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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Overview and Scrutiny Committee

Date: Tuesday 6 September 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 David Hingley

Councillor Ian Middleton

Councillor Dr Chukwudi Okeke

Councillor Douglas Webb (Vice-Chairman)

Councillor Mike Bishop

Councillor Ian Harwood

Councillor Matt Hodgson

Councillor Perran Moon

Councillor Bryn Williams

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 - 10)

To confirm as a correct record the minutes of the meeting held on 28 July 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. **Climate Change update**

Officers will give a comprehensive update on the Climate Change work taking place across the Council, and seek Committee's agreement to the establishment of a Climate Change working group.

Terms of Reference for the working group are currently being drafted, and will be circulated shortly.

Recommendations

The meeting is recommended:

- 1.1 To approve the establishment of a Climate Change Working Group
- 1.2 To delegate authority to the Assistant Director Law, Governance and Democratic Services (interim), in consultation with the working group Chairman, to finalise the scoping document.

(a) **Climate Change - Carbon Management Plans**

Report of Assistant Director Environmental Services.

Please note this report will be to follow

7. **Air Quality Update** (Pages 11 - 20)

Report of Assistant Director Regulatory Services and Community Safety

Purpose of report

This report provides Council's Overview and Scrutiny Committee with an update on the air quality monitoring carried out across the district in 2021 and the air quality data obtained, the current district Air Quality Action Plan, and other air quality related matters. Air quality monitoring data shows significant air quality improvements over the last 5-year period in the air quality management areas of the District.

The Council's Business Plan includes a specific commitment to "Work with partners to improve air quality" within the Supporting Environmental Sustainability priority.

Recommendations

The meeting is recommended:

- 1.1 To note the work undertaken by the Council and its partners in relation to air quality in the District and the 2021/22 air quality monitoring data.

8. Cost of Living update

Officers will give a comprehensive update on work taking place across the Council regarding the cost of living crisis.

The update will include details on actions to address fuel poverty, and progress regarding the food poverty motion that was adopted at Full Council on 18 July 2022.

The Committee are asked to approve the establishment of a food poverty working group. Terms of Reference for the working group are currently being drafted, and will be circulated shortly.

Recommendations

The meeting is recommended:

- 1.1 To approve the establishment of a Food Poverty Working Group
- 1.2 To delegate authority to the Assistant Director Law, Governance and Democratic Services (interim), in consultation with the working group Chairman, to finalise the scoping document.

9. Work Programme 2022/2023 (Pages 21 - 26)

There are two documents for the Committee to consider:

Appendix 1 – indicative work programme 2022-23.

Appendix 2 – update on items previously considered.

Recommendations

The meeting is recommended

- 1.1 To consider and agree the indicative work programme 2022-23.
- 1.2 To consider and comment on the items previously considered by 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 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.

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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, 01295 221953 / 01295 221591

Yvonne Rees
Chief Executive

Published on Friday 26 August 2022

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 28 July 2022 at 6.30 pm

Present:

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

Also Present:

Councillor Dan Sames
Councillor Barry Wood, Leader of the Council
Councillor Sean Woodcock, Leader of the Labour Group (Virtual)

Apologies for absence:

Councillor Maurice Billington
Councillor Ian Harwood

Officers:

Yvonne Rees, Chief Executive
Nathan Elvery, Chief Operating Officer Interim
Ian Boll, Corporate Director Communities
Ed Potter, Assistant Director Environmental Services
Shahin Ismail, Assistant Director Law, Governance, Democratic Services & Procurement & Monitoring Officer Interim
Emma Faulkner, Democratic and Elections Officer
Natasha Clark, Governance and Elections Manager

9 **Declarations of Interest**

There were no declarations of interest.

10 **Minutes**

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

11 **Chairman's Announcements**

The Chairman made two announcements:

1. A change in Committee membership had been made since the last meeting, with Councillor Bryn Williams replacing Councillor John Donaldson. The Chairman welcomed Councillor Williams and thanked Councillor Donaldson for his time with the Committee.

12 **Urgent Business**

There were no items of urgent business.

13 **Attendance of the Leader of the Council**

The Chairman welcomed Councillor Barry Wood, Leader of the Council, to the meeting to give an overview of the current work of the Executive.

The Leader explained to the Committee the current priorities of the Executive, and the day-to-day concerns for him as Leader. The financial stability of the council remained a high priority, with the uncertainty around the continuation of the New Homes Bonus and the proposed changes to Business Rates retention.

