elections Officer
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Officer Lesley Farrell, Democratic and Elections Officer
<b>Tuesday 6 September 2022</b>		
Community Nature Plan update	An update on progress of the Community Nature Plan, requested at the all Member Seminar held in February 2022	Sue Marchand, Community Nature Officer
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Officer
<b>Tuesday 11 October 2022</b>		
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Officer



Item	Description	Contact Officer
<b>Tuesday 29 November 2022</b>		
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Officer
<b>Tuesday 24 January 2023</b>		
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Officer
<b>Tuesday 14 March 2023</b>		
District Council and Parish Engagement Working Group and Members Education and Training Final reports	To consider the final reports and recommendations of the working groups	Emma Faulkner, Democratic and Elections Officer
Overview and Scrutiny Committee Annual Report 2022-23	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 Officer
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Officer
<b>Items to be allocated for 2022/23 municipal year</b>		
Performance Monitoring (Quarterly - dates TBC)	Quarterly performance monitoring reports (first report to OSC to include a	Celia Prado-Teeling, Assistant Director – Customer Focus (interim)



Item	Description	Contact Officer
	presentation and overview of the council's performance monitoring process)	
Oxfordshire Plan 2050 (date TBC)	Update on the Oxfordshire Plan 2050 as it progresses to Regulation 19 consultation stage	David Peckford, Assistant Director Planning and Development, in consultation with Central Plan Team at Future Oxfordshire Partnership
Safeguarding Annual Audit (date TBC)	To endorse the annual Safeguarding Audit response	Nicola Riley, Assistant Director - Wellbeing

**Meeting Dates 2022/23 (All Tuesday, 6.30pm unless indicated)**

Wednesday 1 June 2022; 5 July 2022; 6 September 2022; 11 October 2022; 29 November 2022; 24 January 2023; 14 March 2023

Training for Overview & Scrutiny Committee members was held on Thursday 26 May 2022.

**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

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Appendix 2

Topic and suggested by	Update	Status / Proposed action
<p>Member Education and Training</p> <p>Raised by Councillor Sandy Dallimore at the 7 September 2021 meeting</p>	<p>The report of the working group was presented at the <a href="#">15 March 2022</a> meeting (item 48, appendix 1 refers) and recommendations were approved. The induction programme for 2022-23 has been scheduled, taking account of the approved recommendations and feedback from the working group.</p> <p>Additional recommendations regarding information and guidance documents will be actioned over the coming months.</p>	<p>Committee are asked to approve re-establishment of the working group, to include some of the May 2022 newly elected Members, to continue implementation of the approved recommendations. Revised Terms of Reference (scoping document) will be submitted to the 5 July meeting.</p>
<p>The relationship between the District council and our parishes</p> <p>Raised by Councillor Sandy Dallimore at the informal session held on 30 June 2021</p>	<p>The report of the working group was presented at the <a href="#">15 March 2022</a> meeting (item 48, appendix 2 refers) and the recommendation to continue the work in to 2022-23 was approved.</p>	<p>Revised Terms of Reference (scoping document) for the review will be submitted to the 5 July meeting.</p>
<p>Planning Policy for the District, including the Growth Deal.</p> <p>Raised by Councillor Ian Middleton and 3 former committee members, May 2019</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>

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**Update on items previously submitted to Overview and Scrutiny Committee**

This document will be used to track progress of items that have been considered by Overview and Scrutiny Committee prior to submission to another meeting, such as Executive or Full Council.

<b>Item Description</b>	<b>Resolution from Overview &amp; Scrutiny</b>	<b>Outcome</b>
<p><b>**New**</b>            Overview and Scrutiny Committee            Annual Report 2021/22</p> <p>(Considered <a href="#">15 March 2022</a>, Minute 49 refers)</p>	<ol style="list-style-type: none"> <li>1. That the Overview and Scrutiny Committee Annual report for 2021/22 be noted.</li> <li>2. That authority be delegated to the Director – Law and Governance, in consultation with the Chairman of the Overview and Scrutiny Committee, to finalise the areas highlighted in the report following the final meeting of the municipal year, prior to its submission to Council.</li> </ol>	<p>The report will be submitted to the July 2022 meeting of Council, as the foreword to the report is in the process of being completed by the previous Chairman, Tom Wallis.</p>

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