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Committee: **Resources and Performance Scrutiny Board**

Date: **Tuesday 20 July 2010**

Time: **7.00 pm**

Venue **Bodicote House, Bodicote, Banbury, OX15 4AA**

Membership

Councillor Nicholas Mawer (Chairman)

Councillor Alyas Ahmed

Councillor Maurice Billington

Councillor Tim Emptage

Councillor Carol Steward

Councillor Douglas Webb

Councillor David Hughes (Vice-Chairman)

Councillor Rick Atkinson

Councillor Margaret Cullip

Councillor Neil Prestidge

Councillor Patricia Tompson

Councillor Martin Weir

Substitutes

Councillor Nick Cotter

Councillor Lawrie Stratford

Councillor Mrs Diana Edwards

Councillor Douglas Williamson

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 - 6)

To confirm as a correct record the Minutes of the meeting of the Committee held on 15 June 2010.

5. Report on the Council's Contract Management Procedures, Policies and Strategies (Pages 7 - 22)

Report of Head of Finance

Summary

To explain the current contract management procedures in place across the Council and provide four upcoming tenders from which the Resources & Performance Scrutiny Board can choose one upon which to focus on over the coming year.

Recommendations

The Resources and Performance Scrutiny Board is recommended to consider:

- (1) The current contract management procedures in place;
- (2) Choosing one of the four upcoming tenders put forward upon which the Board can focus on over the coming year.

6. Overview and Scrutiny Work Programme 2010/11 (Pages 23 - 30)

Report of Head of Legal and Democratic Services

Summary

To update the Board on the Overview and Scrutiny Work Programme 2010/11.

Recommendations

The Resources and Performance Scrutiny Board is recommended to:

- (1) Note the current Resources and Performance Scrutiny Board element of the work programme for 2010/11 as set out at Appendix 1.
- (2) Note the agenda items for the 7 September 2010 meeting of the Resources and Performance Scrutiny Board.
- (3) Note the update on the Finance Scrutiny Working Group and Performance Scrutiny Working Group meetings.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or (01295) 221589 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 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 Natasha Clark, Legal and Democratic Services natasha.clark@cherwell-dc.gov.uk (01295) 221589

Mary Harpley
Chief Executive

Published on Monday 12 July 2010

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Agenda Item 4

Cherwell District Council

Resources and Performance Scrutiny Board

Minutes of a meeting of the Resources and Performance Scrutiny Board held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 15 June 2010 at 7.00 pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor David Hughes (Vice-Chairman)

Councillor Alyas Ahmed
Councillor Rick Atkinson
Councillor Maurice Billington
Councillor Tim Emptage
Councillor Neil Prestidge
Councillor Carol Steward
Councillor Martin Weir

Apologies for absence: Councillor Margaret Cullip
Councillor Douglas Webb

Officers: Gillian Greaves, Head of Housing Services
Mark Taylor, Housing Grants Team Leader
Natasha Clark, Senior Democratic and Scrutiny Officer

2

Declarations of Interest

There were no declarations of interest.

3

Urgent Business

There was no urgent business.

4

Minutes

The Minutes of the meetings held on 16 February 2010 and 19 May 2010 were agreed as a correct record and signed by the Chairman.

5

Disabled Facilities Grants ~ Briefing

The Chairman welcomed the Head of Housing Services and the Housing Grants Team Leader to the meeting.

The Chairman explained that this was an opportunity for the Board to learn more about Disabled Facilities Grants (DFGs) which had been considered by one of the budget scrutiny working groups as part of the 2010/11 budget scrutiny process. The topic has also been raised by Board Members as a potential topic for scrutiny in 2010/11. Following the discussion the Board would reflect on the evidence presented and if there were any issues that they wished to explore further, these should be added to the 2010/11 Work Programme.

The Head of Housing Services began by explaining that Disabled Facilities Grants are mandatory and as the as the housing authority Cherwell District Council has to meet its statutory duty to respond. The delivery of DFGs is also enshrined in the Councils priorities, including the Sustainable Communities Strategy, the Cherwell Housing Strategy 2005-11 and the Private Sector Housing Strategy which was adopted in March 2010. The Head of Housing Services highlighted that to address one of the Strategy's four priorities 'Support vulnerable people so that they can remain living in their own homes, and improve their health outcomes' a number of actions linked to DFGs had been developed. These included the need for a DFG policy to address prioritisation and allocation of resources and the development of practices and procedures to improve the efficiency and value for money for the DFG service.

The Housing Grants Team Leader advised the Board that applications were processed as they were received from the Oxfordshire County Council Occupational Therapists. The government's test of "fairness" applied to the assessment of need which is the responsibility of the Occupational Therapists and not a matter for the Housing team. Cherwell District Council cannot select or reject applications. All applications are capped at £30K and all are means tested except for disabled children under 19 years.

In terms of funding, the Board was advised that the DFG budget for 2010-11 was set at £950k. This was made up of a fixed £375k Government grant and £575k capital programme funding. It was not yet clear what, if any, impact the new Government's proposed cuts to public spending would have on DFGs.

The Housing Grants Team Leader explained that the Housing team were working with the Housing Association to explore ways for Registered Social Landlords (RSLs) to fund adaptations. At present only Charter had an obligation (under the terms of the stock transfer) to fund DFG related work and the current spend was about £350K each year. Historically this has not been the case with Banbury Homes, however, now that Charter and Banbury Homes have merged there will need to be a more equitable approach to meet the needs of the ex Charter and ex Banbury Homes residents.

The Board was advised that a significant volume of very small scale adaption work was undertaken by the Small Repairs Handyman. This was a very successful scheme that Cherwell District Council had been operating for a couple of years. Funding came from other grants and the work was not included in the DFG figures. Other local authorities were now replicating this scheme.

In response to questions from the Board, the Housing Grants Team Leader explained that Cherwell District Council was entirely reliant on Oxfordshire County Council for referrals. Therefore any delays at the County would affect Cherwell's ability to allocate and carry out work. The Head of Housing Services advised the Board that Cherwell was working with partners to improve the service to disabled people. Work was underway on a new joint strategy, the County Physical Disabilities Strategy, which will provide an opportunity for Cherwell, the County and the other Districts to contribute to shared objectives. It is anticipated that a draft will be ready in September 2010 for consultation with all stakeholders.

The Board commented that the development of both the "County Physical Disabilities Strategy" and Cherwell District Council's "Disabled Facilities Grants Policy" would contribute to an improved service. The Board agreed that they would nominate Members to meet with Housing Services Officers to consider aspects of the Disabled Facilities Grants Policy and that the Head of Housing Services be invited to a future meeting to present a draft version of the policy.

The Chairman thanked the Head of Housing Services and the Housing Grants Team Leader for attending the meeting and the detailed information provided. The Board thanked and commended the Housing Services staff for their hard work for the delivery of Disabled Facilities Grants which supported and assisted vulnerable members of the community.