The conclusion of the decoupling from Oxfordshire County Council was a current priority. The Leader explained that he was keen to ensure residents saw no difference in service delivery during the decoupling period.

Climate change was a further key priority running through all council work, including the emerging local plan.

The Leader also explained short term issues that were currently being addressed. Following the Health and Care Act receiving Royal Assent earlier in the year, Integrated Care Systems (ICS) were being introduced across the country. The creation of an ICS allowed health and care organisations to join together to provide all relevant support and care to patients, and formalised the 'one system' approach that had been adopted during the covid pandemic. Cherwell district formed part of the Buckinghamshire, Oxfordshire and Berkshire West ICS area, also known as 'BOB'.

In response to questions from the Committee the Chief Executive agreed to circulate more details about the BOB ICS as part of the next weekly update to Members.

Regarding the Executive Forward Plan of upcoming work, the Leader advised that Climate Change was due to be considered in September, the Oxfordshire Plan 2050 in October, and discussions were also needed regarding a replacement depot at Bicester.

In response to questions regarding increasing energy costs and an increased number of residents entering fuel poverty, the Chief Executive assured the Committee that a system wide response was being worked on and an update on the work being undertaken would be brought to the September 2022 meeting of the Committee.

Regarding progress on the implementation of the Equality, Diversity and Inclusion (EDI) Framework, the Leader explained that the work linked in with all areas of the organisation, and all reports submitted to the Executive included equalities implications. The Chairman advised the Committee that an EDI update was included on the 'items to be allocated' section of the indicative Committee work programme.

The Committee thanked the Leader for his update.

Resolved

- (1) That the overview of current Executive work be noted.
- (2) That an item on the activity Cherwell District Council is undertaking to support residents with the cost of living crisis be added to the work programme for the September meeting of the committee.
- (3) That information on the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System ('BOB') be circulated to all members via the Chief Executive's weekly update.

14 **Climate Change**

The Chairman welcomed Councillor Dan Sames, Portfolio Holder for Cleaner and Greener Communities to the meeting to give a presentation on the council's work regarding climate change.

Councillor Sames explained that the council had commissioned Bioregional to review the council's activities against the 'One Planet Living' framework. One Planet Living meant living within the resources of one planet rather than the resources of three, as was currently the case in Europe.

The review of the district's activities looked at internal and external activities and their impact on residents and businesses. The review detailed ten principles to form the basis of One Planet Living, and Councillor Sames explained that the aim was to embed the principles across the district to increase sustainability.

In response to questions from the Committee, Councillor Sames explained that Executive were seeking endorsement of the One Planet Living approach as the start of an ongoing process. Bioregional would continue to work with the council, and Overview and Scrutiny Committee would be involved as work progressed.

The Committee endorsed the One Planet Living approach, but expressed concerns regarding the amount of progress made in relation to the climate emergency declared in 2019, and the pledge to be net carbon neutral by 2030. Committee also requested future agenda items that would allow meaningful scrutiny to take place.

In response to the concerns, Councillor Sames explained the carbon management baseline had decreased 51% by 2020/2021, compared to the 2008/2009 position. The baseline was predicted to reduce a further 25% by the end of 2022, due to the impact of the public sector decarbonisation scheme. Work was also underway to electrify the waste services fleet of vehicles.

Councillor Sames agreed to submit an update on the carbon management action plan to the September 2022 meeting of the Committee, as well as scheduling further climate change updates as required.

Resolved

- (1) That the presentation be noted.
- (2) That Executive be advised that Overview and Scrutiny Committee endorse and support the 'One Planet Living' approach.
- (3) That the Carbon Management Plan be submitted to the September meeting of the committee.
- (4) That further updates on Climate Change work be submitted to the committee as work progresses.

15 Strategic Partnership with Oxfordshire County Council - Decoupling

The Chairman welcomed Nathan Elvery, interim Chief Operating Officer, who gave an update on decoupling of the strategic partnership with Oxfordshire County Council (OCC).

The Chief Operating Officer explained that following the decision to end the strategic partnership in February 2022, a programme and timetable was established to support the partnership formally ending on August 31 2022. The decoupling process was split into four transitional phases, starting with the management team and moving on to each of the 23 service areas included within the existing partnership arrangements.

Options for the services moving forward were all evaluated against the same five criteria, and the Joint Shared Services and Personnel Committee considered each proposal over the period April to June.

