

**Committee:** Overview and Scrutiny Committee  
**Date:** Tuesday 9 October 2012  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### Membership

<b>Councillor Ann Bonner (Chairman)</b>	<b>Councillor Daniel Sames (Vice-Chairman)</b>
<b>Councillor Colin Clarke</b>	<b>Councillor Tim Emptage</b>
<b>Councillor Chris Heath</b>	<b>Councillor Melanie Magee</b>
<b>Councillor Kieron Mallon</b>	<b>Councillor Alastair Milne Home</b>
<b>Councillor Jon O'Neill</b>	<b>Councillor Nigel Randall</b>
<b>Councillor Leslie F Sibley</b>	<b>Councillor Lawrie Stratford</b>

### Substitutes

<b>Councillor Andrew Beere</b>	<b>Councillor Patrick Cartledge</b>
<b>Councillor Timothy Hallchurch MBE</b>	<b>Councillor Lynn Pratt</b>
<b>Councillor Alaric Rose</b>	<b>Councillor Rose Stratford</b>
<b>Councillor Douglas Williamson</b>	<b>Councillor Sean Woodcock</b>

## 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 held on 11 September 2012.

**5. Air Quality across the District**

To receive a briefing on the monitoring of air quality across the District by the Environmental Protection Officer.

This item was added to the work programme at the request of Committee Members.

**6. Planning and Building Control Enforcement**

To receive a briefing on the Planning and Building Control Enforcement service by the Head of Public Protection and Development Management.

This item was added to the work programme at the request of Committee Members.

**7. Overview and Scrutiny Committee Work Programme 2012/13** (Pages 7 - 18)

Report of Head of Law and Governance

**Summary**

This report presents the Overview and Scrutiny work programme 2012/13 for consideration.

**Recommendations**

The Overview and Scrutiny Committee is recommended:

- (1) To consider the Overview and Scrutiny Committee work programme 2012/13 as set out at Appendix 1 of the attached report.
- (2) To note any items of interest in the Executive Work programme and consider whether to include them on the work programme 2012/13.
- (3) To consider if there are any other items Members would like to include on the work programme.

**Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.**

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01327 322365 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.

### **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.

### **Evacuation Procedure**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

Please contact Dave Parry, Democratic and Elections [dave.parry@cherwell-dc.gov.uk](mailto:dave.parry@cherwell-dc.gov.uk), 01327 322365

**Sue Smith**  
**Chief Executive**

Published on Monday 1 October 2012

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# 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 11 September 2012 at 6.30 pm

Present: Councillor Ann Bonner (Chairman)  
Councillor Daniel Sames (Vice-Chairman)

Councillor Tim Emptage  
Councillor Chris Heath  
Councillor Melanie Magee  
Councillor Alastair Milne Home  
Councillor Jon O'Neill  
Councillor Nigel Randall

Substitute Members: Councillor Lynn Pratt, as substitute for Councillor Colin Clarke

Also Present: Councillor G A Reynolds - Deputy Leader  
Councillor John Donaldson - Lead member for Banbury Brighter Futures  
Councillor D M Pickford - Lead Member for Housing  
Councillor Nicholas Mawer  
Councillor Sean Woodcock

Apologies for absence: Councillor Colin Clarke  
Councillor Leslie F Sibley  
Councillor Lawrie Stratford

Officers: Calvin Bell, Director of Development  
Ian Davies, Director of Community and Environment  
Karen Curtin, Head of Finance and Procurement  
Natasha Clark, Team Leader, Democratic and Elections  
Dave Parry, Interim Democratic and Elections Officer

#### 13 **Declarations of Interest**

There were no declarations of interest.

#### 14 **Urgent Business**

There was no urgent business.

15 **Minutes**

The Minutes of the meeting of the Committee held on 24 July 2012 were agreed as a correct record and signed by the Chairman.

16 **RAF Bicester**

The Committee received a presentation from the Director of Development, and Head of Finance and Procurement, advising on the background to the recent Executive decision to investigate the potential for securing the RAF Bicester site for heritage purposes through a strategic partnership with Bomber Command Heritage (BCH). The site was being marketed by the Defence Infrastructure Office, and the Council would support any bid by BCH through the provision of professional and strategic advice. The Council would not be acquiring the site itself, and any financial support would be within current budgets. If BCH were successful in their initial bid, any requirement for additional revenue support would have to be considered by the Executive.