Resolved

- (1) That Councillors Steward, Billington, Cullip and Ahmed be nominated to meet with Housing Services staff to consider aspects of Cherwell District Council's Disabled Facilities Grants Policy.
- (2) That the Head of Housing Services be invited to attend a future meeting of the Board to present a draft version of the Disabled Facilities Grants Policy.

6

Draft Overview and Scrutiny Annual Report 2009/10

The Board considered the Draft Overview and Scrutiny Annual Report 2009/10. The draft Annual Report contained information relating to the work of the Overview and Scrutiny Committee, the Resources and Performance Scrutiny Board and various Task and Finish Group reviews.

The Board noted that the production of an annual report was a constitutional requirement and that the Overview and Scrutiny Committee would consider the report at its meeting on 22 June 2010 and refer it to Council in July 2010.

Resolved

That the contents of the draft Overview and Scrutiny Board Annual Report 2009/10 be noted.

Appointment of Working Group Members

The Chairman welcomed Councillors Atkinson, Emptage, Hughes and Prestidge as new members of the Board.

The Board considered a report which set out proposals for the membership of the Finance Scrutiny Working Group and the Performance Scrutiny Working Group for 2010/11.

The Chairman advised the Board that following changes to the membership of the Resources and Performance Scrutiny Board there were currently two vacancies on both the Finance Scrutiny Working Group and the Performance Scrutiny Working Group. Members of the Board confirmed that they were happy to remain on the same working group for the coming year and agreed that the three new Board Members would fill the vacancies on the Working Groups.

Resolved

- 1) That the following Councillors be appointed to the Finance Scrutiny Working Group for 2010/11: Councillor Mawer (Chairman), Councillor Hughes (Vice-Chairman), Councillor Atkinson, Councillor Emptage, Councillor Tompson, Councillor Webb, Councillor Weir.
- 2) That the following Councillors be appointed to the Performance Scrutiny Working Group for 2010/2011: Councillor Hughes (Chairman), Councillor Mawer (Vice-Chairman), Councillor Ahmed, Councillor Billington, Councillor Cullip, Councillor Prestidge, Councillor Steward.

Draft Overview and Scrutiny Work Programme 2010/11

The Board considered the report on the draft overview and scrutiny work programme 2010/11 and made a number of observations. The Board acknowledged the need to take account of potential resource constraints and the boundaries of the District Council's responsibilities when determining the work programme. They noted that it was important to ensure that any scrutiny review would deliver tangible results for the benefit of the residents of the district.

Update to Work Programme Items 2009/10

The Board noted the update to the work programme items 2009/10 including the status of previous scrutiny reviews and proposed timescales for further updates and progress reports. The Board noted that Councillors Steward and Weir had previously been nominated to participate in the fees and charges review group. Members requested further information from Officers about the group to enable them to appoint a further participant at the July meeting.

Work Programme Items for 2010/11

Members of the Board had suggested a number of topics for inclusion on the 2010/11 work programme.

Disabled Facilities Grants

This had been considered at agenda item 5.

The Cost and Length of Planning Appeals

The Board noted that the Performance Scrutiny Working Group had previously raised this item when considering the quarterly Performance Management Framework data. Members requested the Scrutiny Officer to liaise with planning officers and the performance team to provide an update to the Performance Scrutiny Working Group at their next meeting.

The cost of Cherwell District Council employing external consultants

The Board agreed that this was an interesting issue and would consider it in more detail later in the year.

Resolved

- (1) That the Resources and Performance Scrutiny Board element of the draft Overview and Scrutiny Work Programme 2010/11 be noted.
- (2) That the update on items carried forward from the 2009/10 overview and scrutiny work programme be noted.
- (3) That Councillors Steward and Weir be nominated to participate in the fees and charges policy review group and that a further Member be nominated at the Board's July 2010 meeting.
- (4) That the items suggested for inclusion on the 2010/11 Work Programme be noted.

The meeting ended at 8.45 pm

Chairman:

Date:

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Resources & Performance Scrutiny Board

Report on the Council's Contract Management Procedures, Policies and Strategy

Tuesday 20 July 2010

Report of Head of Finance

PURPOSE OF REPORT

To explain the current contract management procedures in place across the Council and provide four upcoming tenders from which the Resources & Performance Scrutiny Board can choose one upon which to focus on over the coming year.

This report is public

Recommendations

The meeting is recommended to consider:

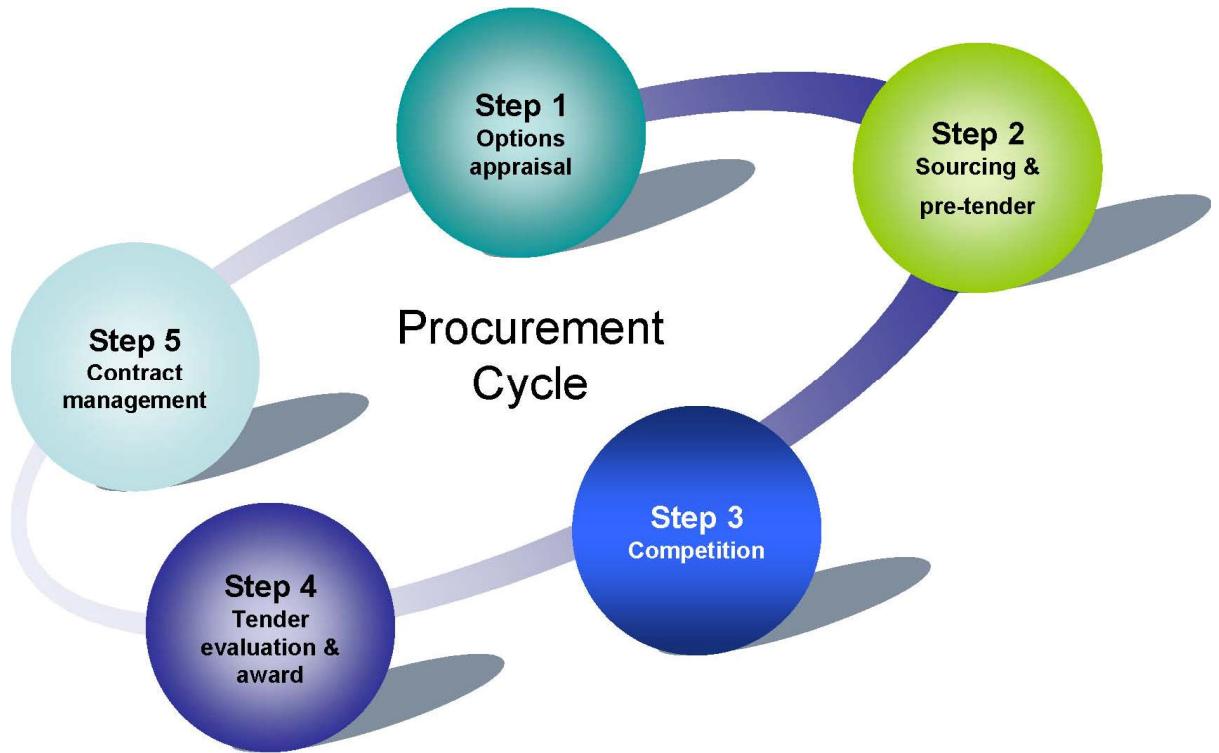
- (1) The current contract management procedures in place;
- (2) Choosing one of the four upcoming tenders put forward upon which the Board can focus on over the coming year.

