

Committee: Resources and Performance Scrutiny Board
Date: Tuesday 12 June 2012
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Nicholas Mawer (Chairman)	Councillor Douglas Webb (Vice-Chairman)
Councillor Alyas Ahmed	Councillor Maurice Billington
Councillor Patrick Cartledge	Councillor Margaret Cullip
Councillor Jon O'Neill	Councillor Neil Prestidge
Councillor Nigel Randall	Councillor Lawrie Stratford
Councillor Douglas Williamson	Councillor Sean Woodcock

Substitutes

Councillor Andrew Beere	Councillor Surinder Dhesi
Councillor Mrs Diana Edwards	Councillor Tim Emptage
Councillor David Hughes	Councillor Alaric Rose
Councillor Rose Stratford	

AGENDA

Overview and Scrutiny Members should not normally be subject to the party whip. Where a member is subject to a party whip they must declare this at the beginning of the meeting and it should be recorded in the minutes.

- 1. Apologies for Absence and Notification of Substitute Members**
- 2. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Urgent Business

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

4. Minutes (Pages 1 - 8)

To confirm as a correct record the Minutes of the meetings of the Committee held on 27 March 2012 and 16 May 2012.

5. Chairman of the Council's Allowance

Summary

At the 16 May 2012 meeting of Council, members consider a report which proposed that the Chairman of the Council be paid an allowance. Council resolved to request the Resources and Performance Scrutiny Board to review the proposal and make recommendations to the July meeting of Council.

The Democratic and Elections Manager will be present at the meeting to answer any specific questions. A briefing pack will be circulated to Members under separate cover.

Recommendation

The Resources and Performance Scrutiny Board is recommended to consider the information and to frame appropriate recommendations to Council.

6. Draft Overview and Scrutiny Annual Report 2011/12 (Pages 9 - 10)

** Please note that the appendix to this report will follow as it is currently being reviewed **

Report of Head of Law and Governance

Summary

This report presents the draft Overview and Scrutiny Annual Report 2011/12.

Recommendations

The Resources and Performance Scrutiny Board is recommended:

- (1) To consider the draft Overview and Scrutiny Annual Report 2011/12.

7. Appointment of Working Group Members (Pages 11 - 14)

Report of Head of Law and Governance

Summary

To consider the appointment of Members to the Finance Scrutiny Working Group and Performance Scrutiny Working Group.

Recommendations

The Resources & Performance Scrutiny Board is recommended:

- (1) To confirm the membership of the Finance Scrutiny Working Group.
- (2) To confirm the membership of the Performance Scrutiny Working Group.

8. Resources and Performance Scrutiny Board Work Programme 2012/13 (Pages 15 - 26)

Report of Head of Law and Governance

Summary

To provide the Board with the draft Resources and Performance Scrutiny Board work programme for 2012/13, to update Members on work programme items from the 2011/12 overview and scrutiny work programme and to consider items for inclusion on the 2011/12 work programme.

Recommendations

The Resources and Performance Scrutiny Board is recommended:

- (3) To consider the Resources & Performance Scrutiny Board work programme 2012/13 as set out at Appendix 1 of the attached report.
- (4) To nominate two Members to work with officers on the development of a Concessions Policy for the Council.
- (5) To note the proposed work programmes of the Performance Scrutiny Working Group and Finance Scrutiny Working Group.

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 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.

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 Natasha Clark, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

Sue Smith
Chief Executive

Published on Thursday 31 May 2012

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 27 March 2012 at 7.00 pm

Present: Councillor Nicholas Mawer (Chairman)

Councillor Alyas Ahmed
Councillor Maurice Billington
Councillor Patrick Cartledge
Councillor Andrew Fulljames
Councillor Melanie Magee
Councillor Lawrie Stratford
Councillor Patricia Tompson
Councillor Martin Weir
Councillor Douglas Williamson

Apologies for absence: Councillor Douglas Webb
Councillor Margaret Cullip

Officers: Martin Henry, Director of Resources / Section 151 Officer
Claire Taylor, Corporate Performance Manager
Natasha Clark, Team Leader, Democratic and Elections

39 **Declarations of Interest**

There were no declarations of interest.

40 **Urgent Business**

There was no urgent business.