The presentation provided to the Committee gave details of the approved recommendations for each service area, the financial and human resource implications, any transitional arrangements in place and any additional information by way of background information for the Committee.

In response to questions from the Committee the Chief Operating Officer explained that no redundancies had been made.

When the strategic partnership had been established an employing authority had been identified for each post. During the decoupling process it was assumed that employees would remain with their employing authority, but both Council's had agreed a flexible approach so that if the majority of work for a post was with the other council, the employee was able to transfer accordingly with the joint approval of both Council's.

The Chief Operating Officer explained that due to the interim arrangements in place it was not yet known if posts would be full time or full time equivalents, but that information would be provided to Members when it was available.

Regarding costs of the decoupling and interim arrangements, the Chief Operating Officer advised the Committee that the total figure wouldn't be known until the process had been completed. Details of the current and projected financial baseline were included in the presentation and would be updated with final figures once they were known.

Resolved

(1) That having given due consideration, the presentation be noted.

16

Working Groups 2022-23 - approval of scoping documents

The Committee considered two updated scoping documents, for the Parish Engagement and Member Education and Training working groups.

Both working groups had been established during the 2021-2022 Municipal year, and produced end of year reports that had been considered by the Committee in March 2022.

The Parish Engagement working group had identified a number of areas for further review to enhance the relationship between the district council and the parishes. These included a survey of parishes to gather their views on interactions with the district, and investigating IT interactions.

The Member Education and Training working group had made several recommendations in the end of year report, including the production of a number of guidance documents and role profiles to assist members.

The Democratic and Elections Officer explained that the request for delegated authority to the Assistant Director Law, Governance and Democratic Services (interim) was to allow the scoping documents to be updated with membership details, once all members had been appointed.

Resolved

- (1) That the Parish Engagement scoping document be approved.
- (2) That the Member Education and Training scoping document be approved.
- (3) That authority be delegated to the Assistant Director Law, Governance and Democratic Services (interim), in consultation with the working group chairmen, to make minor amendments to the scoping documents.

17

Work Programme 2022/23

The Committee considered the indicative work programme for 2022-23.

The Democratic and Elections Officer advised the Committee that since the work programme had been published, the Playing Pitch Strategy had been brought forward and would now be considered at the October meeting.

As discussed earlier in the meeting, items relating to the Carbon Management plan and cost of living would be submitted to the September 2022 meeting of the Committee.

Resolved

- (1) That subject to the inclusion of the following items for the 6 September meeting; Carbon Management Plan and cost of living response; and the Playing Pitch Strategy being moved from November to October, the indicative work programme be noted.
- (2) That the update on items previously considered be noted.

The meeting ended at 8.46 pm

Chairman:

Date:

Cherwell District Council

Overview and Scrutiny Committee

6 September 2022

Air Quality Update

Report of Assistant Director Regulatory Services and Community Safety

Purpose of report

This report provides Council's Overview and Scrutiny Committee with an update on the air quality monitoring carried out across the district in 2021 and the air quality data obtained, the current district Air Quality Action Plan, and other air quality related matters. Air quality monitoring data shows significant air quality improvements over the last 5-year period in the air quality management areas of the District.

The Council's Business Plan includes a specific commitment to "Work with partners to improve air quality" within the Supporting Environmental Sustainability priority.

1. Recommendations

The meeting is recommended:

- 1.1 To note the work undertaken by the Council and its partners in relation to air quality in the District and the 2021/22 air quality monitoring data.

2. Introduction

- 2.1 Part IV of the Environment Act 1995 established the legislative framework for local air quality management. Under the Act, the Council has a statutory duty to review and assess air quality in the district against national air quality objectives and co-ordinate actions to improve air quality where exceedances are identified.
- 2.2 Where an air quality objective is unlikely to be, or is not being met an Air Quality Management Area (AQMA) must be declared. Once an AQMA has been declared the Council is required to develop an Air Quality Action Plan (AQAP) outlining the measures required to improve air quality in that area.
- 2.3 Four AQMAs have been declared in Cherwell for exceedances of the annual mean air quality objective for nitrogen dioxide. The AQMAs are at:
 - AQMA No.1 - Hennef Way, Banbury
 - AQMA No.2 - Horsefair/North Bar, Banbury
 - AQMA No.3 - Bicester Road, Kidlington
 - AQMA No.4 - Kings End/Queens Avenue, Bicester
- 2.4 Nitrogen dioxide from road transport sources has been identified as the pollutant of concern in Cherwell.