Details

Introduction

- 1.1 The Council has exploited the benefits of contemporary procurement practice by investing in the formation of a Corporate Procurement Team in 2008 that operates under an innovative "invest to save" initiative, with annual targets ensuring the operation is both "self funding" and providing additional returns.
- 1.2 Procurement has a very strong link with finance, contract management, compliance and efficiencies and so the Council positioned the Corporate Procurement Team within finance under the direction of the Head of Finance.
- 1.3 The Corporate Procurement Team have been increasingly successful in driving home the point that procurement is the cradle to grave, whole lifetime

process of acquiring goods, services and works for the Council and (as per the diagram below) that contract management is a vital part of the procurement process and as much a key to the success of a project as the letting of the contract itself.



- 1.4 However, in spite of successes in the adopting of robust contract management procedures in areas such as the supply of agency staff, vehicle spare parts, the provision of the Banbury Health Centre and the outsourcing of the Council's internal audit services, similar to the vast majority of local authorities, contract management continues to be an area that requires development. In recognition of this need one of the ten key action points for the 2010/11 Corporate Procurement Action Plan is the clarification and improvement of the Council's contract management function.
- 1.5 This brief report aims to outline from a corporate procurement aspect where we are and provide four contracts from which the Resources and Performance Scrutiny Board can choose one (or more if the Board so desires) upon which to focus over the coming year.

Where we are now

- 1.6 For all projects where procurement are involved contract management is included in the stakeholder questionnaire, used at project inception meetings, to emphasize the importance of considering performance management within the tendering process, within the specification, the terms & conditions and the bidder's response document.
- 1.7 Contract management activities can be broadly grouped into three areas.
 - *Service delivery management* ensures that the service is being delivered as agreed, to the required level of performance and quality.

- *Relationship management* keeps the relationship between the two parties open and constructive, aiming to resolve or ease tensions and identify problems early.

- *Contract administration* handles the formal governance of the contract and changes to the contract documentation.

All three areas must be managed successfully if the arrangement is to be a success.

- 1.8 Contract management procedures across different contracts vary depending up the needs of the service and by whom the contracts have been set up. There are a lot of very good contract management procedures and performance mechanisms in place across service areas, but to date there has not been a corporate approach or consultation to ensure onward going best practice and a culture of lessons learnt.
- 1.9 Moving forward the Procurement team together with the Assured Services Manager are undertaking a consultation exercise with the objective of putting forward a corporate plan and accompanying quick reference manual to help further develop contract management across the Council.

Tenders on which to focus

- 1.10 The following contracts are suggestions – copy of current contracts register attached for view of all contracts currently declared to procurement with a lifetime value of £10,000 and above:
 - Bodicote Old House Refurbishment – procurement process just under way.
 - Buildings Maintenance – there are no formal contracts in place, as work is currently quoted for on an individual basis. This new tender – scheduled to be in place for 31st March 2011 will commence with a combined market engagement and supplier development workshop – aiming for early September 2010.
 - Supply of Tyres for Vehicle Fleet – the re-tender date has been extended while an additional options appraisal is undertaken with the aim of having the contract in place for 1st January 2011.
 - Landscape Maintenance – the new contract isn't due to be in place until 1st April 2012 but due to complexity of working with other parties the process is due to start in earnest in December 2010.

Proposals

- 2.1 The Procurement Manager's recommendation is that the Resources & Performance Scrutiny Board focus on the new Buildings Maintenance contract as they will be able to see how the process – including options appraisal – is undertaken from start to finish with the final focus on contract management.

Conclusion

3.1 Contract Management is an area ripe for development and forms one of the key milestones of the contract process. Additional savings in respect of Council staff resources, streamlining of process, more efficient delivery of the service and reduced expenditure over the lifetime of the contract can be achieved if contract management is included in the options appraisal stage and carried through to contract management fulfilment.

Implications

Financial: Financial Effects: There are no adverse financial effects on the Council by implementing the Corporate Procurement Strategy and Action plan 2010/11 and the accompanying contract management procedures.
Comments to be checked by Karen Curtin, Head of Finance, 01295 221551.

Legal: Legal work very closely with procurement to ensure that our processes are compliant and not open to challenge and the Action Plan is compliant with the recently revised Contract Procedure Rules.
Comments to be checked by Liz Howlett, Head of Legal and Democratic Services/Monitoring Officer 01295 221686

Risk Management: If the Council fails to continue to support the implementation of the programme of activities in respect of procurement, there is a risk efficiency savings will not be achieved. A number of the actions relate to developing good practice for the commissioning of goods and services, by implementing sophisticated procurement practices as well as using market intelligence the Council will be able to fully demonstrate it has strategies in place to consistently secure value for money.
Comments to be checked by Karen Curtin, Head of Finance, 01295 221551.

Wards Affected

All

Corporate Plan Themes

An Accessible, Value for Money Council

Executive Portfolio

Councillor James Macnamara
Portfolio Holder for Resources and Communications

Document Information

Appendix No	Title
Appendix 1	Contracts Register
Background Papers	
Corporate Procurement Strategy and Action Plan for 2010/11	
Report Author	Viv Hichens, Corporate Strategic Procurement Manager
Contact Information	01295 753747 viv.hichens@Cherwell-dc.gov.uk

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Contracts Register (all contracts >£10,000)

