

**Committee:** Overview and Scrutiny Committee  
**Date:** Tuesday 9 June 2009  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### Membership

Councillor Daniel Sames (Chairman)	Councillor Lynda Thirzie Smart (Vice-Chairman)	
Councillor Ann Bonner	Councillor Alastair Milne Home	Councillor Trevor Stevens
Councillor Nick Cotter	Councillor P A O'Sullivan	Councillor Lawrie Stratford
Councillor John Donaldson	Councillor Neil Prestidge	
Councillor Tony Ilott	Councillor Chris Smithson	

**Substitutes** Councillor Simon Holland, Councillor Rose Stratford,  
Councillor Devena Rae and Councillor John Wyse

## 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. Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

**4. Minutes (Pages 1 - 8)**

To confirm as a correct record the Minutes of the meetings of the Committee held on 7 April 2009 and 20 May 2009.

**5. Appointment of Overview and Scrutiny Link Members** (Pages 9 - 12)

Report of the Head of Legal and Democratic Services

To consider the appointment of Overview & Scrutiny link members.

**6. Residents Parking**

This is an opportunity for members of the Committee to discuss with the Portfolio Holder for Community Safety, Street Scene and Rural the current situation regarding the residents parking schemes in Bicester and Banbury.

**7. Concessionary Travel**

To consider and agree the report of the Concessionary Travel Task & Finish Group and to make recommendations to the Executive.

Report to follow.

**8. Overview and scrutiny draft work programme 2009/10** (Pages 13 - 42)

Report of the Head of Legal and Democratic Services

To consider the Committee's work programme for 2009/10.

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221587 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. The definition of personal and prejudicial interests is set out in Part 5 Section A of the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

**Personal Interest:** Members must declare the interest but may stay in the room, debate and vote on the issue.

**Prejudicial Interest:** Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

### **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.

### **Queries Regarding this Agenda**

Please contact Catherine Phythian, Legal and Democratic Services [catherine.phythian@cherwell-dc.gov.uk](mailto:catherine.phythian@cherwell-dc.gov.uk) (01295) 221583

**Mary Harpley**  
**Chief Executive**

Published on Monday 1 June 2009

# Public Document Pack Agenda Item 4

## Cherwell District Council

### Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 April 2009 at 6.30 pm

Present: Councillor John Donaldson (Chairman)

Councillor Daniel Sames  
Councillor Ken Atack  
Councillor Alastair Milne Home  
Councillor Tony Ilott  
Councillor Leslie F Sibley  
Councillor Chris Smithson  
Councillor Trevor Stevens  
Councillor Lawrie Stratford

Substitute Members: Councillor Rose Stratford (In place of Councillor Nicholas Mawer)

Also Present: Councillor Colin Clarke

Apologies for absence: Councillor Rick Atkinson  
Councillor Nicholas Mawer

Officers: Philip Clarke, Head of Planning & Affordable Housing  
Bob Duxbury, Development Control Team Leader  
Gillian Greaves, Head of Housing Services  
James Doble, Democratic, Scrutiny and Elections Manager  
Natasha Clark, Trainee Democratic and Scrutiny Officer  
Catherine Phythian, Senior Democratic and Scrutiny Officer

#### 47 **Declarations of Interest**

There were no declarations of interest.

#### 48 **Urgent Business**

There was no urgent business.

#### 49 **Minutes**

The minutes of the meeting held on 10 March 2009 were agreed as a correct record and were signed by the Chairman.

#### 50 **Rural Affordable Housing and Exception Sites**

The Committee considered the draft report and recommendations on Rural Affordable Housing and Exceptions Sites. They agreed that the draft report was an accurate account of their findings and conclusions. The Chairman and members of

the Committee thanked the officers for their contribution to the scrutiny review and their support in preparing the report.

### **Resolved**

- 1) That the report and recommendations on Rural Affordable Housing and Exceptions Sites be agreed; and
- 2) That the report and recommendations on Rural Affordable Housing and Exceptions Sites be referred to the Executive.

51

### **Overview and Scrutiny Draft Work Programme 2009/10**

The Committee considered the report on the draft overview and scrutiny work programme for 2009/10 and made a number of observations.

#### **Bicester Vision Partnership**

The Committee noted the formal responses from the Leader of the Council and the Chairman of Bicester Vision Partnership and welcomed their acceptance of the recommendation relating to improved communications. Some members expressed residual concerns about the potential conflict of interest for the Chief Executive serving as Vice-Chairman of the Bicester Vision Partnership. On balance the Committee concurred with the Leader of the Council's view the situation was manageable and that the benefits outweighed the risks.

#### **Annual work programme canvas**

The Committee endorsed the proposals for the annual work programme canvas. They also suggested that the Chairman should approach the local Chambers of Commerce in Banbury and Bicester and a similar organisation at Kidlington for their suggestions for possible work topics.

#### **Draft work programme 2009/10**

The Committee noted that this was now a combined work programme for both the Overview and Scrutiny Committee and the Resources & Performance Scrutiny Board. The Committee noted that the scrutiny reviews into markets and rural affordable housing and exception sites were now complete and that the reviews into Concessionary Fares and Anti-social Behaviour were due to finish in the summer.

In response to a question regarding scrutiny resources the Democratic, Elections and Scrutiny Manager advised that there was now the equivalent of 2.25 officers within the Legal and Democratic team available to support scrutiny work, although this resource varied according to the time of year.

The Committee agreed to retain the following items on the work programme for monitoring:

- Markets in Cherwell
- Bicester Vision Partnership – the Resources & Performance Scrutiny Board would be responsible for monitoring this item.
- Emergency Planning
- Fees and Charges – the Resources & Performance Scrutiny Board would be responsible for monitoring this item.
- Food waste recycling – review progress in September 2010.
- Residents parking (Bicester and Banbury) – the Portfolio Holder would be invited to brief the Overview and Scrutiny Committee at their meeting in June 2009.

The Committee agreed to delete the following items from the work programme:

- CCTV
- Disabled Facilities Grant – the Performance Scrutiny Working Group will monitor on an exception basis.
- Sports Centre Modernisation – the Accounts, Audit and Risk Committee have asked the Finance Scrutiny Working Group to review in July 2009. Committee members to receive a copy of the April progress report to the Executive.
- Woodgreen Leisure Centre - Committee members to receive a copy of the April progress report to the Executive.
- Planning Service Improvement Plan - the Performance Scrutiny Working Group will monitor on an exception basis.
- Customer Service Centre and CDC website.
- Procurement Improvement Plan – members of the Committee to receive a briefing note on the Small Business Friendly Concordat.

The Committee then considered the potential topics for scrutiny. They noted the invitation for scrutiny to participate in the preparation of the Council's private sector housing strategy and agreed that this would be a valuable opportunity for scrutiny to get involved in policy development work. They agreed to convene a formal Task and Finish Group and instructed the Democratic, Scrutiny and Elections Manager to invite nominations on a 5:1:1 non-proportional representation basis. This topic would be included on the work programme.

The Committee agreed to include the following items on the draft work programme as potential topics for scrutiny:

- Built Environment Conversation
- Registered Social Landlord Management Standards
- Transport infrastructure: Bicester area

The Committee would discuss these items in more detail at the June meeting when the results of the annual work programme canvas would be available.

### **Resolved**

- 1) That the letters received in response to the recommendations regarding the Bicester Vision Partnership be noted;
- 2) That the proposals for the annual scrutiny work programme canvas be agreed and that the Democratic, Scrutiny and Elections Manager, be delegated in consultation with the Chairman, to initiate the work;
- 3) That the draft overview and scrutiny work programme for 2009/10, be agreed subject to the amendments detailed above, and as set out at Appendix 1 to these minutes; and
- 4) That the Private Sector Housing Strategy should be the subject of a formal Task and Finish Group review commencing in April 2009 and that the Democratic, Scrutiny and Elections Manager be delegated to invite nominations to that Task and Finish Group on a 5:1:1 non-proportional representation basis.