3. Report Details

- 3.1 Nitrogen dioxide levels are measured using diffusion tubes. The tubes are changed monthly and returned to a laboratory for analysis. The monthly results are used to calculate the annual mean for each site. The annual mean air quality objective for nitrogen dioxide against which the data is assessed is $40\mu\text{g}/\text{m}^3$.
- 3.2 In 2021 monitoring was undertaken using diffusion tubes at 42 locations across the district. The measured levels in the four AQMA's for 2021 and also the previous four years are shown in Table 1.

Table 1: Annual Mean Nitrogen Dioxide Monitoring Results ($\mu\text{g}/\text{m}^3$)

AQMA	2017	2018	2019	2020	2021	Status	Trend
Hennef Way, Banbury	91.6	81.2	77.5	57.9	58.6	Red	↓
Horsefair/North Bar, Banbury	41.8	38.7	38.6	30.0	30.4	Green	↓
Bicester Road, Kidlington	41.0	37.9	33.6	26.6	26.6	Green	↓
Kings End/ Queens Avenue, Bicester	41.7	41.9	41.5	34.5	34.9	Green	↓

- 3.3 In AQMA No.1 (Hennef Way, Banbury) nitrogen dioxide concentrations have been steadily falling since 2018, but continue to show exceedances of the annual mean objective level. The 2021 level, however, remained at roughly the same level as was measured in 2020 during lockdown.
- 3.4 In AQMA No.2 (Horsefair/North Bar, Banbury) there was a very small (below $1\mu\text{g}/\text{m}^3$) increases in nitrogen dioxide concentrations when compared with the results from 2020, and remain a significant amount below the annual mean objective level.
- 3.5 In AQMA No.3 (Bicester Road, Kidlington) the measured concentration remained similar to the 2020 level, and more than 10% below the objective level for a third year. This is indicative of a long-term drop below the annual mean objective, and if the level remains similar during 2022, we will need to review whether the AQMA should remain in place or be revoked.
- 3.6 In AQMA No.4 (Bicester) the nitrogen dioxide concentration remained consistent with the levels measured in 2020, and lower than the annual mean objective level for the second year running.
- 3.7 Overall the general trend in nitrogen dioxide concentrations across the district was downwards.
- 3.8 The full monitoring data for 2021 can be found in the 2022 Air Quality Annual Status Report on the air quality management page of the Council's website at <https://www.cherwell.gov.uk/downloads/download/1069/air-quality-management>
- 3.9 Councils are required to submit Annual Status Reports (ASR) to the Department of Environment, Food and Rural Affairs (Defra) each year for their appraisal. The ASR

includes a review and assessment of the previous year's monitoring data, and also an update on the actions in the AQAP. The 2022 report was submitted to Defra by the 30 June deadline and we are waiting to receive feedback on their appraisal.

Air Quality Action Plan

- 3.10 The AQAP was agreed by the Executive on 6 March 2017.
- 3.11 The AQAP is reviewed annually to check progress on the agreed actions, but also to consider any additional measures that could be included. A review of the agreed actions is being undertaken in consultation with Oxfordshire County Council, the Planning Policy team, and Environmental Services.
- 3.12 The latest AQAP is attached at Appendix 1. This includes comments on the progress to date, new initiatives, and actual or estimated completion dates where known.

Air Quality Grant Projects

- 3.13 Grant funding of £17,300 was secured by the Council under the Defra 2020/21 Air Quality Grant Scheme. Grants were awarded towards projects for raising awareness of air quality. The bid was based on the purchase of portable air quality monitors and promotional material such as anti-idling signs. The monitors will measure nitrogen dioxide, particulate matter (both PM10 and PM2.5), as well as sulphur dioxide and ozone. Two monitors have been set up at the school drop off points at Hanwell School in Banbury and St Edburg's School in Bicester who have agreed to participate in the project. Two monitors have also been set up in the Hennef Way and Bicester AQMA's.
- 3.14 The data will be used to look at the impact of interventions such as anti-idling and active travel to school campaigns. The data will be made available to the schools to use when covering air quality on the curriculum.
- 3.15 We are continuing to work closely with the Public Health Team at Oxfordshire County Council to link this DEFRA funded project in with the air quality work they are doing with other schools across the County.
- 3.16 Oxford City Council, on behalf of the County Air Quality Group, also secured a grant under the 2020/21 Air Quality Grant Scheme to improve the county wide air quality website. Improvements will include better mapping, live data and more information to help raise awareness of air quality.

