

This scoping template is designed to assist councillors and officers in establishing the focus of a scrutiny review group. It emphasises the need for scrutiny review groups to have a clear purpose, rationale and focus for their work, and to make the best use of the resources available within a given time frame.

This document will act as a reference guide throughout the review process to ensure the does not deviate from its intended purpose.

<p>Review Group Overview & Scrutiny Committee Member Lead</p>	<p>Councillors Neil Prestidge and Sean Gaul</p>
<p>Membership</p>	<p>The membership on the Review Group will be cross party and 4 members (Cllrs Prestidge, Gaul and 2 additional members) will be confirmed at the Overview and Scrutiny Committee meeting on 28 August 2018.</p> <p>The Lead Member for Clean and Green within whose portfolio car parking sits will have a standing invitation to all Review Group meetings</p>
<p>Officer Support</p>	<p>The Democratic & Elections Officer and Governance & Elections Manager will support the Review Group around their existing work commitments.</p> <p>The Executive Director: Environment, Assistant Director: Environmental Services and the Street Scene and Landscapes Manager will provide technical advice, through their capacity to support the review may be limited by other commitments.</p> <p>Additional support from other Council officers as required. If appropriate, officers from Oxfordshire County Council will be invited to attend to discuss aspects of car parking which relate to their roles and responsibilities as the Highways Authority.</p>
<p>Background</p>	<p>In reviewing potential topics for the 2018/19 Overview & Scrutiny Committee work programme, the following were submitted:</p> <p>Cllr Sean Gaul: cost versus benefit of delivering free parking for our town centres.</p> <p>Cllr Neil Prestidge: Decriminalised parking in Kidlington</p> <p>Following discussion of the review topics with officers, it was suggested and agreed that the development of a Car Parking Strategy would set out the council's approach to the provision and development of car parking in the Cherwell district. This would incorporate these topics.</p>

Rationale	The development of an overarching Car Parking Strategy would set out the council's approach to the provision and development of car parking in the Cherwell district. All information in relation to parking would be easily accessible in one document thereby improving access to information and being open and transparent.
Indicators of Success	<ol style="list-style-type: none"> 1. A Car Park Strategy developed as an overarching document for the provision and development of car parking in the district. 2. The Strategy submitted to and agreed by Executive 3. An Action Plan developed to support the Strategy
Out of Scope	<p>Privately owned car parks not operated / owned by CDC. Extension of the Bicester residents' parking scheme to other parts of the district, notably Banbury, as significant cuts in Government funding and the need to make further savings, have led to a decision on other schemes being deferred for the foreseeable future.</p> <p>Car parking provision for staff at Bodicote House Car parking standards for new residential developments</p>
Method / Approach	<p>The Review Group will firstly hear from officers about the council's current car parking provision and arrangements, as well as any proposals for the future.</p> <p>The Review Group will undertake a series of evidence gathering exercises to obtain responses to the queries they have raised, as well as current usage of car parks and data from car parking ticketing machines.</p> <p>The Review Group could seek feedback from residents, local businesses and town / parish councils and consider benchmarking against comparable town centres in other local authorities.</p> <p>The Review Group will need an awareness of the legislation relating to car parking.</p> <p>The Democratic & Elections Officer will support the Review Group by maintaining records of its work, evidence gathered and the recommendations agreed for inclusion in the Strategy, with an accompanied rationale for the recommendations made.</p> <p>The Executive Director: Environment, Assistant Director: Environmental Services and the Street Scene and Landscapes Manager will assist in the drafting of the Strategy based on the recommendations of the Review Group.</p>
Guest speakers / Witnesses / Experts	<p>Alongside the Executive Director: Environment, Assistant Director: Environmental Services and the Street Scene and Landscapes Manager.</p> <p>Finance Officers will be required to give financial information on car park income and expenditure.</p> <p>Representatives from Oxfordshire County Council to advise on the</p>

	challenges we might be faced with decriminalised parking		
Evidence required and documents	Current car park provision Financial information regarding parking income and expenditure		
Site Visits	None anticipated at the scoping stage		
Risks	Availability of councillors and officers to progress the work		
Projected Start Date	September 2018	Draft Report Deadline	Report to 22 January 2019 Overview & Scrutiny Committee
Meeting Frequency	4 – 6 weekly	Projected Completion Date	Report to 4 February 2019 Executive

Approved by Overview & Scrutiny Committee	Date:
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Draft Outline of meetings

(Review Group members are reminded that they will be required to undertake evidence gathering and work outside of the meetings detailed below to ensure that the Review completion date is met)

Meeting 1 – Tuesday 4 September, 6.30pm
The Review Group will meet with the Executive Director: Environment, Assistant Director: Environmental Services and the Street Scene and Landscapes Manager to receive an overview of the currently car parking arrangements across the district and to consider the scope of the Car Parking Strategy.
Meeting 2 – October 2018 (provisional)
Evidence Session and identifying objectives of the Car Parking Strategy
Meeting 3 – November 2018 (provisional)
Meeting to reflect on evidence gathered and consider in more detail the content and actions of the Car Parking Strategy and action plan.
Meeting 4 – December 2018 / January 2019: Recommendations and Conclusions
To consider and review the draft Car Parking Strategy
Meeting 5 – January 2019
To consider and approve a draft report for submission to the Overview and Scrutiny Committee in January and Executive in February. The Review Group may wish to do this via email