### **Verbal update from Overview and Scrutiny Members**

The Chairman reminded the Committee that when the Executive Liaison Member arrangements were introduced in the autumn of 2008 it was for a six-month trial period. He informed the Committee that he would be writing to all overview and scrutiny members and to members of the Executive seeking their views on the value

and benefit of the arrangements. He would discuss the responses with the Leader of the Council and the Chief Executive and they would bring forward proposals for the future of the scheme to the June meetings of the Executive and Overview and Scrutiny Committee.

Cllr Milne Home briefed the Committee on the contents of his recent meeting with the Portfolio Holder, Planning and Housing and the Strategic Director, Planning, Housing and Economy. Amongst the topics discussed were the road junction at the Sainsburys store and the Hurrans garden centre site in Banbury.

The meeting ended at 8.00 pm

Chairman:

Date:

# Overview & Scrutiny Work Programme 2009/10 - Appendix 1

Title	Committee/T&FG	Comments	Meeting				
			June	July	Sept	Oct	Later
<b>Scheduling</b> – to identify and agree potential topics for scrutiny							
Built Environment Conservation	OSC	<b>Work programme item for 9 June</b> Topic identified by Councillors. Need to develop briefing & scoping document.	✓				
RSL Management Standards	OSC (Cllr Sames / Cllr Smithson)	<b>Work programme item for 9 June</b> Topic identified by Councillors. Need to develop briefing & scoping document.	✓				
Transport infrastructure ~ Bicester area	OSC (Cllr Milne Home / Cllr Mawer)	<b>Work programme item for 9 June</b> Topic identified by Councillors. Need to develop briefing & scoping document.	✓				
<b>Scrutiny</b> – agreed topics for consideration at committee meetings							
Sustainable Communities Strategy	OSC	<b>Agenda item for 14 July</b> Claire Taylor to present		✓			
Partnerships	R&PSB	<b>Agenda item for 23 June</b> To agree schedule for partnership scrutiny.	✓	→			
2010/2011 Budget	R&PSB	<b>Agenda item for 23 June</b> To agree approach/topic for budget scrutiny.	✓	→			
<b>Task &amp; Finish Groups</b> – agreed topics for review outside committee meetings							
Private Sector Housing Strategy	Cllr Smithson Cllr Rae Cllr Tompson	Policy development work on the private sector housing strategy.					✓

Title	Committee/T&FG	Comments	June	July	Sept	Oct	Later
Crime & Anti-social behaviour	Cllr Irvine Cllr Billington Cllr Tompson Cllr Sibley	Cllr Ahmed Cllr Cullip Cllr Smithson			✓		
Concessionary Fares	Cllr Atack Cllr Milne Home Cllr L Stratford	Cllr Clarke Cllr Rae Cllr Sibley	✓				
<b>Monitoring</b> – to examine responses to scrutiny reports and to check on progress on implementation of recommendations							
Affordable Housing & Rural Exception Sites	OSC	Report to Executive in May 2009 and outcomes to Parish Liaison in June 2009		✓			
Markets in Cherwell	OSC	<b>Review September 2009</b>			✓		
Bicester Vision Partnership	R&PSB	Review in July 2009 and early 2010		✓			✓
Emergency Planning	OSC	<b>Agenda item for 9 June meeting</b> Review item to assess progress	✓				
Fees and Charges	R&PSB	<b>Agenda item for 23 July meeting</b> Review of progress against recommendations and in advance of next budget round		✓			
Executive Liaison Members	OSC	<b>Agenda item for 9 June meeting</b> 6 month review of arrangements.	✓				
Food Waste Processing	R&PSB/PSWG	Review autumn 2010 6 months after final stage of roll-out programme.					✓
Sports Centre Modernisation	FSWG	Refurbished centres due to open summer 2009; new Spiceball due to open winter 2009. FSWG to review at July 2009 meeting.		✓			

OSC: Overview & Scrutiny Committee  
T&FG: Task & Finish Group

R&PSB: Resources & Performance Board

FSWG: Finance Scrutiny Working Group  
PSWG: Performance Scrutiny Working Group

Title	Committee/T&FG	Comments	June	July	Sept	Oct	Later
Residents' Parking Schemes	OSC	Agenda item for 9 June	✓				

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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, OX15 4AA, on 20 May 2009 at 7.20 pm

Present: Councillor Daniel Sames (Chairman)

Councillor Ann Bonner  
Councillor Nick Cotter  
Councillor John Donaldson  
Councillor Alastair Milne Home  
Councillor Tony Ilott  
Councillor Neil Prestidge  
Councillor P A O'Sullivan  
Councillor Chris Smithson  
Councillor Trevor Stevens  
Councillor Lawrie Stratford

Apologies for absence: Councillor Lynda Thirzie Smart

#### 1 **Appointment of Chairman**

**Resolved** that Councillor Daniel Sames be elected Chairman of the Overview and Scrutiny Committee for the 2009/10 Council year.

#### 2 **Appointment of Vice-Chairman**

**Resolved** that Councillor Lynda Thirzie Smart be elected Vice-Chairman of the Overview and Scrutiny Committee for the 2009/10 Council year.

The meeting ended at 7.30 pm

Chairman:

Date:

## Overview & Scrutiny Committee

### Appointment of Overview and Scrutiny Link Members

9 June 2009

### Report of Head of Legal and Democratic Services

#### PURPOSE OF REPORT

To consider the appointment of Overview & Scrutiny link members.

This report is public
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#### Recommendations

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- 1) To invite the Chairman or Vice-Chairman of the Resources & Performance Scrutiny Board to attend meetings of this Committee as necessary to give updates on key issues relating to the work of the Board.
- 2) That a pre-decision scrutiny link member be appointed;
- 3) That link members to existing Task & Finish Groups be appointed;
- 4) To invite Councillor Mrs Rose Stratford, as the Council's representative on the County Council Health Overview and Scrutiny Committee, to attend meetings of this Committee as necessary to give updates on key issues relating to health
- 5) To consider the future of the Executive Liaison arrangements.

#### Details

1. The Overview and Scrutiny Committee is responsible for co-ordinating and managing overview and scrutiny at Cherwell District Council and ensuring that there is effective and timely scrutiny of both the Council and Executive of issues of concern and/or interest to the district. The appointment of individual

members to take the lead in specified areas will enable the Committee to achieve this objective. There will be a standard agenda item at the Overview & Scrutiny Committee meetings to allow the link members to give a verbal update on issues within their remit.

### **Resources & Performance Scrutiny Board Link Member**

2. The designated link member to the Resources & Performance Scrutiny Board will:
  - Provide expertise and guidance;
  - Keep the Overview & Scrutiny Committee updated on progress;
  - Help facilitate the smooth running of the Overview & Scrutiny function;
  - Be a full member of the Resources & Performance Board and eligible to be the Chairman or Vice-Chairman.<sup>1</sup>
3. Currently there is no member serving on both committees and so there is no one who is eligible to serve as a link member.
4. It would be appropriate for the Committee to invite the Chairman or Vice-Chairman of the Resources & Performance Scrutiny Board to attend meetings of this Committee as necessary to give a verbal update on countywide health issues. Alternatively the Committee could recommend to Council a change to the membership of the two overview and scrutiny committees which would meet the eligibility criteria for a link member.

### **Pre-decision Scrutiny Link Member**

5. Much of the emphasis of the work of the Overview and Scrutiny Committee will be on proactive policy review and development – working to get ahead of the Executive and help to shape new and review existing policies. A Pre-decision Scrutiny Member Lead Member, who will use the Forward Plan to identify key Council issues and Executive decision items well in advance, will be critical to the success of this process.
6. Last year this post was held by the Vice Chairman of the Overview and Scrutiny Committee.

### **Task & Finish Group (T&FG) Link Members**

7. At the first meeting of the Overview and Scrutiny Committee following the Annual Council meeting and on the establishment of a new Task and Finish Group the Overview and Scrutiny Committee shall in respect of each Task and Finish Group appoint one of its number to sit on each Task and Finish Group as the designated link member.