Environment Act 2021

- 3.17 The Act establishes a requirement for at least two national air quality targets to be brought forward in secondary legislation by 31 October 2022. The proposed targets for fine particulate matter (PM_{2.5}) are an annual mean concentration of 10 µg/m³ (current objective level 25 µg/m³), and a population exposure reduction (compared to a 2018 base year) of 35%, both to be achieved by 2040.
- 3.18 The four portable air quality monitors set up for the air quality grant project measure PM_{2.5} will therefore provide a guide as to whether the proposed annual mean concentration level of 10 µg/m³ will be met.

- 3.19 There are also proposals to simplify, update and strengthen the local air quality management framework. In particular to ensure that responsibility for solutions to poor air quality is shared across all tiers of local government and designated relevant public authorities.

4. Conclusion and Reasons for Recommendations

- 4.1 The Council will continue to work in partnership with the County Council to monitor air quality in the district and update the district AQAP. Proposals for the new air quality targets are being monitored and the implications will be assessed once those targets are finalised. A further annual update will be provided in 2023.

5. Consultation

- 5.1 No consultation required.

6. Alternative Options and Reasons for Rejection

- 6.1 The council has a statutory duty to work with partners to review and assess air quality in the district and to develop air quality action plans for areas where air quality limits are exceeded. This report provides an update on the work carried out by the Council in this function and therefore there are no alternative options to be explored.

7. Implications

Financial and Resource Implications

- 7.1 There are no financial implications for the Council arising directly from this report. The continuing review and assessment of air quality and the development of the AQAP will be met within existing budgets.

Comments checked by Kelly Wheeler
Finance Business Partner
kelly.wheeler@cherwell-dc.gov.uk
Tel: 01295 221570

Legal Implications

- 7.2 There is a statutory requirement to review and assess air quality and if an AQMA has been declared it is a requirement to produce an AQAP outlining the actions to improve air quality in that area.

Comments checked by:
Helen Lolas, Team Leader Legal Services
Helen.Lolas@Cherwell-DC.gov.uk Tel: 07801 400 941

Risk Implications

- 7.3 There is an increase in risk to health to prolonged and continuous exposure to poor air quality. This risk is being managed through the service risk register and will be escalated if necessary to the Leadership register

Comments checked by:
Celia Prado-Teeling, Interim Assistant Director – Customer Focus
Celia.prado-teeling@cherwell-dc.gov.uk Tel: 01295 221556

Equalities and Inclusion Implications

- 7.4 Improving air quality across the district will have a positive benefit for all residents and therefore there are no specific equalities and inclusion implications as a result.

Comments checked by:
Celia Prado-Teeling, Interim Assistant Director – Customer Focus
Celia.prado-teeling@cherwell-dc.gov.uk Tel: 01295 221556

Sustainability Implications

- 7.5 Air Quality and Climate Change are interlinked. Monitoring air quality and taking action to positively enhance it is important to the overall environment.

Comments checked by: Ed Potter, Assistant Director Environmental Services
ed.potter@cherwell-dc.gov.uk Tel: 0300 003 0105

8. Decision Information

Key Decision: N/a as not an Executive report

Financial Threshold Met: No

Community Impact Threshold Met: No

Wards Affected

All

Links to Corporate Plan and Policy Framework

As outlined above in the main body of the report.

Lead Councillor

Cllr Reeves, Portfolio Holder for Safer Communities

Document Information

Appendix number and title

- Appendix 1: Air Quality Action Plan

Background papers

None

Report Author and contact details

Trevor Dixon, Service Manager Environmental Protection and Enforcement
Trevor.dixon@cherwell-dc.gov.uk Tel: 01295 227948

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Appendix 1 Air Quality Action Plan June 2022

