



<b>Review Group Overview &amp; Scrutiny Committee Member Lead</b>	Councillor Sandy Dallimore (Lead) Councillor David Hughes  (Councillor Andrew McHugh, Lead Member for Health and Wellbeing, will have a standing invitation to meetings as this falls within his Executive portfolio)
<b>Membership</b>	Up to 4 Members (non-Executive) with a genuine interest in investigating the relationship between the District and Parish councils.
<b>Officer Support</b>	Kevin Larnar – Healthy Communities Manager Lesley Farrell – Democratic and Elections Officer
<b>Background</b>	Cherwell District Council (CDC) and parishes in the district interact in many ways. This review will look at the working relationship between CDC and parishes in the district . It will map the various interactions highlighting areas that work well and where there may be areas for improvement in the relationship and working practices.
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Clarity as to the interactions and working relation between CDC and parishes in the district, highlighting what sits with CDC and what sits with other organisations</li> <li>• The group is an initial scoping and investigation group to identify potential areas for further in-depth scrutiny review working groups</li> </ul>
<b>Indicators of Success</b>	<ul style="list-style-type: none"> <li>• Current working relationship mapped providing clarity for CDC and parishes</li> <li>• Identification of potential areas for further detailed review</li> </ul>
<b>Out of Scope</b>	<ul style="list-style-type: none"> <li>• Areas of individual Parish Responsibility</li> <li>• Areas of CDC responsibility</li> <li>• Working relationships between a parish and other parish support organisations i.e. Oxfordshire Association of Local Councils</li> <li>• Statutory Functions that cannot be amended locally i.e. Register of Interests, election processes, Community Governance Review</li> </ul>
<b>Method / Approach</b>	<ul style="list-style-type: none"> <li>• Discussions with parishes about current interactions and to identify potential areas of value to them.</li> <li>• Discussion with district councillors and officers about current</li> </ul>

	interactions and to identify potential areas of value <ul style="list-style-type: none"> <li>• Collate details of other organisations that provide support to parishes to ensure no duplication</li> <li>• Map the current interactions and working relationship to enable identification of what works well, where there could be improvement and specific aspects that could be further reviewed</li> </ul>		
<b>Guest speakers / Witnesses / Experts</b>	<ul style="list-style-type: none"> <li>• Councillor Andrew McHugh, Lead Member for Health and Wellbeing</li> <li>• Parish Clerk(s) and parish councillors</li> <li>• Officers</li> </ul>		
<b>Evidence required and documents</b>	<ul style="list-style-type: none"> <li>• Information regarding current interactions and working relationships between CDC and parishes in the district</li> <li>• Current processes for Parish consultancies.</li> <li>• Other organisations in the district that provide support to parishes</li> </ul>		
<b>Site Visits</b>	Parish Councils - discuss with Parish Clerks and Parish Members relationship with Cherwell District Council (although these can be virtual)		
<b>Risks</b>	<ul style="list-style-type: none"> <li>• Availability of councillors and officers to progress the work</li> <li>• Availability of parish clerks to meet with the working group</li> </ul>		
<b>Projected Start Date</b>	30 November 21	<b>Draft Report Deadline</b>	7 March 22
<b>Meeting Frequency</b>	As required	<b>Projected Completion Date</b>	15 March 22

<b>Approved by Overview &amp; Scrutiny Committee</b>	<b>Date:</b>
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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 –
Meeting 2 –
Meeting 3 –

Meeting 4 –

Meeting 5 –