In the course of discussion the Committee noted:

- There were understood to be up to six potential bidders interested in acquiring the site, and all were likely, at least initially, to meet the criteria set by the Defence Infrastructure Office.
- Separate to its involvement in the partnership, the Council could exercise considerable control and influence over any future development through the Bicester Master Plan and Planning Policy Guidelines.
- Although the Council could support the partnership bid through direct grant funding, support could also be given through assisting BCH in securing additional sources of funding from other grant providers.
- The Council's Senior Conservation Officer had visited the site to make an initial assessment.
- There were no circumstances where the Council, through its Planning obligations, would have to take responsibility for the site and its liabilities.

The Chairman thanked Officers for their informative presentation on what was a very worthy project, however, cautioned, that the main priority must be to protect the residents of the District from any financial liability.

The Committee agreed to monitor the progress of the project, and invited Officers to report back to a future meeting.

**Resolved**

- (1) That RAF Bicester be retained on the Committee's work programme and officers be invited to a future meeting to provide a further update.

17 **Banbury Brighter Futures**

The Chairman welcomed the Lead Member for the Banbury Brighter Futures Programme, and the Director of Community and Environment.

The Lead Member for the Banbury Brighter Futures Programme presented the report of the Director of Community and Environment which sought consideration of the progress and priorities of the Brighter Futures in Banbury programme. It was emphasised that, despite the challenges posed by multi-partner working, positive achievements were being made. The Lead Member was confident this good work would continue, even though each of the partner organisations faced budget and resource pressures.

The Director of Community and Environment circulated an extract from the Banbury Brighter Futures website ([www.brighter-futures.org.uk](http://www.brighter-futures.org.uk)) and explained that, whilst originally introduced in 2009, the programme had now been running for a sufficient period to allow the report to detail the progress made in each of the six theme areas over a 12 month period. Emphasising the breadth and complexity of the Programme, he advised that some thirty organisations were involved. To help ensure no loss of momentum, Theme Leaders met every other month and, in addition, action was frequently taken in between these meetings to address rapidly changing situations and circumstances.

In response to Members' queries regarding whether the Programme was adequately resourced to meet the identified priorities for 2012/13, the Director of Community and Environment advised that, whilst the Councils resourcing was sufficient to deliver current priorities, the key issue remained the ability of other partners to meet their resourcing obligations.

Referring to the figures contained in the report relating to those young people not in education, employment, or undertaking training ('NEET's'), the Director of Community and Environment advised that data relating to the District as a whole had been included, as work was being done across the District to address this issue. However, it was nevertheless the case that efforts to reduce the number of NEET's were concentrated in areas of greatest need. Regarding the overall unemployment situation; although the three Wards in the Programme showed the highest rate in the District, the figures were still comparable with the national average. Noting this, the Committee requested that future reports contain more comparative information in order to assist in identifying areas where efforts and resources might be concentrated.

In conclusion, the Lead Member for the Banbury Brighter Futures Programme emphasised the importance of feedback, and urged members to contact either the Director of Community and Environment or himself with any information or proposals they might have, as communication was the key to the continued success of the programme.

**Resolved**

- (1) That the good progress made in the second year of the Brighter Futures Programme be noted.

- (2) That the areas of emphasis and proposed activity in 2012/13 be noted.

18 **Health Sector Reforms and Emerging New Local Arrangements**

The Chairman welcomed the Deputy Leader and the Director of Community and Environment, who proceeded to present the report of the Director of Community and Environment which sought consideration of the changes to the local health sector, and the resultant new structures and functions arising as a consequence of the health sector reforms.

Noting the wide ranging nature and complexity of the new arrangements, the Committee expressed concern that with District level Members only having a limited involvement (one appointee on each of the proposed four new Boards representing all Oxfordshire Districts), the opportunity to influence would be limited. Communicating the changes to the public and helping them identify who would be delivering services would also be a major challenge, particularly as the proposed changes were required to deliver some of the savings required in the Health sector as a whole. In this respect the Committee welcomed the undertaking of the Director of Community and Environment to re-draw the diagram providing an overview of the NHS Reforms to enable the public to better understand the changes and identify service providers.

**Resolved**

- (1) That the new Oxfordshire and local arrangements for the Health and Wellbeing Functions, Healthwatch and Clinical Commissioning be noted.
- (2) That the District Council's involvement in the appropriate parts of the Health & Wellbeing partnerships structure be supported.