May-10

* Please refer to the Red Tab/ User Guide for comment on information required

Version 1.0

Category	Contract Description	Provider	Contract type	Is contract let in partnership with any other authorities	If partnership, who is lead authority ?	If procured via OGC, ESPO, YPO etc, which arrangement ?	Does the contract have agreed terms and conditions ?	Total contract value (tcv)	Contract start date	Contract end date	Contract extension period available?	Service Area	Client Lead Officer	Provider contact	Performance comments	Queries and Responses
Advertising Services	Advertising	Penna/Barkers	Service	Yes Oxfordshire Councils	Oxfordshire County Council	ESPO	Yes	tcv £280,000 (1 year)	Apr-09	Mar-11	12 months	HR	A Scott	Sharron Fowler	Require more proactive input into recruitment advertising. Public Notices to be scrutinised further to corporate adoption of contract via EMT in May 2010	
Agency Staff	Agency Staff	Champion	Service	Yes Oxfordshire Councils	Oxford City	NA		tcv £1,000,000 (3years)	Apr-07	Jul-10	Extended to Dec 2010	HR	A Scott	Dawn Halford		May 10 - re-tender advert only placed at end of May. Liaising with Oxford City Council over schedule & will require waiver to extend by up to a further 6 months beyond 1st August 2010 renewal date.
Civil Engineering Construction Works	Construction of parking spaces at Sandford Green, Prescote Road and near 308/312 Bretch Hill	Highway Construction	Works	No	N/A	N/A	Yes	tcv £92,000 (1 year)	Aug-08	Oct-08	no	BCES	Tony Brummell	Hayden Morris 01327 511513	Contractor is known to us having worked on several previous construction schemes. No potential issues based on previous performance.	Work substantially complete. In maintenance.
Computer and Related Services	Wide Area Network for Sports Centres and other sites	In agreement with Oxfordshire County Council	Services (Network)	OCC	OCC		Annual Limited SLA (under review)	35,000		Will be renewed in Feb 09		IS	?	OCC	Under Review but as this is a shared service has political implications	Is being replaced by new Cable and Wireless circuit / contract - full details to follow.
Computer and Related Services	Firewall Managed Service	Star Internet Ltd	Services Support				Annual	6500	2001	Jan-09		IS	?	Richard Young 0871 641 2184.	Intention is to terminate this in favour of inhouse management	Will be terminated Jan 09 - then in-house
Computer and Related Services	Database Support (Oracle & SQL)	Welldata	Database Support				Annual	21378	Mar-07	Mar-10		IS	?	sean.rodgers@welldata.co.uk tel: 0870 066 3481	Renewed following quotes and service cover - they provide most flexible	

Contracts Register (all contracts >£10,000)

May-10

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Version 1.0

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Computer and Related Services	Internet Connection	Star Internet Ltd	Service	No			No	tcv £108,000 (4 years)	Aug-05	Jan-09		IS	?		Extra services added through the years.	Will be terminated Jan 09 - then in-house
Computer and Related Services	Provision of Online Subscriptions	Lexis Nexis	Subscription to Online Services	No	N/A	N/A	Yes	tcv £57,600 (3 years)	Apr-07	Mar-10		Legal	Liz Howlett		Served Notice - Hoping to go with Oxfordshire-wide joint procurement after Mar 10. In the process of arranging an agreement elsewhere	
Computer and Related Services	Oxfordshire Business Database - data provision	Cardwell	Database Support	Yes	OCC		Yes	£24,750	Mar-08	Feb-11	Yes	Planning Housing and Economy	Steven Newman	Ian Merriman		CDC contribution - data refresh £600 p.a. + service fee £2,376 yr 1, £1,188 yr2, £0 yr 3.
14	Website Design	Oculus Design	Service	No	n/a	n/a	Yes	£25,000	Jan-09	Dec-12		Planning Housing and Economy	Karen Matthews	Lisa Browne		
Construction and Civil Eng	Highway Paving Parsons St/Market Pl Banbury	Miletree Construction	NEC	No			Yes	Approx £1m	Jul-09	May-11	n/a	BCES	Lisa Chaney/Tony Brummell			
Consultancy Services	Consultancy SW Bicester Urban Ext	Drivers Jonas LLP	Consultancy Services	OCC	CDC	N/A	Yes	£18,000	Jun-09	Aug-09		Planning, Housing and Economy	Jenny Barker	Nigel Durman	fulfilled - however still providing some advice for us	CONTRACT COMPLETE
Consultancy Services	Landscape Capacity & Sensitivity Assessment	Halcrow	Services	No			Yes	£25,471	Jun-09	Apr-10	No	Planning Policy & Economic Development	Sharon Whiting	Kate Fox		
Consultancy Services	Retail Study	CB Richard Ellis	Services	No		N/A	Yes	£17,000	Mar-10	Jun-10	N/A	Planning Policy & Economic Development	Lisa Chaney	Nick Diment		

Contracts Register (all contracts >£10,000)

May-10

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Version 1.0

Category	Contract Description	Provider	Contract type	Is contract let in partnership with any other authorities	If partnership, who is lead authority ?	If procured via OGC, ESPO, YPO etc, which arrangement ?	Does the contract have agreed terms and conditions ?	Total contract value (tcv)	Contract start date	Contract end date	Contract extension period available?	Service Area	Client Lead Officer	Provider contact	Performance comments	Queries and Responses
Consultancy Services	Structural Engineering Consultancy	Monson Engineering Ltd	Service	No				tcv £90,000 (3 years)	Sep-08	Sep-11			Tony Brummell	Charles Taylor 01491 823475		
Consultancy Services	Retail development consultancy	CB Richard Ellis	Service	no			yes	Retainer - 10,000 per quarter period uncertain	Sep-05	when terminated	not applicable	Estates	David Marriott	Malcolm Hewines 020 7182 2135 Malcolm.hewines @cbre.com	Good	Ongoing work - the contract relates to the Bicester Town Centre scheme, and that scheme has been delayed.
Consultancy Services	Canalside SPD	LDA Design	Services	No		N/A	Yes	£59,594	Mar-09	Summer 10	Yes	Planning Policy & Economic Development	Chris Thom	Neil Homer		
Consultancy Services	Civil Engineering Consultancy	Grontmij Ltd	Consultancy Services	No	N/A	N/A	Yes	tcv £120,000 (4 years)	Sep-08	Sep-11	1 year	BCES	Tony Brummell	John Clark-Hughes 0121 711 6600	None at present. Contract only just starting	
Partnership Services	Corporate Consultation Programme	The Oxford Research Agency	Consultancy Services	No	N/A	N/A	Yes	tcv £90,000 (3 years)	Jun-09	May-12		Corporate strategy, performance and partnerships	Claire Taylor	Claire Tyrell-Williams		
15	Develop the Sustainable Communities	Regenworks		No				tcv £70,000 (1 year)	Oct-08	Dec-09		Corporate strategy, performance and partnerships	Claire Taylor			
Consultancy Services	Pay Modelling/Job Evaluation	Northgate - Arinso	?	No			Not yet been agreed	tcv £69,000 (6yrs)	Early 09	Early 2014	Yes	HR	Paula Goodwin	?		
Consultancy Services	Development monitoring surveyor services	CB Richard Ellis	consultancy services	no			yes	£20k approx	Mar-10	When development complete	N/A	Regeneration and Estates	David Marriott	Mark Rahim	No work undertaken yet	Consultancy Services
Consultancy/G LPC Software Services	Job Evaluation	Northgate - Arinso	?	No			Yes	tcv £105,000 (6 yrs)	Nov-08	Oct-13	Yes	HR	Paula Goodwin	?		
Consultancy/G LPC Software Services	Performance Management Software and Consultancy	Inphase Ltd	Services	No	n/a	n/a		£9176 maintenance plus £1500 per day consultancy when required	Jun-07	May-17		Corporate strategy, performance and partnerships	Claire Taylor			

Contracts Register (all contracts >£10,000)