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<sup>1</sup> Constitution, 2.3 Overview & Scrutiny Procedure Rules

8. The designated link member to the Task & Finish Groups will:
  - Provide expertise and guidance;
  - Keep the Overview & Scrutiny Committee updated on progress;
  - Help facilitate the smooth running the overview and scrutiny function;
  - Be a full member of the Task & Finish Group and eligible to be their Chairman or Vice-Chairman.<sup>2</sup>
  
9. There are currently three active scrutiny reviews:
  - 1) **Crime, Perception and Anti-Social Behaviour Task Group:** one member of the Overview & Scrutiny Committee (Councillor Smithson) serves on this Task & Finish Group. Alternatively the Committee could appoint a further member to the Task & Finish Group.
  
  - 2) **Concessionary Fares:** this Task & Finish Group review is nearing completion and is due to report to the June meeting of the Overview and Scrutiny Committee and to the July meeting of the Executive. Councillor Clarke is the Chairman of the Task & Finish Group. Two members of this committee are members of the Task & Finish Group: Councillors Milne Home and L Stratford are eligible to serve as link member. Given the advanced status of this review the Committee may decide not to appoint a link member.
  
  - 3) **Private Sector Housing Strategy:** three members of the Overview & Scrutiny Committee, Councillor Stevens (as Vice-Chairman) and Councillor Smithson and Councillor L Stratford serve on this Task & Finish Group and are eligible to serve as link member. Alternatively the Committee could appoint a further member to the Task & Finish Group.

### **County Council Health Overview and Scrutiny**

10. Councillor Mrs Rose Stratford serves as the Council's representative on the County Council Health Overview and Scrutiny Committee. This will continue to be an area of interest to the Overview & Scrutiny Committee and it would be appropriate for the Committee to invite Councillor Mrs Stratford to attend meetings of this Committee as necessary to give a verbal update on countywide health issues.

### **Review of Executive Liaison arrangements**

11. The Committee agreed to review the effectiveness of the Executive Liaison arrangements at the first meeting of the new municipal year. The previous Chairman of this Committee has written to all the Executive and Liaison members to gauge opinion. The Chief Executive will brief the Committee on the conclusions of the review at the meeting.

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<sup>2</sup> Constitution, 2.3 Overview & Scrutiny Procedure Rules

## Implications

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- Financial:** There are no financial implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.  
Comments checked by Denise Westlake, Service Accountant, 01295 221559
- Legal:** There are no legal implications arising directly from this report. The report of the individual scrutiny reviews will address any specific legal issues.
- Risk Management:** There are no risk implications arising directly from this report. The report of the individual scrutiny reviews will address any specific risk issues.  
Comments checked by Rosemary Watts, Risk Management & Insurance Officer 01295 221566

## Document Information

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Appendix No	Title
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<b>Background Papers</b>	
None	
<b>Report Author</b>	James Doble, Democratic, Scrutiny and Elections Manager
<b>Contact Information</b>	01295 221587 James.doble@Cherwell-dc.gov.uk

## Overview & Scrutiny Committee

### Overview and Scrutiny Work Programme 2009/2010

9 June 2009

### Report of Head of Legal and Democratic Services

#### PURPOSE OF REPORT

To provide the Committee with a work programme for 2009/10.

This report is public
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#### Recommendations

- (1) That the Committee note the changes to the overview and scrutiny work programme for 2009/10
- (2) That the Committee note the responses to the annual work programme canvas;
- (3) That the Committee agree which topics to add to the work programme either for further research and scoping or as the agreed topic for a scrutiny review by the Committee or a Task and Finish Group;
- (4) That the Chairman and the Democratic, Scrutiny and Elections Manager be delegated, in consultation with the Chairman of the Overview and Scrutiny Committee, to finalise the details of the 2009/10 work programme following an assessment of the available resources.

#### Details

##### 1 Existing work programme

- 1.1 Appendix 1 sets out the existing work programme for both the Overview and Scrutiny Committee and the Resources and Performance Scrutiny Board, as agreed at the committee meetings in April 2009.

1.2 The Committee will wish to note that:

### **Affordable Housing and Rural Exception Sites**

The Executive considered this report on 11 May 2009 and all of the Committee's recommendations were accepted. The Executive further resolved:

That in addition to the recommendations of the Overview and Scrutiny Committee the following be agreed:

- a) That Officers be requested to produce a further report on the potential advantages and disadvantages of employing directly an Enabling Officer
- b) That Officers be requested to produce a further report requesting relevant outside bodies to release land for rural exception sites
- c) That Officers be requested to produce a further report explaining how the work of the Rural Housing Trust has been taken up by other organisations

The Portfolio Holder for Planning and Housing will present the conclusions of the work at the Parish Liaison meeting on 17 June 2009. The topic is on the monitoring section of the work programme and the Committee will be able to check on developments when it meets in July.

### **Concessionary Fares**

The work of this Task & Finish Group is due to conclude in early June and consideration of their report is included as a separate item on the agenda for this meeting.

### **Private Sector Housing Strategy**

The Task & Finish Group met for the first time on 12 May and work is underway by the individual topic review teams.

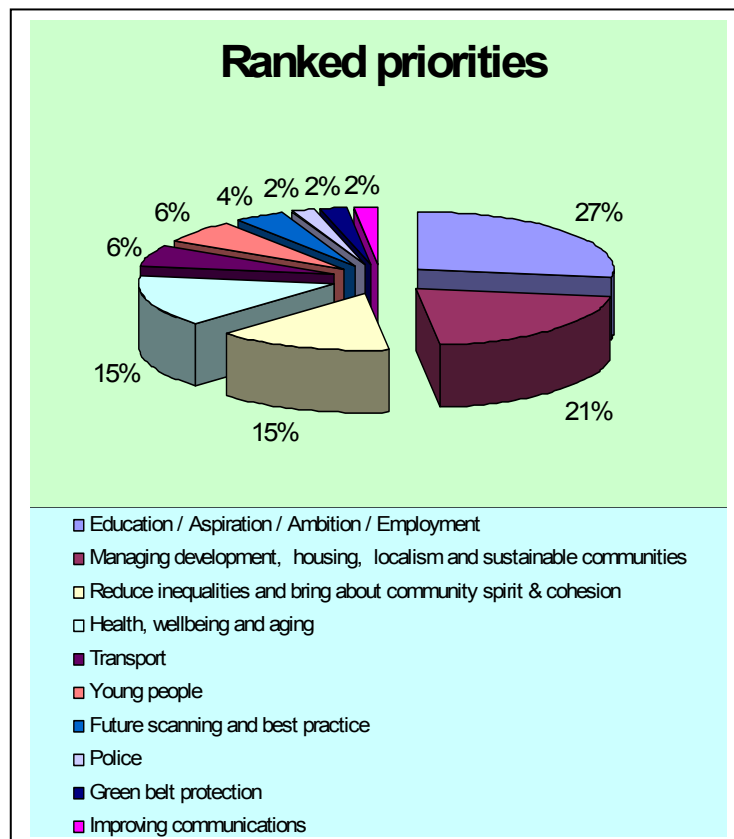
### **Crime and Anti-social Behaviour**

The conclusion of this Task & Finish Group has slipped to the autumn due to election commitments and to accommodate a round table discussion with the National Youth Agency. There will be a VFM review on Anti Social Behaviour in late 2009 and the work of this scrutiny review will serve to inform that study.

## **2 Annual work programme canvass**

2.1 The annual work programme canvas took place during late April and May 2009. The Chairman of Overview and Scrutiny wrote to all District Councillors, the local MP and to Town and Parish Councils asking for suggestions for potential scrutiny topics. There was also an article on the website and a press release. This year there has been an encouraging response to this exercise; to date Parish Councils have put forward suggestions and the local MP has also put forward some topics.