Air Quality Action Plan General Measures

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
G.1	Explore the Local Plan including Low Emission Vehicle uptake measures being incorporated into new developments	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	CDC	2022	2023/24	Medium	Ongoing	Ongoing	Local Plan Part 2, which was being developed in line with the Oxfordshire Plan 2050, is no longer being developed. A new plan is to go to a working group starting in September 2022 and will consider measures to encourage low emission vehicle take-up through development management policy.
G.2	All major developments to include Emission statements and mitigation strategies within an appropriate air quality assessment submitted at the application stage.	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	CDC	2022	2023/24	Medium	Ongoing	Ongoing	Emission statements and mitigation strategies will be required in air quality assessments. To be included in development management policies as part of development of a new local planning policy.
G.3	Damage cost calculations to be included in air quality assessments to show the financial impact of developments	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	CDC	2022	2023/24	Low	Ongoing	Ongoing	Damage Cost calculations will be required in air quality assessments. To be included in development management policies as part of planning policy development.
G.4	Travel plans submitted with development proposals will make reference to their contribution to an air quality mitigation strategy. Progress will be reported to OCC post development completion.	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	OCC	n/a	In place	Low	Ongoing	Ongoing	OCC officers do currently check that travel plans reference air quality action plans for the towns that have an AQAP in place. Most of the actions in a Travel Plan should help to improve air quality.
G.5	Air Quality actions to be included in the Local Transport Plan	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	OCC	2019	2022	Medium	Ongoing	Ongoing	Transport measures to reduce air quality issues will be a key part of area transport strategies within LTCP. The timetable for LTCP is as follows: <ul style="list-style-type: none"> Spring – Summer 2022 – Development of area and corridor strategies and engagement with local councillors Autumn-Winter 2022 – Consultation and adoption of area strategies
G.6	Low emission vehicles to be included in taxi licensing policy to encourage their take up and use within the district.	Policy Guidance and Development Control	Other Policy	CDC	2017/18	In place	Low	Ongoing	Complete	Measures to encourage Low emission vehicles are included in the Taxi Licensing Policy
G.7	Low emission plant, vehicle, delivery and fleet requirements to be included in sustainable procurement section of CDC procurement policy.	Policy Guidance and Development Control	Sustainable procurement guidance	CDC/OCC	2017	2020	Medium	Ongoing	Ongoing	Energy Savings Trust has been engaged to carry of a Green Fleet Review for CDC fleet. The OCC 'One Fleet' programme has now been extended to include Cherwell District Council's fleet. OCC & CDC Business Travel / Grey fleet programme - A low carbon staff business travel (grey fleet) programme is being developed for both OCC and CDC that would help reduce carbon emissions associated with business travel. This would involve engaging with high mileage teams and individuals to identify bespoke travel solutions, the accurate capture of staff travel data and promotion of the travel hierarchy & green travel options. Energy Savings Trust has been engaged to carry of a Grey Fleet Review for CDC's business travel.

G.8	Low emission plant, vehicle, delivery and fleet requirements to be included in OCC procurement policy.	Policy Guidance and Development Control	Sustainable procurement guidance	OCC	2019	On-going	Medium	Ongoing	Ongoing	<p>OCC has begun the transition of its fleet to low emission vehicles – currently 21 fully electric vans and cars operating, a further 4 on order, and several trials taking place in a number of service areas within the County Council.</p> <p>A programme 'One Fleet' has been agreed to bring all fleet into one centralised management function within the County Council. This will be a key supporting element in delivering County Council's ambition towards low emission fleet</p> <p>OCC & CDC Business Travel / Grey fleet programme – as above</p> <p>10% of the CDC fleet are electric. One more vehicle is on order. This is due to supply chain issues in the vehicle industry where a lead time of a year is becoming common.</p> <p>The depot at Banbury needs a bigger incoming electricity supply to deal with more & bigger electric vehicles. The new incoming supply will be installed in autumn 2022. During 2023 increased improved charging facilities will be in place which will allow more electric vehicles to be acquired in 2023 & 2024.</p>
G.9	Air pollution and action measures awareness raising campaign	Public Information	Via other mechanisms	CDC	2019	2022	Low	Ongoing	Ongoing	<p>Participated in National Clean Air Day 2022, which included sending messages via social media and on our website outlining the actions individuals can take to reduce air pollution. CDC will continue to participate in awareness raising campaigns in 2022, supporting these with the data on air pollution reduction during the COVID-19 lockdown as well as data obtained as part of the schools project below.</p>
G.10	Electric Vehicle Charging in CDC owned car parks	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	CDC	2019	ongoing	Low	Ongoing	Ongoing	<p>Charging infrastructure has been installed at 18 OCC sites in 2018-20.</p> <p>The OLEV workplace charge point grant scheme has been used to part fund the installation of these charge points.</p>
G.11	CDC Schools Air Quality Project	Public Information	Via other mechanisms	CDC	2020	2022-23	Low	Ongoing	Ongoing	<p>DEFRA air quality grant funding was secured to run an engagement project with local schools. Earthsense Zephyr air quality monitors will be used to monitor the air pollution levels at school drop off points. This data will then be used to communicate to parents the current short-term exposure levels caused by car idling outside the schools. This is to be complemented by student engagement using "Build your own" PM monitors provided by Blenheim Palace that can be built and carried around by students and compared with the data from the Zephyr monitors. Sensors are now installed outside participating schools, the full campaign will commence in September and run in line with the school year.</p>