41 **Minutes**

The Minutes of the meeting held on 10 January 2012 were agreed as a correct record and signed by the Chairman, subject to the following amendment:

Minute 35: Budget Scrutiny 2012/13

ii. Discretionary Expenditure 2012/13 Budget Scrutiny: Communications and Cherwell Link

Amend final paragraph: The Board considered each of the proposals in turn. "It was proposed and seconded that savings be sought through joint working with South Northamptonshire Council and a reduction in the number of issues of Cherwell Link from 4 to 3. The proposal was voted on and lost. It was subsequently proposed, seconded and agreed that option three: retain four issues of Cherwell Link per year and target savings through joint working with South Northamptonshire Council, represented the best option to seek savings in this area at the present time."

42 **Exclusion of the Public and Press**

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

43 **Business Case For A Shared Finance And Procurement Team**

The Chairman welcomed the Director of Resources to the meeting.

The Director of Resources presented the report, which sought consideration of the business case for Finance and Procurement functions and potential for sharing with South Northamptonshire Council (SNC), to the Board and highlighted the key elements of the business case. He advised Members that a number of options had been considered in relation to finance and procurement functions at both Councils. The joining of services and locations was pursued as the preferred option that would best support the Joint Management Team in a timely manner, deliver the required savings and permit further review once the impact of the Local Government Resources Review, welfare reform and Localism Act 2011 became clear.

As part of the extensive consultation process the business case had also been considered by the SNC Community and Resources Review and Development Committee. A final version of the business case would be considered at CDC Executive and SNC Cabinet in April 2012.

Members considered the financial, legal and staffing implications of the business case for both sovereign authorities and questions to specific points were provided by the Director of Resources.

In conclusion the Board unanimously agreed that the business case should be supported and they commended the work of the officers across both authorities for their hard work in bringing the case forward.

Resolved

- (1) That the implementation of some shared Finance and Procurement functions with South Northamptonshire Council be supported.

44 **Readmittance of the Public and Press**

Resolved

That the public and press be readmitted to the meeting.

45 **Quarter Three Financial Monitoring**

The Board considered the Quarter 3 Financial Monitoring report, which had been considered at the 6 February 2012 Executive meeting. The report summarised the Council's Revenue and Capital performance for the 9 months of the financial year 2011/12 and projections for the full 2011/12 period.

In introducing the report, the Director of Resources advised Members that the revenue and capital position at 31 December 2011 projected an overspend, however this could be covered by reserves and was within the Council's stated tolerances. In terms of efficiencies, as part of the 2012/13 budget preparation, £2m worth of budget reductions against the corporate pledge of £1m had been secured. Additionally, the Board was advised on progress against on the Procurement Action Plan. A growing range of cashable savings had been secured through a range on initiatives, including shared procurement projects.

In response to Members' questions, the Director of Resources explained that procurement partners were each taken on their own merit and assessed on a case by case basis.

In response to Members' questions relating to capital scheme slippages, the Director of Resources offered to circulate an update to Board members providing additional detail on the slippages.

Resolved

- (1) That the Quarter Three Financial Monitoring report be noted.
- (2) That officers be requested to circulate an update to Board members on capital slippages.

46 **Performance Management Framework Third Quarter Report**

The Board considered the Quarter 3 Performance Management Framework report, which had been considered at the 6 February 2012 Executive meeting. The report summarised the Council's performance for the period 1 October to 31 December 2011 as measured through the Performance Management Framework.

In introducing the report, the Corporate Performance Manager advised the Board that during the third quarter the new Joint Management Team (JMT) had received training on performance management as part of their induction

and subsequently reviewed strategic and operational performance measures. Directors and Heads of Service had embarked on business planning for 2012/13 which included reviewing performance measures and targets for 2012/13.

In considering the report, Members noted that progress with the disabled grants facilities grants programme had slowed due to a decline in referral rates and meetings with the county council had been scheduled to explore the matter. It was noted that disabled facilities grants remained on the Board's work programme for consideration as part of the 2013/14 budget scrutiny process.

Members noted that there had been a reduction in customer satisfaction with street cleansing had reduced. The Corporate Performance manager advised the Board that the team's own inspection did not indicate a reduction in service and as part of its 2012/13 service plan was considering the need for effective communication and awareness. Members agreed that street cleansing should be added to their work programme and officers invited to attend a future meeting.