- 2.2 Appendix 2 contains a summary list of the responses to the work programme canvas and the issues identified by scrutiny councillors. Appendix 2A – B provides more detailed information on individual topics.
- 2.3 Other sources of information include the latest version of the Forward Plan (Appendix 3), the Annual Audit letter, the CPA assessment, and the issues identified in the end year performance management framework report (as submitted to the 15 June meeting of the Executive).
- 2.4 The Committee will also need to take into account the planned work programmes of the Accounts, Audit and Risk Committee and the Improvement Team’s Value for Money schedule (Appendix 4).
- 2.5 The emerging evidence from the current work on the development of the Council’s Sustainable Communities Strategy provides an important context for the consideration and prioritisation of potential scrutiny topics. The main issues arising from the councillor workshops held in the spring of 2009 were:



## Resources

- 2.6 In considering these suggestions for the work programme and prioritising the topics the Committee will wish to take note of the resources available to support the work and the proposed timescales. Experience suggests that in general the Democratic and Scrutiny officers are able to support the Overview and Scrutiny

Committee and the Resources and Performance Board on about 2 and 3 topical scrutiny reviews at any one time; this is in addition to the support for the formal committee meetings and informal working groups and the quite onerous commitment to the budget scrutiny work of the Resources and Performance Scrutiny Board.

- 2.7 The Committee should also reflect on the demands that scrutiny reviews place on the resources in the individual service areas.

### **Priority checklist**

- 2.8 The current, informal criteria applied to all suggestions for a scrutiny review are that it must:
- be of concern to a group of people living within the Cherwell District;
  - relate to a service, event or issue in which the Council has a significant stake or over which the Council has an influence;
  - not be an issue which scrutiny has considered during the last 12 months;
  - not relate to an individual service complaint;
  - not relate to an individual planning or licensing application.

### **Excluded Matters**

- 2.9 In addition to these informal guidelines the constitution has been amended to take account of the recent legislative changes regarding issues that are not appropriate for overview and scrutiny to consider (known as 'excluded matters') which came into force on 1 April 2009<sup>1</sup>:
- a) Any matter relating to a decision on a specific planning application
  - b) Any matter relating to a decision on a specific licensing application
  - c) any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment; including but not limited to:
    - Standards decisions and items which may be brought for decision;
    - Appeals decisions and items which may be brought for decision;
    - Breaches of the Constitution and its protocols e.g. Code of Conduct;
    - Matters relating to the terms and conditions of employment or conduct of individual or groups of staff or Members.
  - d) any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the overview and scrutiny committee or at a meeting of a sub-committee of that committee.

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<sup>1</sup> Constitution, 1.2 Terms of Reference for Committees

- e) Audit process and items which are likely to be considered by the Audit process.
- f) Matters within the proper remit of the Section 151 and Monitoring Officers.
- g) Matters relating to a particular identifiable service recipient or potential service recipient.
- h) Complaints or matters before the courts or local government Ombudsman.
- i) Contractual matters, other than performance monitoring and review, except with the agreement of the Executive.

### **Committee meeting schedule**

2.10 The 2009/10 meeting schedule for the Overview and Scrutiny Committee is set out below; all meetings are at Bodicote House and start at 6.30 pm unless otherwise stated:

9 June 2009	5 January 2010
14 July 2009	9 February 2010
15 September 2009	9 March 2010
13 October 2009	6 April 2010
10 November 2009	

## Implications

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<b>Financial:</b>	<p>There are no financial implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.</p> <p>Comments checked by Denise Westlake, Service Accountant, 01295 221559</p>
<b>Legal:</b>	<p>There are no legal implications arising directly from this report. The report of the individual scrutiny reviews will address any specific legal issues.</p>
<b>Risk Management:</b>	<p>If too many items are included on the work programme there is a risk that scrutiny agendas become overloaded. This undermines effective scrutiny because Members are unable to concentrate on the key issues and officer resources are over-stretched. It may be necessary to hold further meetings during the year if the risk of not achieving the work programme becomes apparent. The report of the individual scrutiny reviews will address any specific risk issues.</p> <p>Comments checked by Rosemary Watts, Risk Management &amp; Insurance Officer 01295 221566</p>

## Document Information

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Appendix No	Title
Appendix 1	Draft work programme
Appendix 2	Summary list of suggested scrutiny topics
Appendix 2a	Response from Tony Baldry MP
Appendix 2b	Scoping document for Built Area Conservation
Appendix 3	Forward Plan June ~ Sept 2009
Appendix 4	Improvement Team VFM schedule 2009/10
<b>Background Papers</b>	
Annual Audit letter CPA Assessment 2009 Performance Management Framework End of Year Report (Executive 15 June 2009)	
	James Doble, Democratic, Scrutiny and Elections Manager
<b>Contact Information</b>	01295 221587 James.doble@Cherwell-dc.gov.uk

# Overview & Scrutiny Work Programme 2009/10 - Appendix 1

Title	Committee/T&FG	Comments	Meeting					
			June	July	Sept	Oct	Later	
<b>Scheduling – to identify and agree potential topics for scrutiny</b>								
Built Environment Conservation	OSC	<b>Work programme item for 9 June</b> Topic identified by Councillors. See Appendix 2A	✓					
RSL Management Standards	OSC (Cllr Sames / Cllr Smithson)	<b>Work programme item for 9 June</b> Topic identified by Councillors.	✓					
Transport infrastructure ~ Bicester area	OSC (Cllr Milne Home / Cllr Mawer)	<b>Work programme item for 9 June</b> Topic identified by Councillors.	✓					
<b>Scrutiny – agreed topics for consideration at committee meetings</b>								
Sustainable Communities Strategy	OSC	<b>Agenda item for 14 July</b> Claire Taylor to present		✓				
Partnerships	R&PSB	<b>Agenda item for 23 June</b> To agree schedule for partnership scrutiny.	✓	→				
2010/2011 Budget and Service & Financial Planning	R&PSB	<b>Agenda item for 23 June</b> To agree approach/topic for budget scrutiny.	✓	→				
<b>Task &amp; Finish Groups – agreed topics for review outside committee meetings</b>								
Private Sector Housing Strategy	Cllr Rose Stratford (Ch) Cllr Stevens (VC) Cllr Rae Cllr Smithson Cllr Tompson	Policy development work on the private sector housing strategy.					✓	
Crime & Anti-social behaviour	Cllr Irvine Cllr Billington Cllr Tompson	Cllr Ahmed Cllr Cullip Cllr Smithson	Active – final report scheduled for Executive in autumn 2009. Note VFM review on Anti Social Behaviour due late 2009.				✓	

OSC: Overview & Scrutiny Committee  
T&FG: Task & Finish Group

R&PSB: Resources & Performance Board

FSWG: Finance Scrutiny Working Group  
PSWG: Performance Scrutiny Working Group

Title	Committee/T&FG	Comments	June	July	Sept	Oct	Later
Concessionary Fares	Cllr Atack Cllr Milne Home Cllr L Stratford	Cllr Clarke Cllr Rae Cllr Sibley	<b>Agenda item for 9 June</b> Active – final report and recommendations scheduled for OSC in June 2009	✓			
<b>Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations</b>							
Affordable Housing & Rural Exception Sites	OSC	Report to Executive in May 2009 and outcomes to Parish Liaison in June 2009		✓			
Markets in Cherwell	OSC	<b>Review September 2009</b>			✓		
Bicester Vision Partnership	R&PSB	Review in July 2009 and early 2010		✓			✓
Emergency Planning	OSC	<b>Agenda item for 14 July meeting</b> Review item to assess progress		✓			
Fees and Charges	R&PSB	<b>Agenda item for 21 July meeting</b> Review of progress against recommendations and in advance of next budget round		✓			
Executive Liaison Members	OSC	<b>Work programme item for 9 June meeting</b>	✓				
Food Waste Processing	R&PSB/PSWG	Review autumn 2010 6 months after final stage of roll-out programme.					✓
Sports Centre Modernisation	FSWG	Refurbished centres due to open summer 2009; new Spiceball due to open early 2010. FSWG to review at July 2009 meeting.		✓			
Residents' Parking Schemes	OSC	<b>Agenda item for 9 June</b>	✓				