May-10

* Please refer to the Red Tab/ User Guide for comment on information required

Version 1.0

Category	Contract Description	Provider	Contract type	Is contract let in partnership with any other authorities	If partnership, who is lead authority ?	If procured via OGC, ESPO, YPO etc, which arrangement ?	Does the contract have agreed terms and conditions ?	Total contract value (tcv)	Contract start date	Contract end date	Contract extension period available?	Service Area	Client Lead Officer	Provider contact	Performance comments	Queries and Responses
Education & Vocational Services	To provide a full programme of performances events and activities covering all major art forms and for all age groups	The Mill Arts Centre, Banbury	Partnership Agreement - funding secured only via an annual grant application process	Oxfordshire County Council and The Mill Management Committee	Oxfordshire County Council	N/A	Contained within the Partnership Agreement & CDC's Grants for the Arts	£38475 Annual Arts Grant	Apr-04	At each annual review it will be extended by one, so that it consistently applies to a 3 year period	Yes - extended until March 2011	Arts Development	Nicola Riley	Tony Snee, 01295 252050 tony.snee@oxfordshire.gov.uk	CDC officers and Members attend Management Committee Meetings; The Mill has only just reopened after the summer floods	
Energy	Supply of Electricity	Scottish and Southern	Supply Goods	No	N/A	N/A	Yes	tcv £295,966 (over 2 yrs)	Oct-09	Oct-11	No		Ken Fowler			
Energy	Supply of Mains Gas	Npower	Supply Goods	No	N/A	N/A	Yes	tcv £188,751 (over 3 yrs)	Oct-09	Oct-12	No		Ken Fowler			
Facilities Management and Security Products	Legionella monitoring & control for 7 CDC	SMS Environmental	renewable on annual basis	no	n/a	n/a	A few as stated on quote	tcv £26,000 (2 years)	Oct-07	Sep-08	Yes extended to Sept-09	Business Services	David Wade	Billy Tapping 0118 9306348	Excellent service and liaison	
Facilities Management and Security Products	Catering Services	Flying Aubergine	Contract for services to be provided to us	No		n/a	yes	tcv - income - £50,000 (5 years)	Jan-08	Jan-13		Recreation and Health	Nicola Riley			
Facilities Management & Security Products	Collection of cash and cheques from all 4 cash offices, sports centres and the museum	Contract Security Services Ltd	Contract for services to be provided to us	No	not applicable	not applicable	Yes	£225,323	Jul-07	Jul-10		Finance	?	James Horton Corporate Relationship Manager Contract Security Services Ltd M:+44 07715 992419 P:+44(0) 208 7520160 E:jamesh@contractsecurity.co.uk		
Facilities Management and Security Products	Collections Care, storage, exhibition support - Banbury Museum	Oxfordshire County Council	Service Level Agreement	No	N/A		There is an agreement	22k	Annual, and ongoing			Museum	Simon Townsend	Christiane Jeuckens	Excellent.	
Facilities Management and Security Products	Cleaning - Banbury Museum	Thames Valley Cleaning	Service	No	N/A	N/A	There is a specification	tcv £8311 (1 yr)	Nov-09	Nov-10	1 year	R&H	Simon Townsend	Roy Wakeman		

Contracts Register (all contracts >£10,000)

May-10	* Please refer to the Red Tab/ User Guide for comment on information required																
Category	Contract Description	Provider	Contract type	Is contract let in partnership with any other authorities	If partnership, who is lead authority ?	If procured via OGC, ESPO, YPO etc, which arrangement ?	Does the contract have agreed terms and conditions ?	Total contract value (tcv)	Contract start date	Contract end date	Contract extension period available?	Service Area	Client Lead Officer	Provider contact	Performance comments	Queries and Responses	
Facilities Management and Security Products	Management of 3 sports centres	Parkwood	DBOM	No		NA	Yes	tcv £26,000,000 (25 years)	Dec-09	Dec-34		R&H	Paul Marston Weston				
Facilities Management and Security Products	Installation of Christmas Lights	ARB	Works	No	N/A	N/A	Yes	tcv £119265 (3 yrs)	Oct-09	Mar-12	Yes	SS & LS	Paul Almond	Abigail Tether	Satisfactory		
Facilities Management and Security Products	Operation of Michelmas Fair	Bob Wilson Fun Fairs	Service	No	N/A	N/A	Yes	tcv £90,000 (5 years)	Jan-08	Jan-13	No	Urban and Rural	Paul Almond	Mr Wilson	Good		
Facilities Management and Security Products	Management of WGLC	Parkwood	Cost Plus	No		N/A	Yes	Cost plus but approx £100K - £130K per annum	Apr-09	Mar-11		R&H	Sharon Bolton				
Page 17	Rural Housing Enablement	Oxfordshire Rural Communities Council (ORCC)	Partnership	Yes other district councils across the country	Joint	N/K	No SLA in place. Produce and monitor the Rural Housing Enablers annual workplan	£6,600 per yr		Mar-09	To be extended subject to RSCPZ year funding stream being continued	Strategy Housing Team	Martyn Swan	Ann Tweney 01865 883488			
Housing	Housing Study	Three Dragons	Supply Goods	No	N/A	N/A	Yes	tcv £10,000 (1 year)	Jun-09	Jun-10	1 year	Housing	Kate Winstanley	Dr Golland 01664 840 181 drajg@btopenworld.com			
Housing	Financial Toolkit	Three Dragons	Supply Goods	No	N/A	N/A	Yes	tcv £36,000 (3 years)	Jun-09	Jun-11	1 year	Housing	Kate Winstanley	Dr Holland			
Insurance, Banking and Financial	Internal Audit	PWC	Services	Yes	Joint with Oxford City	N/A	Yes	tcv £750,000 (5 years)	Apr-09	May-12	2 years	Finance	Liz Howlett	Chris Dickens			
Insurance, Banking and Financial	Finance System Maint Contract	Agresso	Services	No	N/A	N/A	Yes	£13,347	Oct-07	Mar-09		Finance	Karen Curtin	Tony Press 01275 377200	Contract No 1905AM07/08(800549) Support provided is generally poor in terms of response times and availability		

Contracts Register (all contracts >£10,000)