The Board noted that the Council had successfully completed self-assessment against the Equalities Achieving Framework and agreed that training for Members of equalities, fair and aware be provided in due course.

Resolved

- (1) That the Performance Management Framework Third Quarter report be noted.
- (2) That street cleansing be added to the Board's work programme and officers be invited to attend a future meeting.

47

Overview and Scrutiny Work Programme Update

The Board considered a report of the Head of Law and Governance which updated Members on the Overview and Scrutiny Work Programme 2011/12.

The Board reviewed the work programme and agreed that Bicester Vision and Cherwell Safer Communities Partnership should be deleted from the work programme. Members requested that the Democratic and Elections Team Leader liaise with relevant officers for updates on the Council's partnership with Oxfordshire Rural Community Council, Oxfordshire Waste Partnership, the Landscape Maintenance contract and a briefing of the Local Government Resources Review to be presented to future Board meetings.

Resolved

- (1) That the Resources and Performance Scrutiny Board element of the Overview and Scrutiny Work Programme 2012/13 be noted.
- (2) That Bicester Vision and Cherwell Safer Communities Partnership be deleted from the work programme.

- (3) That officers be requested to provide updates on Oxfordshire Rural Community Council, Oxfordshire Waste Partnership, Landscape Maintenance contract and a briefing of the Local Government Resources Review to a future meeting of the Board.
- (4) That a review of progress against previous budget scrutiny recommendations be submitted to a future Board meeting.

The meeting ended at 8.45 pm

Chairman:

Date:

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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 16 May 2012 at 7.40pm

Present: Councillor Nicholas Mawer (Chairman)
Councillor Douglas Webb (Vice-Chairman)

Councillor Maurice Billington
Councillor Patrick Cartledge
Councillor Margaret Cullip
Councillor Andrew Fulljames
Councillor Melanie Magee
Councillor Lawrie Stratford
Councillor Douglas Williamson

Apologies for absence: Councillor Alyas Ahmed

1 **Appointment of Chairman**

Resolved

That Councillor Nicholas Mawer be appointed Chairman of the Resources and Performance Scrutiny Board for the municipal year 2012/13.

2 **Appointment of Vice-Chairman**

Resolved

That Councillor Douglas Webb be appointed Vice-Chairman of the Resources and Performance Scrutiny Board for the municipal year 2012/13.

The meeting ended at 7.45 pm

Chairman:

Date:

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Resources & Performance Scrutiny Board

Draft Overview and Scrutiny Annual Report 2011/12

12 June 2012

Report of Head of Law and Governance

PURPOSE OF REPORT

This report presents the draft Overview and Scrutiny Annual Report 2011/12.

This report is public

Recommendations

The Resources and Performance Scrutiny Board is recommended:

- (1) To consider the draft Overview and Scrutiny Annual Report 2011/12.

Details

- 1.1 The draft Overview and Scrutiny Annual Report 2011/12 is attached at Appendix 1. The Annual Report contains information relating to the work of the Overview and Scrutiny Committee and the Resources and Performance Scrutiny Board.
- 1.2 The Overview and Scrutiny Committee has a constitutional obligation to “produce a unified annual report for the whole scrutiny process” and to present it to Council.
- 1.3 The Overview and Scrutiny Committee will consider the draft Overview and Scrutiny Annual Report at its meeting on 19 June 2012. This is an opportunity for members of the Resources and Performance Scrutiny Board to comment on the draft Annual Report before it is considered by the Overview and Scrutiny Committee.

Implications

Financial: There are no financial implications arising directly from this report.

Comments checked by Sarah Best, Service Accountant, 01295 221982

Legal: There are no legal implications arising directly from this report.

Comments checked by Paul Manning, Solicitor 01295 221691

Risk Management: There are no risk implications arising directly from this report.

Comments checked by James Doble, Democratic, and Elections Manager, 01295 221587

Wards Affected

All

Corporate Plan Themes

The Corporate Plan themes addressed by each scrutiny review are detailed in the draft Overview and Scrutiny Annual Report 2011/12.