## Overview & Scrutiny Work Programme Suggestions 2009/10

	Suggested topic	Source	Comments
1.	Built Environment Conservation	CDC councillors	Portfolio Holder and Strategic Director agree that this would be a valuable topic. Resource constraints suggest spring 2010 would be appropriate start date. See Appendix 2B
2.	Registered Social Landlords' Management Standards	CDC councillors	The Cherwell Registered Social Landlords' Management Partnership has been identified for possible scrutiny by the Resources & Performance Scrutiny Board. They will be considering this in detail at their meeting on 23 June 2009.
3.	Transport infrastructure (Bicester area; J9 & J10)	CDC councillors	
4.	Partnerships	Tony Baldry MP (See attached letter for details – Appendix 2A)	This comes under the remit of the Resources & Performance Scrutiny Board. They will be considering this in detail at their meeting on 23 June 2009.
5.	Council budget		
6.	Policy guidelines for funding and participating in non-statutory responsibilities		Resources & Performance Scrutiny Board could consider this in the context of their budget/service & financial planning work. Or it could be approached from a policy development perspective.
7.	Preparations for an ageing population		This is a priority for the Oxfordshire Health & Wellbeing Partnership and will be progressed as a county wide priority in 2009/10.  A possible scrutiny topic in early 2010/11.
8.	Youth Facility Provision The following areas were identified as potential focus issues: - Types of provision, location and appropriateness - Outreach work to encourage engagement/participation in activities	OCC and Oxford City Council	This is a suggestion for a possible joint scrutiny between OCC and Oxford City Council. They have asked whether other districts would be interested in joining them. They realise that the topic area is potentially enormous and they are undertaking detailed scoping work. To be discussed at the relevant scrutiny committees in June/July.

	- Provision in areas of high urban/rural deprivation		<p>We understand that Cllr Bonner is aware of the proposal from her work on the OCC Children's Services Scrutiny Committee.</p> <p>This is also an emerging issue from the Crime and Anti-social behaviour T&amp;FG</p> <p>CDC's services to young people is to be the subject of a VFM review in early 2010 and the timing of any OSC involvement in a joint scrutiny review should take account of the VFM timetable to make full use of the VFM review data and conclusions.</p>
9.	<p>The only issue we have at this time - is an ongoing one of speeding through the village.</p> <p>The majority of the houses are alongside the A4421 Buckingham to Bicester trunk road.</p> <p>Whilst there is a 40mph limit thru the village much of the traffic ignores it.</p> <p>The main issue is not really a safety one, it is NOISE throughout the day and night.</p> <p>Safety is a secondary issue in that the pavement is right on the roadside and one can be put off balance by the turbulence from the large trucks travelling thru.</p> <p>Our population is generally of mature years and they do use the pavement.</p> <p>Perhaps there are other villages that have a rat run or main road thru their village that have a similar problem and thus some common solution may be worth exploring.</p> <p>I am also in dialogue with Thames Valley Safer Roads Partnership on the issue of getting the occasional visit of a mobile speed camera unit.</p>	Newton Purcell PC	<p>This particular problem has been taken up by the Thames Valley Safer Roads Partnership. They will review with the relevant agencies (OCC/Highways Authority).</p> <p>The issue has been brought to the ward councillor's attention.</p> <p>Not an appropriate topic for scrutiny.</p>
10.	Look at the workings of their council [CDC] and the amount of time being taken up by consultation and box ticking and the fact that there is little evidence that anything changes as a result of this consultation. Are	Steeple Aston Parish Council	CMT have asked the lead officers for Community Planning, Rural Strategy and Parish Liaison and LDF Comments & Engagement to liaise to better co-ordinate parish council consultations.

	the council resources being used to the communities' best advantage?		
11.	It was <b>RESOLVED</b> to ask them to consider looking in to the issue of 15-18 year olds in rural locations and the lack of provision for them – transport, under age drinking etc.	Duns Tew Parish Council	See proposal 8 from OCC and Oxford City Council.
12.	<p>We appreciate that these concerns are not all in the remit of Cherwell District Council, but they are of importance to the two villages in the parish.</p> <ul style="list-style-type: none"> <li>- Speeding along and through the villages on the A422 - Police and Speed Management data shows this to be a big concern, but seemingly little action can be taken until someone is killed.</li> <li>- Parking problems in narrow lanes in rural villages, particularly with the school run from "out-of-village" children.</li> <li>- Public transport is minimal, and is a constant battle to continue this service, particularly through Balscote.</li> <li>- Concerns re threatened reduction in services at the Horton Hospital.</li> </ul> <p>However, two other points have been mentioned which are the responsibility of Cherwell:</p> <ul style="list-style-type: none"> <li>- Litter collection on the verges, particularly along the A422 - job for a "lengthsman"?</li> <li>- A concise list of department telephone numbers on the Cherwell web-site.</li> </ul>	Wroxton & Balscote Parish Council	<p>These are not necessarily suitable topics for a scrutiny review but they do reflect more general issues of concern ~ some of which were identified in the work on the Sustainable Communities Strategy (e.g. public transport).</p> <p>Support for the Horton campaign is on-going and it was the subject of a county wide scrutiny review.</p> <p>The issues on speeding and parking in rural villages and litter collection could be considered at the Parish Liaison meeting in the first instance.</p> <p>The request for a telephone list has been passed to the ICT team.</p> <p>Refer to Department for direct response.</p>
13.	<p>Village does not have:</p> <ul style="list-style-type: none"> <li>- Our own youth club</li> <li>- Much business in the village</li> <li>- Shop / Post Office / Pond</li> <li>- Nature conservation area (though the school is constructing one) and we are planning a community woodland</li> <li>- Website (in discussion with Oxford CC)</li> <li>- IT training (possible via the School)</li> <li>- Internet cafe / access</li> </ul>	Chesterton Parish Council	Several of these issues reflect underlying themes identified by the work on the Sustainable Communities Strategy.

	<ul style="list-style-type: none"> <li>- Youth Council</li> <li>- Traffic survey</li> <li>- Housing survey</li> </ul>		
14.	What is CDC doing to prepare for the 2012 Olympics and the tourism potential for the district?	Staff suggestion	<p>Issue identified during partnership briefing discussions. Not only a Cherwell issue. Possible topic for joint scrutiny with neighbouring local authorities.</p> <p>PfH has requested an initial briefing report on this subject for the Executive.</p> <p>Review scrutiny involvement following Executive report/discussion.</p>
15.	Issues identified in the year end Performance Management Framework	Officers	These issues will continue to be monitored by the Performance Scrutiny Working Group who will refer any topics that they consider are appropriate for a full scrutiny review.
16.	One Stop Shop ~ is this working and why cannot it cover all Local Government and voluntary sector issues?	Gosford and Water Eaton Parish Council	<p>CDC currently in negotiations with other statutory and voluntary bodies about service delivery - these should be in place in 2010/11. One Stop Shops have been subject of previous scrutiny.</p> <p>Defer scrutiny until all of the new arrangements (e.g. including kiosks in village shops etc) have had time to bed down.</p> <p>Possible topic for 2010/11.</p>
	River Cherwell Flood Issues ~ examine issues submitted in a joint flood report with Kidlington Parish Council about how close the summer 2007 floods came to causing local flooding and addressing recommendations from the Pitt Report.		<p>The River Cherwell is a "main river" and as such comes under the purview of the Environment Agency. Gosford &amp; Water Eaton and Kidlington Parish Council submitted a joint report on the "summer flooding 2007 problems" to CDC in January 2009. CDC responded (Feb 2009) and suggested that the Parish Councils should convene a round table discussion of the issue. We are waiting to hear from them.</p> <p>Review potential scrutiny involvement following the round table discussion.</p>
	Monitoring how the Cherwell Sustainable Community Strategy will tie together with the numerous service and planning reports prepared by the District and County Councils.		<p>A briefing session on the Cherwell Sustainable Community Strategy is on the agenda for the July meeting.</p> <p>Review scrutiny involvement after that meeting.</p>