May-10

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Version 1.0

Category	Contract Description	Provider	Contract type	Is contract let in partnership with any other authorities	If partnership, who is lead authority ?	If procured via OGC, ESPO, YPO etc, which arrangement ?	Does the contract have agreed terms and conditions ?	Total contract value (tcv)	Contract start date	Contract end date	Contract extension period available?	Service Area	Client Lead Officer	Provider contact	Performance comments	Queries and Responses	
Insurance, Banking and Financial	HR/Payroll	Frontier	Service	No	No	NA	Yes	tcv £184,000 (7 years)	Oct-06	Oct-11	2 Years	Finance	Karen Curtin	Vaughan Fletcher	Issues with performance against contract. Meeting October to discuss	Ongoing contract	
Insurance, Banking and Financial	Revenues & Benefits Back Office Functions	Capita Business Services Ltd	Service	No	n/a	n/a	Yes		Feb-10	Jan-15	Up to 2 years	Finance	Lauretta Vitalis	Andrew Ormerod			
Insurance, Banking and Financial	Insurance	Zurich Municipal	Tender, to date via brokers every 5 yrs	No	n/a	n/a	Yes	tcv £1,300,000 (5 yrs)	Apr-06	Mar-11		Exchequer	Rosemary Watts	Jerry Fox	Overall good. Good liaison. Bullish in claims handling		
Legal and Professional	Legal Advice	Sharpe Pritchard	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug 05 but CDC signed up April 07	Jul-10	Option to Extend for Further 2 Years	Legal	Liz Howlett		bmaclean@sharpepritchard.co.uk - 020 7405 4600	Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010	
18	Legal and Professional	Legal Advice	Davitt Jones Bould	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug 05 but CDC signed up April 07	Jul-10		Legal	Liz Howlett		madeleine.davitt@djb law.co.uk 01823 279279	Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010
	Legal and Professional	Legal Advice	Darbys	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug-05	Jul-10		Legal	Liz Howlett		jkennedy@darbys.co.uk 01865 811700	Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010
	Legal and Professional	Legal Advice	Wilbrahim/ Cobbets	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug-05	Jul-10		Legal	Liz Howlett		alison.falshaw@cobbets.co.uk 0845 404 2404	Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010
	Legal and Professional	Legal Advice	Veale Wasbrough	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug-05	Jul-10		Legal	Liz Howlett		Sjamieson@VWL.co.uk	Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010
	Legal and Professional	Legal Advice	Steeles	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug-05	Jul-10		Legal	Liz Howlett		FMcMahon@steeleslaw.co.uk	Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010

Contracts Register (all contracts >£10,000)

May-10	* Please refer to the Red Tab/ User Guide for comment on information required																
Category	Contract Description	Provider	Contract type	Is contract let in partnership with any other authorities	If partnership, who is lead authority ?	If procured via OGC, ESPO, YPO etc, which arrangement ?	Does the contract have agreed terms and conditions ?	Total contract value (tcv)	Contract start date	Contract end date	Contract extension period available?	Service Area	Client Lead Officer	Provider contact	Performance comments	Queries and Responses	
Legal and Professional	Legal Advice	Wright Hassall	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug-05	Jul-10		Legal	Liz Howlett		carol.matthews@wrighthassall.co.uk	Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010	
Legal and Professional	Legal Advice	Weightmans	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug-05	Jul-10		Legal	Liz Howlett		Mark.whittaker@weightmans.com 020 7067 4506	Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010	
Legal and Professional	Legal Advice	Spratt Endicott	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug-05	Jul-10		Legal	Liz Howlett			Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010	
Legal and Professional	Legal Advice	Kent Jones Done	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug-05	Jul-10		Legal	Liz Howlett		kate.levy@kjdc.co.uk	Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010	
Legal and Professional	Legal Advice	Paris Smith Randall	Framework Agreement	Yes	CDC	N/A	Yes	Hourly Rates	Aug-05	Jul-10		Legal	Liz Howlett		Nick.Vaughan@parissmith.co.uk	Extended by two years to Jul 10. City are retendering this call off contract - intend to award August 2010	
Legal and Professional	Technical advice for SCM	Gleeds Project Management		No				Hourly Rates	Apr-08	May-10							
Legal and Professional	Technical advice for WGLC	Gleeds Project Management		No				Hourly Rates	Apr-08	Aug-09							
Maintenance Services	M&E maintenance ie. boilers & air con for 7 CDC properties	Barker & Evans	Term Contract (nb 2yr ext to prev 3yr)	no	n/a	n/a	yes	tcv £41,000 (2 years)	Jul-07	Extended to June-10		Business Services	David Wade	Andrew Barker 01295 251683	Very good performance & excellent liaison local provider (air con sub-contracted)		
Maintenance Services	Fire and Intruder alarms - service & main. For 5 sites (7 individual contracts)	ADT	Renewable on annual basis	no	n/a	n/a	yes	tcv (10,000) (annual spend)	Various renewal dates	Extended		Business Services	David Wade	Mike Burrell 01442 426400	Average service and poor liaison		
Maintenance Services	CCTV Monitoring Equipment	Quadrant Security Group	Services	Yes	CDC	n/a	Yes	tcv £60,000 (2 years)	Apr-10	Mar-12	Yes - 1 year	SCCD	Mike Grant	Amanda Pretty			

Contracts Register (all contracts >£10,000)

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Category	Contract Description	Provider	Contract type	Is contract let in partnership with any other authorities	If partnership, who is lead authority ?	If procured via OGC, ESPO, YPO etc, which arrangement ?	Does the contract have agreed terms and conditions ?	Total contract value (tcv)	Contract start date	Contract end date	Contract extension period available?	Service Area	Client Lead Officer	Provider contact	Performance comments	Queries and Responses	
Maintenance Services	Community TV	CCN	Service	no	N/A	Called off Sunderland Council	Yes	tcv £36,000 (2 years)	Sep-09	Aug-11		SCCD	Mike Grant	Mike Ashfield			
Maintenance Services	Bedding Supply Contract	Fresh Acres Nurseries	Supply Goods	No	N/A	N/A	Yes	tcv £125,000 (3 years)	Jan-08	Dec-10	No	SS & LS	Paul Almond	Matthew Carroll	Good		
Miscellaneous Services	Off-Site Storage	Box-It	Service	No	n/a	ESPO	Yes	tbc	Mar-10	Aug-12			Angie Long	Stephen Hurling			
Maintenance Services	Landscape Maintenance Services	Continental Landscapes Ltd	Performance & Frequency	No	N/A	N/A	Yes	tcv £5000000 (6 years)	Apr-06	Mar-12	No	SS & LS	Paul Almond	Nick Broad	Good		
Maintenance Services	CCTV Monitoring Equipment	Quadrant Security Group	Services	Yes	CDC	n/a	Yes	£60,000 (2 years)	Apr-10	Mar-12	Yes - 1 year	SCCD	Mike Grant	Amanda Pretty			
Miscellaneous Services	Concessionary Travel - Astra	1802 PC Environment	Services	No	N/A	N/A	tba	tba	tba	tba		Community Development	Shirley McAneny	Roger Allard 01536 266883	Good		
Miscellaneous Services	Glass/Bottle Collection service	Thamesdown Recycling	Services	No	N/A	N/A	Yes	tcv £258,000 (3 yrs)	Feb-09	Jan-11	Yes - 1 year	Env Servs	Stuart Cruickshank	Steve Bennett	Good		
Miscellaneous Services	Pest Control	SDK Environmental						tcv £120,000 (3 yrs)	Apr-08	Mar-11		Env Servs	Ed Potter				
Miscellaneous Supplies	Supply of water	PHS Water Logic	Supply Goods	No	N/A	N/A	Yes	tcv £50,000 (5 years)	Mar-09	Mar-12	Yes - 2 years	Procurement	Angie Long	Wendy Sandilands	Excellent		
Miscellaneous Supplies	Supply of furniture	Streamline	Supply Goods	No	N/A	N/A	Yes	tcv £50,000 (5 years)	Mar-09	Mar-12	Yes-2 years	Procurement	Angie Long	Mark Steele	Excellent		
Miscellaneous Supplies	Supply of vehicle spare parts	Frenco	Supply Goods	No	N/A	N/A	Yes	tcv £350,000 (5yrs)	Apr-09	Mar-12	Yes - 2 years	Env Servs	Stuart Cruickshank	Wally Semowonyk	Excellent		
Miscellaneous Supplies	Tyre Supply	Tyre Rite						tcv £300,000 (3yrs)	Nov-07	Nov-09	Yes - extended by one year to Nov 10	Env Servs	Ed Potter		Joint tender with Oxford City	Talking to Procurement about re-tendering in summer.	
Miscellaneous Supplies	Bio-Diesel	Harvest Energy Ltd	Supply Goods	Yes - Oxford City	CDC	Pro-4 (CBC) Framework	Yes	c. £500,000 p.a.	May-10	Sep-11	No	Env Servs	Stuart Cruickshank	Simon Davis - 0207 2918666			
Miscellaneous Supplies	PPE/Uniforms	Arco	Goods	No	n/a	ESPO	Yes	tbc	Mar-10	Mar-11		Procurement	Angie Long	Paul Morrison			
Stationery, Consumables and Print	Distribution of Cherwell Link	Product Development Corporation	Distribution of Cherwell Link magazine	No	N/A	N/A	Yes	c£12,000	Apr-10	Mar-11	tbc	Communications	Gill Butterworth				