Document Information

Appendix No	Title
Appendix 1	Draft Overview and Scrutiny Annual Report 2011/12
Background Papers	
None	
Report Author	Natasha Clark, Team Leader - Democratic & Elections
Contact Information	01295 221589 Natasha.Clark@cherwellandsouthnorthants.gov.uk

Resources & Performance Scrutiny Board

Appointment of Working Group Members

12 June 2012

Report of Head of Law and Governance

PURPOSE OF REPORT

To consider the appointment of Members to the Finance Scrutiny Working Group and Performance Scrutiny Working Group

This report is public

Recommendations

The Resources & Performance Scrutiny Board is recommended:

- (1) To confirm the membership of the Finance Scrutiny Working Group.
- (2) To confirm the membership of the Performance Scrutiny Working Group.

Details

Finance Scrutiny Working Group

- 1.1 The purpose of the Finance Scrutiny Working Group is to carry out detailed scrutiny of budgets and finance, consider variances and exceptions and to examine profiled spends and outturn. In short, to consider finance in terms of what it means to the public.
- 1.2 Changes to the membership of the Resources and Performance Scrutiny Board in 2012/2013 have resulted in two vacancies on the Finance Scrutiny Working Group. The Board may wish to invite the two of the four new Board Members to sit on the Finance Scrutiny Working Group. Alternatively the Board may wish to consider a change to the membership of the two working groups.

1.3

Current Finance Scrutiny Working Group Membership
Councillor Nicholas Mawer
Councillor Douglas Webb
Councillor Alyas Ahmed
Councillor Patrick Cartledge
Councillor Lawrie Stratford
Vacancy
Vacancy

Performance Scrutiny Working Group

- 2.1 The Performance Scrutiny Working Group carries out detailed scrutiny of corporate and service performance, consider performance where targets are not being met or over performance, considers targets, their relevance and future targets considers performance based on what it means to the public.
- 2.2 Changes to the membership of the Resources and Performance Scrutiny Board in 2012/2013 have resulted in two vacancies on the Performance Scrutiny Working Group. The Board may wish to invite two of the four new Board Members to sit on the Performance Scrutiny Working Group. Alternatively the Board may wish to consider a change to the membership of the two working groups.

Current Performance Scrutiny Working Group Membership
Councillor Nicholas Mawer
Councillor Douglas Webb
Councillor Maurice Billington
Councillor Margaret Cullip
Councillor Douglas Williamson
Vacancy
Vacancy

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 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 legal 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.
Comments checked by James Doble, Democratic, and Elections Manager, 01295 221587

Wards Affected

Each individual scrutiny review will identify the wards affected

Corporate Plan Themes

Each individual scrutiny review will identify the associated corporate plan themes

Lead Member

Each individual scrutiny review will indicate the associated Lead Member

Document Information

Appendix No	Title
None	
Background Papers	
None	
Report Author	Natasha Clark, Team Leader – Democratic & Elections
Contact Information	01295 221589 Natasha.clark@cherwellandsouthnorthants.gov.uk

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Resources & Performance Scrutiny Board

Draft Resources & Performance Scrutiny Board Work Programme 2012/13

12 June 2012

Report of Head of Law and Governance

PURPOSE OF REPORT

This report presents the draft Resources and Performance Scrutiny Board work programme 2012/13 for consideration.

This report is public

Recommendations

The Resources and Performance Scrutiny Board is recommended:

- (1) To consider the Resources & Performance Scrutiny Board work programme 2012/13 as set out at Appendix 1 of the attached report.
- (2) To nominate two Members to work with officers on the development of a Concessions Policy for the Council.
- (3) To note the proposed work programmes of the Performance Scrutiny Working Group and Finance Scrutiny Working Group.

Details

1 Draft Resources and Performance Scrutiny Board Work Programme 2012/13

- 1.1 The draft Resources and Performance scrutiny Board Work Programme 2012/13 is attached at appendix 1.
- 1.2 At the request of R&PSB members and members of the Overview and Scrutiny Committee, 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.

Concessions Policy

- 1.4 One of the conclusions of the Resources and Performance Scrutiny Board budget scrutiny 2011/12 was that a Concessions Policy for the council should be developed. Members were nominated to work with officers to develop the policy. The budget 2012/13 process has determined that this will now feed into the budget 2013/14 process.
- 1.5 The Board is asked to nominate two members to work with officers to develop a Concessions policy.