17.	The lack of speed in taking enforcement action on planning issues and the adequacy of mechanisms for reporting back on that action.	Kidlington Parish Council	Planning enforcement was reviewed in 2008 as part of the Planning Improvement Plan. Significant resources were allocated to the service to deliver improvements. It is actively monitored by the Planning Committee and via the Performance Management Framework which is the remit of the PSWG.  Refer to Department for direct response.
	The approach to parking at the renovated Leisure Centre in Kidlington has been completed in isolation not as a comprehensive scheme that deals with the existing parking arrangements. Parking has been located in front of the new entrance with no consideration to the needs of the site as a whole - which includes the school.		This refers to a specific project/service. Recommend that it is dealt with as an individual issue unless there is evidence to suggest that it is an example of a more wide ranging problem.  Refer to Department for direct response.  Officers advise that consideration has been given to the parking needs of the site as a whole through a joint meeting with Gosford Hill School and OCC. Improvements are planned regarding signage and circulation to incorporate the new parking spaces within available budget parameters.
	The LDF process of going forward with the Core Strategy and the associated engagement with the Parish Council. There has been little information from the District Council about progress or delays in that process.		CDC's approach to communication and consultation as part of the LDF process might be a suitable topic for scrutiny ~ perhaps when the process is complete.  Refer to Department for direct response.



HOUSE OF COMMONS

LONDON SW1A 0AA

Councillor John Donaldson  
Cherwell District Council  
Bodicote House  
Bodicote, Banbury OX15 4AA

14 May 2009

A handwritten signature in dark ink, appearing to read "Don John".

Thank you for your letter in your capacity as Chairman of the Overview and Scrutiny Committee.

My understanding is that the Overview and Scrutiny Committee (OSC) performs a function not dissimilar from a Parliamentary Select Committee, i.e. it is there to scrutinise and monitor the work of the Council's "Cabinet" supported by the Executive Officers, and also to monitor and scrutinise the work of Executive Officers, including that of the Chief Executive as Accounting Officer.

Thank you for giving me the opportunity to comment.

There was a time when Local Government was seen very much as carrying out a number of finite statutory functions with a Council committee dedicated to each function, i.e. a housing committee, planning committee, etc.

Increasingly Local Government is seen as having to deliver on a number of targets, and increasingly having to work in partnership with other Local Authorities, statutory bodies, and others.

So I think there is some merit in the OSC considering, and wherever possible, scrutinising processes which may cut across a range of responsibilities. so, for example, the District Council is increasingly working in partnerships, such as the Crime Reduction Partnership.

How effective is Cherwell's participation in these partnerships?

To what extent do District Councillors get involved in the partnerships?

How does one measure outcomes?

I think there may be some merit in a scrutiny enquiry on partnerships.



Funding for Local Government is going to become increasingly tight. Presumably the Overview and Scrutiny Committee each year undertakes a session on the Council's budget for the forthcoming year to seek to ensure that the budget is as cost-effective as possible, i.e. a bit like the House of Commons Public Accounts Committee, does the OSC have the wherewithal and the ability to check and test Local Authorities' spending?

Thirdly, Local Government exists entirely by statute, i.e. the District Council has various duties given to it by statute, and various powers given to it by statute, but amongst those powers are a wide range of discretionary opportunities for funding and participating in non-statutory responsibilities – everything from helping fund the local Citizens Advice Bureau, to supporting clubs for pensioners.

But what are the guidelines for doing this? How is this approached? Is it done on an ad hoc basis? How is policy derived, and given that Local Authority funding is going to get tighter, who makes value judgements as to what non-statutory activities are supported and which are?

I suspect that the OSC could undertake an interesting and useful enquiry into just working out what work the District Council does is core statutory mandatory activity, and what is discretionary activity, and who makes value judgements as to whether that discretionary activity is appropriate and necessary, and should continue to be supported?

Lastly, it may well be worth the OSC undertaking an enquiry into how Cherwell is preparing for an increase in the ageing population. The country as a whole is having to confront an ageing population, but Cherwell I notice is a particularly heavily ageing population, largely as a consequence of the various families who moved to Banbury in the 1960's now reaching retirement age, and I would have thought there may well be some sense in some cost-cutting enquiry as to preparing the community with more elderly people.

I hope these might be some helpful suggestions.

Tony Baldry

**BUILT ENVIRONMENT CONSERVATION – APPROACH, RESOURCES AND OUTCOMES**  
**(Particular reference to Conservation Area - CA - designation and policies)**

<p><b>Purpose of Review</b>          Specify exactly what the Scrutiny Review should achieve and refer where possible to VFM issues of service cost, service performance and/or customer satisfaction.</p>	<p><b>Origins of Scrutiny Review</b></p> <p>Councillors have expressed concern about the outcomes achieved by the Council's conservation area work. They have approached the Planning and Housing Portfolio Holder Councillor Gibbard and suggested that the topic should be considered in detail via a Scrutiny Review.</p> <p>Similar issues have been raised by Banbury Town Council.</p> <p>The scrutiny topic and focus is initially one of questioning the customer satisfaction position in this field.</p> <p>In particular the concerns arise from experience in respect of Banbury / Grimsbury (Banbury) Conservation Areas:</p> <ul style="list-style-type: none"> <li>• The original aims of the designation to protect the built environment are not being achieved</li> <li>• Planning decisions do not take full account of the quality of the built environment in these areas</li> <li>• General planning policies are not appropriately reconciled with the aims of conservation area designation (this is links to the formulation of policy through the Local Development Framework and pressures for housing development, especially flat conversions)</li> <li>• The Council does not effectively enforce against breaches of planning control that detract from the qualities of the conservation areas</li> <li>• The Council is not active in undertaking management and enhancement work in conservation areas (e.g. street improvements and facelift approaches, living over the shop initiatives, grant schemes to private owners, use of national funding sources)</li> <li>• The Council has not considered using stronger controls (special levels of restriction on normal permitted development rights via Article 4 Direction – this approach can prevent some smaller scale changes to buildings and the external environment – such as replacement windows, painting etc.) [Note: Article 4 direction - remove permitted development rights within Conservation Areas or areas that are sensitive to change but only under very special circumstance can they be used.]</li> <li>• The Council has not done enough to encourage or persuade good practice by private property owners (especially by producing and promoting</li> </ul>
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	<p>design guidance – a project to introduce a design leaflet on good practice in flat conversion works has been delayed)</p> <p>Because the concerns are raised in context of a specific conservation area – a case study approach might be considered within the review – using Grimsbury. However generalisation of issues from a specific Conservation Area requires care and some balancing, wider, consideration will be needed. It will also be important that the case study is used to raise general issues – it is procedurally inappropriate for specific conclusions for Grimsbury Conservation Area to be drawn by through the review.</p> <p><b>Purpose</b></p> <p>To review the Council’s general approach and resource commitment to built environment conservation (with specific reference to Conservation Area designation, policies, controls and guidance).</p> <p>To review how policy is applied and what outcomes are achieved.</p> <p>This to include consideration of:</p> <ul style="list-style-type: none"> <li>• The national legislative and policy framework</li> <li>• The current state of local policy</li> <li>• The interface between built environment conservation and other planning policy objectives</li> <li>• The current service offering (performance, costs etc)</li> <li>• Councillor and customer satisfaction with the service and the outcomes achieved (see below for particular issues) against the original expectations</li> <li>• Possible improvements or changes of approach in respect of current service and policies, including Use of specific design guidance (sub-division)</li> <li>• Appropriateness and implications of additional controls (Article 4 directions)</li> <li>• Compare and contrast effectiveness of conservation area status</li> <li>• Review of conservation related appeal decisions</li> <li>• The implications for the Local Development Framework (LDF) and conservation area appraisal and management plan work – which is the place where final policy balance and detail has to be resolved and formalised</li> </ul>
<p><b>Outcomes</b> What will demonstrate that this Scrutiny Review has been a success</p>	<ol style="list-style-type: none"> <li>1. Wider understanding of, and support for, the built environment conservation work of the Council (internally and externally)</li> <li>2. Identification of possible improvements/changes approach and resources</li> <li>3. Identification of policy issues relating to LDF.</li> <li>4. Improved customer satisfaction ratings with the policy/process</li> </ol>
<p><b>Methodology/ Approach</b> What types of enquiry will be used to gather evidence</p>	<ul style="list-style-type: none"> <li>• Whole committee review (<b>not</b> smaller informal T&amp;FG, as wider understanding and ownership of findings is essential to success. Formal political responsibility for outcomes is also crucial as recommendations could carry through into formulation and application of planning policy and case decisions)</li> <li>• Officer briefing and Q&amp;A sessions</li> <li>• Literature and desk top research on legislative and policy framework and best practice models</li> <li>• Witness sessions (see below for ideas)</li> </ul>