19 **National Benefit Changes**

The Committee received a presentation from the Lead Member for Housing and the Head of Finance and Procurement advising on the introduction, from April 2013, of wide-ranging National Benefit reforms including:

- A Benefit Cap
- Size Criteria for Social Housing
- Disability Living Allowance
- Introduction of Universal Credit
- Local administration of Social Fund by County Council

Collectively, these changes would have significant implications for the Council and its customers. With respect to the new arrangements for those customers in receipt of Housing Benefit (currently paid directly to the landlord by the Council), not only would they find the level of benefit capped, but the monies were to be received direct, and they would be personally responsible for paying their rent. This would probably prove unpopular with landlords, and was likely to result in a decrease in property available for rent and a corresponding increase in homelessness and Discretionary Housing



Payments. There was also likely to be an increase in customer contact as the introduction of Universal Credit impacted on customers. A report had been submitted to the Executive in July and the Council was looking to work closely with partners, adopt a proactive communications strategy for both claimants and landlords, and review the implications for the budgets in respect of Discretionary Housing Payments, temporary accommodation, Housing and Customers services, service assurance and the Capita contract.,

Noting the impact on the Councils services and resources, the Committee also identified that there were likely to be significant implications for other service providers, particularly the Citizens Advice Bureau. In addition, it was agreed that Councillors should be advised of the number of properties in their Wards where there were residents who would be affected. However, it was also acknowledged that the changes were being introduced not only with a view to reducing the overall welfare budget, but also to move people away from a dependency on benefits and encourage them into work. In this respect the Council must continue in its efforts to create a business friendly District of opportunity.

In conclusion, the Lead Member for Housing reminded the Committee that the draft for the new Allocations Policy would be discussed at meetings to be held on the 3 and 4 October at 6.00pm. The proposed changes would also have a significant impact, and she encouraged Members to attend and participate.

The Chairman thanked the Lead Member for Housing and the Head of Finance and Procurement for their comprehensive presentation on this challenging area.

### **Resolved**

- (1) That the Overview and Scrutiny Committee receive a further report on this subject at it meeting on 12 March 2013

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### **Overview and Scrutiny Committee Work Programme 2012/13**

The Committee considered the report of the Head of Law and Governance which presented the Overview and Scrutiny Work Programme 2012/13.

### **Forward Plan**

The Committee agreed that there were no items on the Forward Plan for September to December 2012 that they wished to include on their Work Programme in 2012/13.

### **Agenda for 9 October 2012**

It was noted that the meeting in October would receive briefings regarding Air Quality and the Council's Planning and Building Control Enforcement function.

### **Resolved**

- (1) That the Overview and Scrutiny Committee work programme 2012/13 be noted.

- (2) To no items in the current version of the Forward Plan (September to December, 2012) be included on the Work programme for 2012/13.

The meeting ended at 9.10 pm

Chairman:

Date:

## Overview and Scrutiny Committee

### Overview and Scrutiny Committee Work Programme 2012/13

9 October 2012

### Report of Head of Law and Governance

#### PURPOSE OF REPORT

This report presents the draft Overview and Scrutiny Committee work programme 2012/13 for consideration.

This report is public

#### Recommendations

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The Overview and Scrutiny Committee is recommended:

- (1) To consider the Overview and Scrutiny Committee work programme 2012/13 as set out at Appendix 1 of the attached report.
- (2) To note any items of interest in the Executive Work Programme and consider whether to include them on the Overview and Scrutiny Committee Work Programme 2012/13.
- (3) To consider if there are any other items Members would like to include on the Overview and Scrutiny Committee Work Programme.

#### Details

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##### **1 Draft Overview and Scrutiny Committee Work Programme 2012/13**

- 1.1 The Overview and Scrutiny Committee Work Programme 2012/13 is attached at appendix 1.
- 1.2 At the request of Overview and Scrutiny Committee Members and Members of the Resources and Performance Scrutiny Board, the work programmes of the two scrutiny committees have been separated. Members are invited to make any suggestions to improve the

appearance of the work programme.

- 1.3 Each future agenda item includes an overview of the item and reason for consideration by the Board.
- 1.4 In determining the work programme for 2012/13, the Committee will wish to take into account the terms of reference as laid out in the Constitution (Appendix 2).