AQMA No.1 Hennef Way Air Quality Action Plan Measures

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
1.1	Banbury Park and Ride Bus service around M40 junction	Alternatives to private vehicle use	Bus based Park & Ride	OCC	2020-21	Not agreed yet	Medium	Ongoing	Ongoing	The feasibility of a Park and Ride needs to be part of a project to tackle the air quality issues on Hennef Way. This needs to consider sites to both the north and the south of the town.
1.2	Lift share scheme	Alternatives to private vehicle use	Car & lift sharing schemes	OCC	current	current	Low	Ongoing	Ongoing	OCC to update as developments occur
1.3	Corporate policy encouraging home working where possible and equipment provision.	Promoting Travel Alternatives	Encourage / Facilitate home-working	CDC	current	current	low	Ongoing	Ongoing	CDC transport policy encourages home working as part of the transition to agile working.
1.4	North facing slips on M40	Promoting Travel Alternatives	UTC, congestion management, traffic reduction	OCC	current	current	Medium	Ongoing	Ongoing	Optioneering study starts in Oct 2019. HS2 and developer funding will also improve the operation of Junction 11 through the installation of the MOVA traffic light operation system.

AQMA No.2 Banbury Air Quality Action Plan Measures

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
2.1	Banbury Park and Ride Bus service around M40 junction	Alternatives to private vehicle use	Bus based Park & Ride	OCC	2017/18	2019/20	Medium	Ongoing	Ongoing	See above under 1.1 – LTCP review is to include provision for this.
2.2	Banbury wide car club	Alternatives to private vehicle use	Car Clubs	Banbury CAG	2017	tbc	low	Ongoing	Ongoing	Ongoing with Banbury CAG.
2.3	Corporate policy encouraging home working where possible and equipment provision.	Promoting Travel Alternatives	Encourage / Facilitate home-working	CDC	current	current	low	Ongoing	Ongoing	CDC transport policy encourages home working and regularly reviews work travel. Following the Covid-19 lockdowns, CDC has transitioned to Agile working.

AQMA No.3 Kidlington Air Quality Action Plan Measures

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
3.2	HGV Weight Restriction on Bicester Road, Kidlington	Traffic Management	UTC, Congestion management, traffic reduction	OCC	2020	tbc	Low			This would prevent HGVs from cutting through the centre of Kidlington to avoid congestion on A34. Currently under review by OCC as an option for the spending of development funds in the area.

AQMA No.4 Bicester Air Quality Action Plan

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
4.1	Bicester Park and Ride Bus service	Alternatives to private vehicle use	Bus based Park & Ride	OCC	2019	Medium term	Medium	Ongoing	Ongoing	Annual survey shows that bus passenger numbers continue to increase. OCC is also considering an alternative fuel station when the park & ride expands.
4.4	Central corridor works in LTP	Traffic Management	Strategic highway improvements, re-prioritising road space away from cars, inc. access management, selective vehicle priority, bus priority, high vehicle occupancy lane	OCC	2019	2022	Low	Ongoing	Ongoing	Plans to install a shared footpath/cycleway were put on hold pending the more comprehensive review of the corridor. In addition funding has been secured by CDC through the HNT programme to carry out landscape improvements which will seek to reduce the impact of vehicle emissions. The timing of these works is aimed to fit with the OCC works.

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Overview and Scrutiny Work Programme 2022-23

(Updated: 26 August 2022)