<p><b>Target body for Recommendations</b> Executive, Council, Other/Partners</p>	<ul style="list-style-type: none"> <li>• LDF Panel</li> <li>• Portfolio Holder</li> <li>• Executive</li> </ul>
<p><b>Key dates</b> Identify key meeting dates and any deadlines for reports or decisions</p>	<ul style="list-style-type: none"> <li>• Early 2010 ~ preferred date for scrutiny review based on availability of planning resources</li> <li>• Likely to take 3- 6 months to complete</li> </ul>
<p><b>Risks</b> Identify any weaknesses and barriers to success</p>	<ul style="list-style-type: none"> <li>• Constraints on CDC resources (in conducting a review with substantial workload and in implementation of some possible outcomes)</li> <li>• Difficulties of securing adequate external input and understanding and buy in to purpose of review from partner organisations</li> <li>• Danger of cross over from “in principal” consideration of approaches to local or individual planning cases</li> <li>• Danger of role confusion in terms of outcomes – Planning Committee consideration of current or specific future planning application cases can not be subject to discussion (Excluded Matters). The planning policy formulation role of Executive in considering the overall balance between conservation and other planning objectives must be clear. There is already an established method of involving O&amp;S Members in overall policy – via the Local Development Framework Advisory Panel – which has a link member for scrutiny and is chaired by the Portfolio Holder (membership update of this panel is due). Outcomes should be in the form of recommendations to the Portfolio Holder and for him to consider via the Panel</li> </ul>
<p><b>Witnesses/ Experts/ Site Visits</b> Who, why and when</p>	<p>Suggestions:</p> <ul style="list-style-type: none"> <li>• Other councils with similar characteristics – good practice examples</li> <li>• National specialist bodies (official and voluntary - e.g. English Heritage, Society For Protection of Ancient Buildings, English Historic Towns Forum etc)</li> <li>• External specialists / experts (may be necessary to buy in)</li> <li>• Resident representatives</li> <li>• Landowner/developer interests</li> <li>• Local amenity groups and societies (including Banbury Civic society who have a special interest in this topic)</li> <li>• Town and parish councils (possible juxtaposition of views between Banbury experience – for greater controls? and some Shennington and Alkerton village interests – against greater controls)</li> </ul>
<p><b>Publicity &amp; Media</b> Do we need to publicise the review to encourage community involvement? what sort of media coverage do we want? Fliers, leaflets, radio broadcast, press-release, etc.</p>	<ul style="list-style-type: none"> <li>• Will this review be subject to a press embargo? No, though appropriate stage of releasing information on outcomes and reporting in public should be carefully considered according to objectives and outcomes</li> <li>• CDC press contact: TO BE CONFIRMED</li> <li>• Spokesperson for Scrutiny Review: TO BE CONFIRMED</li> </ul>
<p><b>Resources &amp; Budget</b> • specialist staff • external support</p>	<p>Sources of information include:</p> <ul style="list-style-type: none"> <li>• CDC Planning Officers will be called as witnesses</li> <li>• CDC Legal team will be required to support this review</li> </ul>

<ul style="list-style-type: none"> <li>• consultation</li> <li>• research</li> </ul>	<ul style="list-style-type: none"> <li>• Published materials and related research (key documents are CA Legislation, Planning Policy Guidance Note 15 Planning and the Historic Environment, other national and local policy sources)</li> <li>• External witnesses (see above)</li> </ul> <p>Note – this is an internally driven review and the degree to which CDC can expect external input is limited – especially in respect of national and specialist bodies. It may therefore be necessary to rely mainly on particular local interests already involved in the issue and holding strong views. The method of balancing this with other views needs to be considered.</p> <p>Purchase of external advice is a possibility – albeit overall resource issues need to be well judged.</p>
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<p><b>Completed by:</b> John Hoad,</p> <p><b>Approved by Overview &amp; Scrutiny Committee:</b></p>	<p><b>Date:</b> amended May 09</p> <p><b>Date:</b></p>
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DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Forward Plan Summary

**June 2009 to September 2009**

# Cherwell District Council

## Summary of the Forward Plan

This summary of the Forward Plan, (produced by officers on behalf of the Leader of the Council) sets out the key Executive decisions which will be taken at Cherwell District Council over the next four months. These are the key decisions of which the Council's Executive is currently aware. The Forward Plan will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted: further key decisions may be added, or anticipated ones may be rescheduled or removed. The summary shows the decisions programmed to be taken during each month. A likely date of decision is shown, but it is possible that a decision may be rescheduled to a later month. The full Forward Plan, including the latest position on prospective decisions is available on the council website at [www.cherwell-dc.gov.uk](http://www.cherwell-dc.gov.uk), using the link to Council meetings.

This summary sets out the key decisions by month and says whether they will be taken by the Full Executive or by one of its individual Members, or portfolio holders as they are known (see below for details of the membership of the Executive). While key decisions may be taken by officers exercising authority delegated by the Executive, it is the Council's intention that this will very much be the exception.

### Key Decisions

A key decision is a 'significant' decision that is legally within the power of the Council to make, is not precluded by statute from being made under Executive arrangements and is not otherwise retained for decision by Council or delegated to a Committee of Council or officer by the Council's constitution.

Significance – A decision is significant if it meets the financial and / or community impact criteria:

- Financial
  - A decision that will result in the Council:
    - Incurring potential revenue expenditure or savings above £50,000
    - Incurring potential capital expenditure or savings above £250,000
    - Procuring or awarding any contract having a total value exceeding £500,000

and / or

- Community Impact
  - A decision that is significant in its effects on communities living or working in an area comprising two or more Wards in the area of the Council. That is a decision where:
    - A significant number of users of the service in the Ward(s) will be affected and / or
    - An impact that will last for a number of years, or be permanent; and / or
    - A significant impact on communities in terms of environmental and social well-being.

The following are not regarded by the Council to constitute key decisions:

- Implementing approved budgets or policies and strategies where there is little or no further choice involved and the main decision has already been taken by the council in agreeing the budget and policy framework.
- Implementing approved actions and targets in annual service plans.
- Decisions by the Head of Finance which are part of the ordinary financial administration of the Authority, notably those relating to investments, within the agreed Treasury Management Policy.
- Implementing projects for which specific conditions have been attached by external funders, such as the Government or European Union.
- The award of contract for the provision of works, goods and services, within an agreed policy and budget and where a decision has been made.

### **APPENDIX 3**

- Changes arising from amendments to statute where there is little or no discretion.

For a decision to be key there must be a significant degree of discretion to be exercised by the decision-maker.