## **2 Executive Work Programme**

- 2.1 As part of the monthly work programme report, the Committee reviews the Executive Work Programme to consider whether there are any issues which they would wish to look at in more detail in advance of the Executive discussion and decision. To facilitate a thorough consideration of the topic the Committee will need to identify the Executive Work Programme items at an early stage of the decision making process.
- 2.2 The Executive Work Programme is updated and published monthly; an electronic copy is available on the council's website and all councillors are sent a prompt containing the website link. Members of the Committee are encouraged to review the Executive Work Programme outside the committee meetings and to contact the Chairman, Vice-Chairman or Democratic Services Officer if there is a topic that they wish to review.
- 2.3 The Committee will wish to note any items of interest in the current version of the Executive Work Programme and consider whether to include them on the Overview and Scrutiny Committee Work Programme for 2012/13.
- 2.4 At the time of writing this report, the current version of the Executive Work Programme is October 2012 – January 2013 and can be found at: [www.cherwell.gov.uk](http://www.cherwell.gov.uk)

## **3 Potential Work Programme Items**

- 3.1 Committee Members may wish to suggest other items for inclusion on the Work Programme 2012/13. Members are reminded that in considering the suggestions for the Work Programme and prioritising topics, it is important to consider the resources available to support the work and the timescales. The Committee should also reflect on the demands that scrutiny reviews place on the resources in the individual service areas.

3.2 The Committee will also wish to consider the priority checklist. 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.

#### 4 Future Meetings Schedule

4.1 The future meeting dates for the Overview and Scrutiny Committee and the Resources and Performance Scrutiny Board are listed below.

<b>Overview and Scrutiny Committee</b>	27 November 2012, 6.30pm 22 January 2013, 6.30pm 12 March 2013, 6.30pm 23 April 2013, 6.30pm
<b>Resources &amp; Performance Scrutiny Board</b>	16 October 2012, 6.30pm 20 November 2012, 6.30pm 15 January 2013, 6.30pm 5 March 2013, 6.30pm 16 April 2013, 6.30pm

#### 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 Sarah Best, 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 Advocate 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 James Doble, Democratic and Elections Manager, 01295 221587

### **Wards Affected**

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Each scrutiny review will identify the wards affected

### **Corporate Plan Themes**

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Each scrutiny review will identify the relevant corporate plan themes

### **Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Overview and Scrutiny Committee Work Programme 2012/13
Appendix 2	Overview and Scrutiny Committee Terms of Reference
<b>Background Papers</b>	
None	
<b>Report Author</b>	David Parry, Interim Democracy and Elections officer, Democratic & Elections
<b>Contact Information</b>	01327 322365 dave.parry@cherwellandsouthnorthants.gov.uk

# Overview and Scrutiny Committee Work Programme 2012/2013

(Updated: 28 September 2012)

Date of Meeting: 9 October 2012					
Item	Description	Reason for Consideration	Contact Officer	Further Action / Note	
11	To consider the draft Overview and Scrutiny Committee work programme	Standing item – to review the work programme	Dave Parry, Democratic and Elections Officer		
11	To review monitoring across the District and identify where responsibilities lie.	Committee request.	Sean Gregory Environmental Protection Officer	Lead Member for Public protection (Clr Iott) invited to attend.	

**Key to Reason for Consideration:**

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy;  
Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
Planning and Building Control Enforcement	To receive a briefing	Committee request.	Andy Preston, Head of Public Protection and Development Management	Lead Member for Planning (Cllr Gibbard) invited to attend.
<b>Date of Meeting: 27 November 2012</b>				
Draft OSC Work Programme 2012/13	To consider the draft Overview and Scrutiny Committee work programme	Standing item – to review the work programme	Dave Parry, Democratic and Elections Officer	
Empty Homes Policy	The monitor the implementation of the Empty Homes Policy	Monitoring – the OSC have received briefings on the work to date and determined to retain it on the work programme to receive regular review during the year	Chris Stratford, Head of Regeneration & Housing; Tim Mills, Private Sector Housing Manager; Helen Town, Strategic Housing Officer	Lead Member for Housing (Cllr Pickford) to be invited to attend.

**Key to Reason for Consideration:**

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy;  
Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item



Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
<b>Housing Strategy</b>	To review the annual delivery plan.	Committee request.	Martyn Swann, Private Sector Housing Manager	Lead Member for Housing (Cllr Pickford) to be invited to attend.
<b>Date of Meeting: 22 January 2013</b>				
<b>Draft OSC Work Programme 2012/13</b>	To consider the draft Overview and Scrutiny Committee work programme	Standing item – to review the work programme	Dave Parry, Democratic and Elections Officer	
<b>Date of Meeting: 12 March 2013</b>				
<b>Draft OSC Work Programme 2012/13</b>	To consider the draft Overview and Scrutiny Committee work programme	Standing item – to review the work programme	Dave Parry, Democratic and Elections Officer	
<b>National Benefit Changes</b>	To receive a further report on the introduction of National Benefit Changes, and what these will mean for CDC service delivery and residents.	Progress report following initial consideration (September, 2012)	Karen Curtin, Head of Finance and Procurement; Belinda Green, Benefits Manager	Lead Member (Cllr Wood) to be invited to attend.