Work Programme Items

- 1.6 Board 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 Board should also reflect on the demands that scrutiny reviews place on the resources in the individual service areas.
- 1.7 The Board 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.

2 Performance Scrutiny Working Group (PSWG) Work Programme

- 2.1 At each meeting of the PSWG will consider the relevant Performance Monitoring report. The Group may refer items to the R&PSB for detailed consideration.
- 2.2 At the 10 July meeting of the PSWG, members will receive an update on the Oxfordshire Waste Partnership.

Partnership Scrutiny: Oxfordshire Waste Partnership

- 2.3 In 2010/11 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.

- 2.4 The Board agreed to retain the item on the work programme to monitor.
- 2.5 The financial arrangements of the Partnership are included on the Council's Risk Register which is reported to the Executive and Accounts, Audit and Risk Committee for monitoring purposes. The Oxfordshire Waste Partnership has been rated as "amber" (net rating) in Quarters 2 and 3. Financial arrangements exist to regulate funds flowing between the collection authorities in Oxfordshire and the disposal authority (Oxfordshire County Council). These are legally binding, however Oxfordshire County Council has indicated that it is not prepared to continue all of the payments in the future which could threaten the partnership.
- 2.6 Discussions regarding the financial arrangements have commenced involving strategic directors and finance officers. The Board requested that an update be provided to Members in due course.

3 Finance Scrutiny Working Group (FSWG) Work Programme

- 3.1 The Board At each meeting of the FSWG will consider the relevant Finance Monitoring report. The Group may refer items to the R&PSB for detailed consideration.
- 3.2 The FSWG will also monitor the cost and use of external consultants by Cherwell District Council, support cost trends and economic development at the appropriate time.

Support Cost Trends

- 3.3 During the budget scrutiny, the Board agreed to make no recommendation in this area but recognised the reduction in support costs. The Board agreed that they should monitor this annually and feed any concerns into the R&PSB.

The Cost and Use of External Consultants by Cherwell District Council

- 3.4 The R&PSB considered this issue, which had been suggested by a former Board member, in March 2011 and received an update in September 2011. Members agreed consultancy costs should be monitored through the Finance Scrutiny Working Group.

Economic Development

- 3.5 During the budget scrutiny 2012/13, the Board agreed to make no recommendation in this area. Members requested that a quarterly report be submitted to the relevant scrutiny committee with regard to inward investment projects detailing expenditure/benefits/success and future plans.

4 Future Meetings Schedule

Resources & Performance Scrutiny Board	12 June 2012, 6.30pm 17 July 2012, 6.30pm 4 September 2012, 6.30pm 9 October 2012, 6.30pm 20 November 2012, 6.30pm 15 January 2013, 6.30pm 5 March 2013, 6.30pm 16 April 2013, 6.30pm
Finance Scrutiny Working Group	3 July 2012, 6.30pm 18 September 2012, 6.30pm 4 December 2012, 6.30pm 19 February 2013, 6.30pm
Performance Scrutiny Working Group	10 July 2012, 6.30pm 25 September 2012, 6.30pm 1 December 2012, 6.30pm 26 February 2013, 6.30pm
Overview and Scrutiny Committee	19 June 2012, 6.30pm 11 July 2012, 6.30pm 11 September 2012, 6.30pm 16 October 2012, 6.30pm 27 November 2012, 6.30pm 22 January 2013, 6.30pm 12 March 2013, 6.30pm 23 April 2013, 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 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 overstretched. 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

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	Draft Resources and Performance Scrutiny Board Work Programme 2012/13
Background Papers	
None	
Report Author	Natasha Clark, Team Leader, Democratic & Elections
Contact Information	01295 221589 natasha.clark@cherwellandsouthnorthants.gov.uk

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Resources and Performance Scrutiny Board Work Programme 2012/2013

(Updated: 30 May 2012)

