



Food Poverty Review Group Scoping Document

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.

Review Group Overview & Scrutiny (O&S) Committee Member Lead	TBC
Membership	Councillors Perran Moon and Dr Chukwudi Okeke have expressed interest
Officer Support	Emma Faulkner, Democratic and Elections Officer Nicola Riley, Assistant Director Wellbeing & Housing Richard Webb, Assistant Director Regulatory Services & Community Safety
Background	<p>At full Council in July 2022 a motion was adopted which declared a food poverty emergency. The motion included commitment to the following actions:</p> <ul style="list-style-type: none">• Designating a Food Champion – Councillor Phil Chapman• Establishing & reporting to O&S the scale of the food poverty crisis in Cherwell• Drawing up a Cherwell Food Action Plan to support local communities• Developing a promotional campaign relating to underclaimed Health Start Food vouchers• Supporting local communities to reduce food waste. <p>Prior to the food poverty emergency being declared, in June 2022 Executive endorsed and committed to the Oxfordshire Food Strategy. Council's endorsing the strategy are expected to produce a food action plan, and the working group will have a key role in shaping the action plan for Cherwell.</p>
Rationale	The increase in the cost of living is a concern for everyone. The establishment of a working group will provide an opportunity for focussed member engagement on the food poverty aspect, as this is an area the district council is involved in and can have an impact on.
Indicators of Success	<ul style="list-style-type: none">• A draft food action plan for consideration by the Executive.• A 'Food Poverty Dashboard' to be able to report the level of the issue across the district, showing direction of travel.• Food businesses working with local communities to provide an outlet for food that may otherwise be 'waste'.

Out of Scope	Increasing fuel costs and fuel poverty. The district council has no legislative remit over fuel costs, and any support or funding would come from central government.		
Method / Approach	<ul style="list-style-type: none"> Working Group members to gather information regarding the status of their local area, either through direct contact with affected residents or via discussions with town and parish councils, to build a district-wide picture of the issues. Liaison with ICT and Digital Lead Consultant to determine which metrics to use to assess progress. Individual working group members will be expected to carry out research on agreed areas between meetings. Virtual meetings and MS Teams to be primary method of meeting, as this offers more flexibility to all working group members. Updates on progress to be provided to formal O&S committee meetings. 		
Guest speakers / Witnesses / Experts	Good Food Oxfordshire, as owners of the Oxfordshire Food Strategy. Cherwell Collective – a Kidlington based charity that supports Cherwell Larder, Climatedarian Kitchen and Harvest @ Home Councillor Phil Chapman, Food Champion Mark Duff, ICT and Digital Lead Consultant		
Evidence required and documents	Oxfordshire Food Strategy		
Site Visits	Community food providers		
Risks	Availability of councillors and officers to progress the work		
Projected Start Date	As soon as possible	Draft Report Deadline	TBC
Meeting Frequency	As required	Projected Completion Date	TBC

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 –
Meeting 2 –

Meeting 3 –
Meeting 4 –
Meeting 5 –

DRAFT