**Key to Reason for Consideration:**

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy;  
Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to  
identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and  
scrutiny or regular committee item

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
<b>Date of Meeting: 23 April 2013</b>				
<b>Draft OSC Work Programme 2012/13</b>	To consider the draft Overview and Scrutiny Committee work programme	Standing item – to review the work programme	Dave Parry, Democratic and Elections Officer	

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Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
<b>Items to be allocated</b>				
<b>Draft Local Plan 2012</b>	To receive an update following the public consultation	Policy development	Adrian Colwell, Head of Strategic Planning and the Economy	Report likely late 2012/ early 2013
<b>Commissioning of services to Banbury CAB</b>	Undertake monitoring once new service arrangements in place 12 months.	Committee request	Chris Stratford, Head of Regeneration & Housing; Martyn	

Key to Reason for Consideration:

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy;  
 Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
			Swann, Strategic Housing Manager	
<b>Community Transport and Dial-a-Ride</b>	Undertake monitoring after 12 months of operation; ascertain value received following addition contribution.	Committee request	Chris Stratford, Head of Regeneration & Housing; Martyn Swann, Strategic Housing Manager	
<b>RAF Bicester</b>	To receive an update on development proposals.	Committee request following initial consideration (September, 2012)	Calvin Bell – Director of Development	
<b>Banbury Brighter Futures</b>	To receive an update on the Banbury Brighter Futures Project	Committee request following initial consideration (September, 2012).	Ian Davies – Director of Community and Environment	Lead Member for Banbury Brighter Futures (Cllr Donaldson) to be invited to attend, together with Lead Member for Housing Cllr Pickford)

**Key to Reason for Consideration:**

Scrutiny review – agreed topics for consideration at committee meetings; Policy development – to support the development of Council Policy; Monitoring – to examine responses to scrutiny reports and to check on progress on implementation of recommendations; Scheduling – to identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and scrutiny or regular committee item

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identify and agree potential topics for scrutiny; Information/Standing Item – to update/advise members on issues related to overview and  
scrutiny or regular committee item

## Overview and Scrutiny Committee Terms of Reference

The Overview and Scrutiny Committee has overall responsibility for the performance of all overview and scrutiny functions (under Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007) on behalf of the Council and ensuring its effectiveness.

- To consider and call in decisions relating to the discharge of Executive functions before those are put into effect. The Overview and Scrutiny Committee can ask the Executive to reconsider any such decision (or, exceptionally, refer it to Council).
- To consider decisions relating to the discharge of the Executive functions after they are put into effect.
- To consider the Forward Plan and comment as appropriate to the decision maker on key decisions (before they are taken by the Executive).
- To conduct reviews of policy, services and aspects of services where there is an identifiable need, by itself or through setting up a Task and Finish Group.
- To make suggestions on the development of policies and suggest new policies where appropriate.
- To work with or appoint representatives to work with other local authorities and organisations to carry out joint scrutiny.
- To assist the Executive in the development of the Budget and Policy Framework.
- To receive and consider recommendations on issues requiring scrutiny in terms of wellbeing powers of Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007 and, where appropriate, establishing Task and Finish Groups, or referring to the Resources and Performance Scrutiny Board, topics for scrutiny.
- To exercise the power assigned to a crime and disorder scrutiny committee (under the Local Government and Public Involvement in Health Act, 2007 and Police and Justice Act, 2006).
- To create Task and Finish Groups and set their terms of reference, in order to fulfill the overview and scrutiny requirements of the authority and the annual overview and scrutiny work programme.
- To receive reports, presentations and updates in order to scrutinise the Executive's priorities for and its performance in the year.
- To review and scrutinise the performance of the Executive, Executive Portfolio Holders, and appropriate officers both in relation to individual decisions and over time.
- To approve an annual overview and scrutiny work programme, including the power to request and receive the work programme of the Resources and Performance Scrutiny Board and Task and Finish Groups it appoints so as to ensure that their time is effectively and efficiently utilised and that the potential for duplication of effort is minimised.

### Overview and Scrutiny Work Programme 2012-13

- To produce a unified annual report for the whole scrutiny process, with sections provided by the Resources and Performance Scrutiny Board and each of the Task and Finish Groups.
- To allocate money from approved overview and scrutiny budgets for its own use, and upon request to the Resources and Performance Scrutiny Board and Task and Finish Groups to support them in meeting their objectives and further the overview and scrutiny work programme and development.
- The overview and scrutiny work programme will not include the following “excluded matters”:
  - 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.
  - 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.