The Forward Plan lists documents which are currently available to decision makers. Generally these are also available to the public but some may have restrictions on the information given in them. Copies of public documents listed may be obtained on request from

James Doble,  
Democratic, Scrutiny and Elections Manager  
Cherwell District Council,  
Bodicote House,  
Bodicote,  
Banbury, Oxfordshire OX15 4AA (e-mail: [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk)).

There will be a copying charge for each document. Comments on the matters for decision may be made to the relevant contact officer up to the date of the meeting, unless otherwise specified in the consultation details.

## Cherwell District Council – Executive Members

<u>Portfolio</u>	<u>Member</u>
Communications and Public Relations (with Special Responsibility for Climate Change)	Councillor Mallon
Community, Health and Environment	Councillor Reynolds
Customer Service and ICT	Councillor Turner
Economic Development and Estates	Councillor Bolster
Organisational Development and Improvement	Councillor Miss Pickford
Planning and Housing	Councillor Gibbard
Policy and Community Planning	Councillor Wood
Resources	Councillor Macnamara
Urban and Rural Services	Councillor Morris

## Cherwell District Council Forward Plan

### Key decisions to be taken by the full Executive

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
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**Likely date of decision: June 2009**

<p><b>Performance Management Framework Year End Report</b> To consider the Performance Management Framework Year End Report</p>		Portfolio Holder for Organisational Development and Improvement	Mike Carroll Tel: 01295 227959	None.
<p><b>Community Use of Places of Worship in Bicester</b> To consider support for the development of places of worship in Bicester and the community benefits delivered by them.</p>		Leader of the Council and Portfolio Holder for Policy and Community Planning	Ian Davies Tel: 01295 221698	None.
<p><b>Banbury Market Future Management</b> To consider options for the future management and direction for Banbury market.</p>		Portfolio Holder for Urban and Rural Services	Chris Rothwell Tel: 01295 221712	None.
<p><b>Evergreen 3: Response to Public Consultation by Chiltern Rail for a New Oxford to London Route</b> To consider Evergreen 3: Response to public consultation by Chiltern Rail for a new Oxford to London route.</p>		Portfolio Holder for Planning and Housing	Philip Clarke Tel: 01295 221840	None.

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<b>Roadside Sale of Cars in Banbury</b> To consider the roadside sale of cars in Banbury.		Portfolio Holder for Urban and Rural Services	Ian Davies Tel: 01295 221698	None.

**Likely date of decision: July 2009**

<b>Investment Strategy</b> To consider the outcome and recommendations of the independent review of the investment strategy.		Portfolio Holder for Resources	Karen Curtin Tel: 01295 221551	None.
<b>Definition of Waste and Collections from Schools and Charities</b> To consider the Council's position with regards to the definition of waste and collections from schools and charities.		Portfolio Holder for Community, Health and Environment	Ed Potter Tel: 01295 221902	None.
<b>A Sustainable Community Strategy for Cherwell</b> To consider an update regarding the progress of the new sustainable community strategy for Cherwell. To endorse the next steps of the project.	The strategy will be subject to extensive consultation with members, partners and the public.	Leader of the Council and Portfolio Holder for Policy and Community Planning	Claire Taylor Tel: 01295 221563	None.

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<b>Eco Town - Government Decisions and Implications</b> To consider matters arising from the Government decision regarding proposed Eco Towns and any resulting implications for the District.		Portfolio Holder for Planning and Housing	Philip Clarke Tel: 01295 221840	None.
<b>VFM Review of Insurance</b> To consider the outcomes of the Value for Money Review of insurance.		Portfolio Holder for Resources	Neil Lawrence Tel: 01295 221801	None.
<b>Economic Development Strategy Review</b> To consider the Economic Development Strategy for the District		Portfolio Holder for Economic Development and Estates	David Marriott Tel: 01295 221603	None.
<b>Banbury Residents Parking Scheme and Other Parking Matters</b> To consider proposals for the scheme and other parking matters.		Portfolio Holder for Urban and Rural Services	Chris Rothwell Tel: 01295 221712	None.
<b>Local Development Framework Next Steps</b> To consider the next steps with regard to creating a Local Development Framework		Portfolio Holder for Planning and Housing	Philip Clarke Tel: 01295 221840	None.
<b>Accommodation Review</b> To consider and review Phase 1. To consider the proposals for Phase 2.		Portfolio Holder for Organisational Development and Improvement	Julie Evans Tel: 01295 221595	None.

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<b>Biodiversity Action Plan: Analysis of Grant Aided Bodies</b> To consider the Biodiversity Plan analysis of grant aided bodies.		Portfolio Holder for Urban and Rural Services	Chris Rothwell Tel: 01295 221712	None.
<b>Concessionary Travel: Overview and Scrutiny Report and Government Consultation</b> To consider the overview and scrutiny report and Government consultation on concessionary travel.		Portfolio Holder for Community, Health and Environment	Grahame Helm Tel: 01295 221615	None.

**Likely date of decision: August 2009**

<b>Banbury Cultural Quarter</b> To consider proposals for the development of a cultural quarter.		Portfolio Holder for Community, Health and Environment	Ian Davies Tel: 01295 221698	None.
<b>Bicester Hospital</b> To consider a progress report on Bicester Hospital.		Portfolio Holder for Community, Health and Environment	Ian Davies Tel: 01295 221698	None.
<b>Market Square, Bicester - Environmental Improvement</b> To consider options with regard to the environmental improvement of Market Square, Bicester.		Portfolio Holder for Economic Development and Estates	David Marriott Tel: 01295 221603	None.

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<b>Likely date of decision: September 2009</b>				
<p><b>Pitt Review into Summer 2007 Floods - Further Implications following the Government's Response to the Report Recommendations</b></p> <p>To consider further implications arising from the Government's response to the Pitt Report.</p>		Portfolio Holder for Community, Health and Environment	Tony Brummell Tel: 01295 221524	None.
<p><b>Phone Access and Telephony Review</b></p> <p>To consider:</p> <ul style="list-style-type: none"> <li>• A proposal and associated business case and plan for a single customer contact number or small suite of numbers</li> <li>• Revised procurement practice in respect of telephony with associated reduction in costs</li> <li>• Plan for upgrade for main telephone switch and decommissioning of satellite switches</li> <li>• A clear product catalogue for telephony services to the Council</li> </ul>		Portfolio Holder for Organisational Development and Improvement	Pat Simpson Tel: 01295 227069	None.

Subject for Decision	External Consultees/ method of consultation	Executive Portfolio	Contact Officer(s)	Documents submitted to decision-maker
<b>Banbury Canalside Draft Supplementary Planning Document</b> To consider the Banbury Canalside draft supplementary planning document.		Portfolio Holder for Planning and Housing	Chris Thom Tel: 01295 221849	None.
<b>VFM Review of Human Resources</b> To consider the outcomes of the Value for Money Review of Human Resoureces.		Portfolio Holder for Resources	Mike Carroll Tel: 01295 227959	None.

**Cherwell District Council**

**Value for Money Review Schedule 2009/10**

**Improving Value for Money further.**

Given the savings targets identified in the recently agreed Medium Term Financial Strategy and the wider economic context referred to above we have to ensure we are achieving maximum value for money from all our services. This in turn will allow us to focus our resources on priority front line services.

The proposed review programme for 2009/10 is:

<b>Review</b>	<b>Timetable</b>
Insurance	April 2009
Human Resources	May – June 2009
Information and Communications Technology	June - August 2009
Utilities (energy, including green issues, and telephones)	July – September2009
Finance	Sept - October 2009
Anti Social Behaviour (including Community Safety and CCTV)	December – Feb 2010
Young People	January - March 2010

When carrying out the reviews we will consider the opportunities for shared service delivery, or other delivery models for the services, both individually or as part of a package. We have timetabled the review programme so that the outcome of these reviews can feed into preparation of the 2010/11 budget.

Also included in the review programme for the first time is a thematic review of our work for young people. This will consider all aspects of service delivery, across directorates and across partnerships, for young people and the outcomes achieved. This reflects the importance of this issue for the future of the district.