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
Date of Meeting: 12 June 2012				
Review of Proposal to pay an Allowance to the Chairman of the Council	To consider the proposal to pay and allowance to the Chairman of the Council and make recommendations to the July Council meeting	Scrutiny review – referral from Council held on 16 May 2012	Natasha Clark, Team Leader – Democratic & Elections	Recommendations from review to July Council meeting
Draft Overview and Scrutiny Annual Report	To consider the draft Overview and Scrutiny Annual Report	Information/Standing Item – constitutional requirement for the Overview and Scrutiny Committee to produce an Annual Report, this is an opportunity for the R&PSB to comment on the draft report	Natasha Clark, Team Leader – Democratic & Elections	
Appointments to Scrutiny Working Groups	To appoint members of the R&PSB to the Finance Scrutiny Working Group and Budget Working Group	Information/Standing Item – annual appointment to Working Group	Natasha Clark, Team Leader – Democratic & Elections	

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
Concessions Policy	To nominate Members to work with officers on the development of a Concessions Policy	Policy development - This will now feed into the budget 2013/14 process	TBC	Included in work programme report
Draft R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
Date of Meeting: 17 July 2012				
Local Government Resources Review	To receive a briefing on the Local Government Resources Review	Scrutiny review – this briefing serves as an introduction to the budget scrutiny 2013/14 and will assist Members in agreeing the approach	Karen Curtin, Head of Finance and Procurement	
Admin Support Services (Restricted Item)	To consider admin support services	Scrutiny review – During the 2012/13 budget scrutiny, the R&PSB was advised a review of administrative resources would be undertaken in due course and requested that they consider this item	Stephanie Rew, HR Manager	
Contracts Review: Landscape Maintenance	To receive an update on service performance following the award of contract	Monitoring - In January 2011 the Board nominated officers to work with officers on the procurement of a revised landscape maintenance contract. The Board requested to receive an update on the performance of service in light of the award	Ed Potter, Head of Environmental Services	

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
		of contract.		
Street Cleansing	To receive a briefing on the Council's street cleansing service	Scrutiny review – The Quarter 3 Performance Management Framework indicated a reduction in customer satisfaction with street cleansing had reduced	Ed Potter, Head of Environmental Services	Officer availability may require this item to be deferred to 4 September
Draft R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
Date of Meeting: 4 September 2012				
Draft R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
Date of Meeting: 9 October 2012				
Draft R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	

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
Date of Meeting: 20 November 2012				
Draft R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
Date of Meeting: 15 January 2013				
Draft R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
Date of Meeting: 5 March 2013				
Draft R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	
Date of Meeting: 16 April 2013				
Draft R&PSB Work Programme 2012/13	To consider the draft Resources and Performance Scrutiny Board work programme	Standing item – to review the work programme	Natasha Clark, Team Leader – Democratic & Elections	

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
Items to be allocated				
Budget Scrutiny 2013/14	The process and timeframe for budget scrutiny will be determined in due course. As part of the 2012/13 budget scrutiny, the R&PSB agreed they would like to consider Disabled Facilities Grants and fees and charges	Scrutiny review – the R&PSB undertakes budget scrutiny annually	Natasha Clark, Team Leader – Democratic & Elections / Finance - TBC	To include Disabled Facilities Grants review and fees and charges review
Partnership Scrutiny: Oxfordshire Rural Community Council (ORCC)	To receive an update on progress against the recommendations arising out of the R&PSB review of the scrutiny review of the Council's partnership with ORCC in 2009/10	Monitoring – progress against recommendations accepted by Executive in April 2010	Chris Rothwell – Head of Community Services	
Contracts Review: Spiceball Sports Centre	To nominate Members to work with officers during the procurement process	Scrutiny review - During the 2012/13 budget scrutiny, the Board noted that the contract would be reviewed in 2012/13 and requested that officers attend a meeting of the R&PSB at the appropriate time and members of the Board be nominated to work with officers on the procurement process.	TBC	
Tourist Information Centres / Courtyard	To be reviewed as part of the 2012/13 work programme	Scrutiny Review - During the budget scrutiny, the Board agreed to make no	TBC	

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		<p>recommendation in this area but recognised the reduction in support costs. The Board agreed that this should be added to their 2012/13 work programme to undertake a review.</p>		
<p>Banbury Museum</p>	<p>To be reviewed as part of the 2013/14 work programme</p>	<p>Scrutiny Review - During the budget scrutiny, the Board agreed to make no recommendation in this area as it had been subject to a value for money review and implementation of trust status considered. It was agreed that this item should be added to the work programme for 2013/14.</p>	<p>TBC</p>	

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