Item	Description	Contact Officer
Additional session, date to be confirmed		
Quarter 1 2022/23 Performance Report	Performance Monitoring	Celia Prado-Teeling, Assistant Director – Customer Focus (interim)
Tuesday 11 October 2022		
Wellbeing Strategy	Policy Development/Pre-decision scrutiny: consideration of draft strategy	Yvonne Rees, Chief Executive and Nicola Riley & Assistant Director – Wellbeing and Housing
Playing Pitch Strategy	Policy Development/Pre-decision scrutiny: consideration of draft strategy	Nicola Riley, Assistant Director – Wellbeing and Housing
August Performance Monitoring Report	Performance Monitoring.	Celia Prado-Teeling, Assistant Director – Customer Focus (interim)
Executive-Scrutiny protocol	Holding the Executive to account: Review of draft protocol to supplement existing O&S procedure rules	Shahin Ismail, Interim Assistant Director Law, Governance, Democratic Services & Procurement/Monitoring Officer
Work Programme 2022-23 (standing item at each meeting)	Standing item: Review of work programme, update on topics suggested for consideration, update on items previously considered	Emma Faulkner, Democratic and Elections Officer
Tuesday 1 November 2022 (Special meeting of the Committee - TBC)		
Cherwell Local Plan Review	Pre-decision scrutiny: Update on the Cherwell Local Plan Review	David Peckford, Assistant Director Planning and Development



Item	Description	Contact Officer
Tuesday 29 November 2022		
Safeguarding Annual Audit	To endorse the annual Safeguarding Audit response	Nicola Riley, Assistant Director – Wellbeing and Housing
September Performance Report	Performance Monitoring.	Celia Prado-Teeling, Assistant Director – Customer Focus (interim)
Work Programme 2022-23 (standing item at each meeting)	Standing item: Review of work programme, update on topics suggested for consideration, update on items previously considered	Emma Faulkner, Democratic and Elections Officer
Tuesday 24 January 2023		
November Performance Report	Performance Monitoring.	Celia Prado-Teeling, Assistant Director – Customer Focus (interim)
Work Programme 2022-23 (standing item at each meeting)	Standing item: Review of work programme, update on topics suggested for consideration, update on items previously considered	Emma Faulkner, Democratic and Elections Officer
Tuesday 14 March 2023		
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 report.	Emma Faulkner, Democratic and Elections Officer



Item	Description	Contact Officer
Outcomes Framework 2023-24	Performance Monitoring	Celia Prado-Teeling, Assistant Director – Customer Focus (interim)
Work Programme 2022-23 (standing item at each meeting)	Standing item: Review of work programme, update on topics suggested for consideration, update on items previously considered	Emma Faulkner, Democratic and Elections Officer
Items to be allocated for 2022/23 municipal year		
Housing Matters (date TBC)	Referral from Council following question to the Leader and query raised at informal OSC session on 30.06.22	Yvonne Rees, Chief Executive & Nicola Riley, Assistant Director – Wellbeing and Housing
Equality, Diversity and Inclusion (EDI) policy (to be scheduled once the permanent Assistant Director takes up their post)	Policy Review: Details on the cumulative progress made against the policy.	Assistant Director – Customer Focus
Attendance of Chief Constable (date TBC)	External Scrutiny: To meet the Council’s requirement regarding crime and disorder committee. All Members will be invited to attend the meeting.	Yvonne Rees, Chief Executive
Climate Change (to be scheduled as the work progresses)	Policy Development/Policy Review	Ian Boll, Corporate Director Communities & Ed Potter, Assistant Director Environmental Services
Food Poverty Working Group final report	To consider the final report and recommendations of the working group	Chief Executive Yvonne Rees & Stephen Hinds, Corporate Director Resources & Nicola Riley, Assistant Director Wellbeing and Housing
Climate Activity Working Group final	To consider the final report and	Ian Boll, Corporate Director Communities



Item	Description	Contact Officer
report	recommendations of the working group	& Ed Potter, Assistant Director Environmental Services

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

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, and to track actions.

Item Description	Resolution from Overview & Scrutiny	Outcome
<p>**New** Attendance of the Leader of the Council (Considered 28 July 2022, Minute 13 refers).</p>	<ol style="list-style-type: none"> 1. That the overview of current Executive work be noted. 2. That an item on the activity Cherwell District Council is undertaking to support residents with the cost of living crisis be added to the work programme for the September meeting of the committee. 3. That information on the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System ('BOB') be circulated to all members via the Chief Executive's weekly update. 	<p>Information on the BOB Integrated Care System was included in the 29 July 2022 Chief Executive's update.</p>
<p>Overview and Scrutiny Committee Annual Report 2021/22 (Considered 15 March 2022, Minute 49 refers).</p>	<ol style="list-style-type: none"> 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. 	<p>The report was submitted to the 18 July 2022 Full Council (item 10 refers).</p> <p>Resolved</p> <p>(1) That the Overview and Scrutiny Committee Annual Report 2021-22 be noted.</p>

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