Contracts Register (all contracts >£10,000)

May-10

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Version 1.0

Category	Contract Description	Provider	Contract type	Is contract let in partnership with any other authorities	If partnership, who is lead authority ?	If procured via OGC, ESPO, YPO etc, which arrangement ?	Does the contract have agreed terms and conditions ?	Total contract value (tcv)	Contract start date	Contract end date	Contract extension period available?	Service Area	Client Lead Officer	Provider contact	Performance comments	Queries and Responses
Stationery, Consumables and Print	Corporate stationery	Lyreco	Supply Goods	Yes	Oxfordshire County Council	CBC	Yes	tcv £375,000 (5 yrs)	Aug-09	Jul-13	Yes 1 year	Procurement	Ken Fowler/ Angie Long	Steve Mcausland	Good performance overall/toners over-priced, occasional lapses from Acc. Manager	
Stationery, Consumables & Print	Additional Stationery items	Cherwell Office Supplies	Goods	No	n/a	n/a	Yes	tcv £40k	Jan-10	Dec-11	Yes - 1 year	Procurement	Angie Long	Keith Buckland	Excellent	
Transport & Parking Services	Smaller vehicles	Variety						Varies	Apr-08	Mar-10		Env Servs	Ed Potter		Purchased thro ESPO	
Waste Disposal	Mixed dry recyclables	Cutts Bros						tcv £1,500,000 (6yrs)	Feb 06 -	Feb-11	Extended by 1 year with 1 further possible 1 year extension from Mar -11	Env Servs	Ed Potter		Gate fees to be reviewed June 2010	
Waste Disposal	Composting contract	Agrivert						£200k/ year approx	Sep-06	Sep-09	Yes	Env Servs	Ed Potter		Superseded by County contract with intro of food recycling	
Waste Disposal	Composting contract	Land Networks						£60k/ year approx	Sep-06	Sep-09		Env Servs	Ed Potter		Superseded by County contract with intro of food recycling	
Waste Disposal	Wheelie Bins	MGB	Supply of wheelie bins					£150k/ year approx				Env Servs	Ed Potter		Re-tender underway for 1 July 2010 award	
Waste Disposal	Refuse collection vehicles	Dennis Eagle				ESPO	Yes	Varies		tbc		Env Servs	Ed Potter		Purchased thro ESPO	
Waste Disposal	Sacks	Gelpack				YPO		£20k year				Env Servs	Ed Potter		Purchased thro YPO	

Cell: B3

Comment: Contract Description - please provide a short description of the contract e.g. Council- wide waste bins

Cell: C3

Comment: Provider - please enter the name of the contractor/ provider

Cell: D3

Comment: Contract type - Please state whether this is a contract for goods/ works/ services. Also state whether it is a framework agreement?

Cell: E3

Comment: Partnership - please state whether the contract has been let as part of a consortium with other Councils. See separate column for contracts procured via OGC and Buying Consortia.

Cell: G3

Comment: please state whether OGC/ Buying Consortium or N/A

Cell: H3

Comment: Contract terms - these will be the written conditions on which business is transacted between the Council and the provider.

Cell: I3

Comment: Total contract value - this should be the total cost to CDC of the contract for the full length of the contract. The figure should include any extension periods already in place as well as VAT. It should not be the per annum cost.

Cell: J3

Comment: Contract Start Date - please refer to terms and conditions.

Cell: K3

Comment: contract end date - please refer to contract terms and conditions.

Cell: M3

Comment: Service Area - Normally this should be your service area - i.e. the service area within CDC that is responsible for setting up the contract.

Cell: N3

Comment: Client Lead Officer - The council officer responsible for the day to day management and performance of the contract. Please include their contact telephone number.

Cell: O3

Comment: Provider contact - who is the named individual in the providing organisation responsible for the contract. Please include contact telephone number and e-mail address.

Cell: P3

Comment: Performance - please provide your comments on effectiveness of provider. Key areas of concern are timeliness, quality, client/ contractor liaison

Resources & Performance Scrutiny Board

Overview and Scrutiny Work Programme 2010/11

20 July 2010

Report of Head of Legal and Democratic Services

PURPOSE OF REPORT

To update the Board on the Overview and Scrutiny Work Programme 2010/11.

This report is public

Recommendations

The Resources and Performance Scrutiny Board is recommended to:

- (1) Note the current Resources and Performance Scrutiny Board element of the work programme for 2010/11 as set out at Appendix 1.
- (2) Note the agenda items for the 7 September 2010 meeting of the Resources and Performance Scrutiny Board.
- (3) Note the update on the Finance Scrutiny Working Group and Performance Scrutiny Working Group meetings.

Details

1 Overview and Scrutiny Work Programme 2010/11

- 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 June 2010.

2 Resources and Performance Scrutiny Board Meeting of 7 September 2010

Partnerships: Cherwell Safer Communities Partnership

2.1 At the June 2009 meeting of the Resources and Performance Scrutiny Board, Members agreed that the Cherwell Safer Communities Partnership would be an appropriate subject for partnership scrutiny for the last quarter 2009/10.

2.2 The scrutiny review was intended to link in with a value for money review of the Partnership. The Board was advised that value for money review had been delayed and agreed in February 2010 to roll the item forward to the 2010/11 work programme.

2.3 The Board will wish to note that the Chairman of the Cherwell Safer Communities Partnership (Mary Harpley), the Cherwell Local Police Area (LPA) Commander (Superintendent Howard Stone) and the Head of Safer Communities, Urban and Rural Services to brief Members on the Cherwell Safer Communities Partnership. This will also be an opportunity for the Board to consider the approach to a scrutiny review of the Cherwell Safer Communities Partnership.

Budget Scrutiny 2010/11

2.4 The Head of Finance will be present at the meeting on 7 September and together with the Chairman will facilitate a discussion about the approach and schedule for budget scrutiny for 2011/12.

Partnerships: Oxfordshire Rural Community Partnership

2.5 In 2009/10 the Board scrutinised the Council's partnership with Oxfordshire Rural Community Council. All of the Board's recommendations were accepted by the Executive in April 2010. A report updating Members on progress against the recommendations will be submitted to the Board's September meeting.

3 Finance Scrutiny Working Group and Performance Scrutiny Working Group ~ Update

Finance Scrutiny Working Group

3.1 The Finance Scrutiny Working Group met on 12 July to consider the latest financial indicators, the 2009/10 revenue outturn and carry forward items and Capital outturn and detail and the end of project appraisal for the sports centre modernisation project.

3.2 Members of the Group will advise the Board of any issues that arose from the meeting that the Board should consider.

Performance Scrutiny Working Group

3.3 The Performance Scrutiny Working Group meeting scheduled for 29 June 2010 was postponed. The meeting will be rescheduled for the end of July to enable Members to meet with Officers from Planning and the

Improvement teams to consider the draft Value for Money report for Development Control.

4 Future Meetings Schedule

Resources & Performance Scrutiny Board	7 September 2010, 7.00pm 12 October 2010, 7.00pm 7 December 2010, 7.00pm 11 January 2011, 7.00pm 1 March 2011, 7.00pm
Finance Scrutiny Working Group	28 September 2010, 6.30pm 30 November 2010, 6.30pm 28 February 2011, 6.30pm
Performance Scrutiny Working Group	July 2010 Date TBC 2010, 6.30pm 21 September 2010, 6.30pm 23 November 2010, 6.30pm 9 February 2011, 6.30pm
Overview and Scrutiny Committee	20 July 2010, 6.30pm 21 September 2010, 6.30pm 26 October 2010, 6.30pm 14 December 2010, 6.30pm 25 January 2010, 6.30pm 8 March 2010, 6.30pm

Implications

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 221982

Legal: There are no legal implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.

Comments checked by Paul Manning, Solicitor, 01295 221691

Risk Management: 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.

Comments checked by Rosemary Watts, Risk Management & Insurance Officer 01295 221566

Wards Affected

Each scrutiny review will identify the wards affected

Corporate Plan Themes

Each scrutiny review will identify the relevant corporate plan themes

Document Information

Appendix No	Title
Appendix 1	Overview and Scrutiny Work Programme 2010/11
Background Papers	
None	
Report Author	Natasha Clark, Senior Democratic & Scrutiny Officer
Contact Information	01295 221589 Natasha.clark@Cherwell-dc.gov.uk

Overview & Scrutiny Work Programme 2010/11

Title	Committee	Comments	Meeting			
			July	Sept	Oct	Later
Scheduling – to identify and agree potential topics for scrutiny						
Breaking the Cycle of Deprivation	OSC	Invite PfH for Breaking the Cycle of Deprivation to brief on the project. Consider whether there are any issues for scrutiny to address.	✓			
Secondary School Education Attainment Levels	OSC	Invite OCC cabinet member and lead officer to brief on recent scrutiny review and actions identified. Consider whether there are any issues for review by CDC in 2010/11.		✓		
Youth Services	OSC	Discuss outcomes from Young Peoples VFM review in January 2011. Consider whether there are any issues for review by CDC in 2010/11.				✓
Preparations for an ageing population	OSC	Consider outcomes of County Council review and consider as topic for 2010/11. Any topic would require more focus and tighter scope.	✓			
The cost and use of external consultants by Cherwell District Council	R&PSB	A member of the Board suggested this as a potential work topic item. The Board agreed that this could be interesting and will consider whether there are any issues for scrutiny to address.				✓
Scrutiny – agreed topics for consideration at committee meetings						
Built Environment Conservation Area Policy	OSC	Confirmed as select committee topic for Oct/Dec/Jan 2010/11. Discuss detailed project plan in Sept.		✓	✓	✓
Partnerships: Cherwell Safer Communities	R&PSB	Invite Chairman of CSCP, Superintendent Howard Stone, PfH and lead officer to brief members on the partnership. Consider whether there are any issues for scrutiny to address.		✓		
Contracts review	R&PSB	To consider and agree an approach for contract scrutiny	✓			
The cost and length of planning appeals	PSWG	Members of the Board suggested this as a work topic item as it had been highlighted by the PSWG. Planning Officers and Improvement Officers will attend the July meeting to discuss the draft development control VfM report.	✓			

Title	Committee	Comments	July	Sept	Oct	Later
Disabled Facilities Grants	R&PSB	Briefing meeting held in June 2010. Agreed to nominate 3 Board members to meet Housing Officers to consider the draft Disabled Facilities Grants policy. Draft policy to be considered by R&PSB when available				✓
Task & Finish Groups – agreed topics for review outside committee meetings						
None						
Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations						
Kidlington Pedestrianisation	OSC	Monitor progress of capital bid		✓		✓
Houses In Multiple Occupancy and Planning Policy	OSC	Monitor legislative position and progress of recommendations to Portfolio Holder and LDF Advisory Panel		✓		✓
Democratic Engagement with young people	OSC	Review final report ~ due to go to Executive in summer 2010	✓			✓
Crime & Anti-social behaviour	OSC	Review final report ~ due to go to Executive in summer 2010	✓			✓
Partnerships: ORCC	R&PSB	Final report to Executive in April		✓		
Private Sector Housing Strategy	OSC	Review progress against action plan in spring 2011				✓
Preparation for 2012 Olympics	OSC	Review progress and work of Member/Officer working group in summer 2010.			✓	
RAF Bicester	OSC	PfH and Strategic Director to provide briefing notes on progress.				

Title	Committee	Comments	July	Sept	Oct	Later
Residents' Parking Schemes	OSC	PfH and Strategic Director to provide briefing notes on progress.				
Partnerships: Bicester Vision	R&PSB	Retain on work programme item for 2010/11				✓
Past year Budget Scrutiny Recommendations Monitoring	R&PSB	Retain on work programme for 2010/11.		✓		
Food Waste Processing	PSWG	Review autumn 2010			✓	
Sports Centre Modernisation	FSWG	Review summer 2010.	✓			

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