

Committee: Overview and Scrutiny Committee
Date: Tuesday 6 August 2013
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Ann Bonner (Chairman)	Councillor Daniel Sames (Vice-Chairman)
Councillor Alyas Ahmed	Councillor Melanie Magee
Councillor Alastair Milne Home	Councillor Jon O'Neill
Councillor Lynn Pratt	Councillor Nigel Randall
Councillor Lawrie Stratford	Councillor Rose Stratford
Councillor Douglas Williamson	Councillor Sean Woodcock

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 2 July, 2013.

5. **Performance Monitoring - Q1 2013/14 Exceptions Reporting**

The Performance Manager to give a verbal update regarding Q1 Exceptions.

6. **Business Planning and Service Plan Process 2014/15**

The Performance Manager to give a presentation on the Business Planning and Service Plan process with a view to the Committee identifying a specific service plan for scrutiny.

7. **Concessions Policy - Scoping Document** (Pages 7 - 12)

To consider a Scoping Document prepared by Councillor Randall regarding Concessionary Fares.

8. **Wind Turbines - Scoping Document** (Pages 13 - 14)

To consider a Scoping Document prepared by Councillor O'Neill regarding the Council's policy in respect of Wind Turbines.

9. **Overview and Scrutiny Work Programme 2013/14** (Pages 15 - 30)

Report of Head of Law and Governance

Summary

This report presents the Overview and Scrutiny work programme 2013/14 for consideration.

Recommendations

The Overview and Scrutiny Committee is recommended:

- (1) To consider the Overview and Scrutiny Committee work programme 2013/14 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 2013/14.
- (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 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@cherwellandsouthnorthants.gov.uk, 01327 322365

Sue Smith
Chief Executive

Published on Monday 29 July 2013

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 2 July 2013 at 6.30 pm

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

Councillor Alyas Ahmed
Councillor Alastair Milne Home
Councillor Jon O'Neill
Councillor Lynn Pratt
Councillor Nigel Randall
Councillor Lawrie Stratford
Councillor Douglas Williamson

Substitute Members: Councillor Gordon Ross (In place of Councillor Sean Woodcock)

Also Present: Councillor John Donaldson
Councillor D M Pickford

Apologies for absence: Councillor Timothy Hallchurch MBE
Councillor Melanie Magee
Councillor Sean Woodcock

Officers: Ian Davies, Director of Community and Environment
Natasha Clark, Team Leader, Democratic and Elections
Dave Parry, Democratic and Elections Officer

9 **Declarations of Interest**

There were no declarations of interest.

10 **Urgent Business**

There was no urgent business.

11 **Minutes**

That, subject to the amendment detailed below, the minutes of the Overview and Scrutiny Committee held on 28 May, 2013 were agreed as a correct record and signed by the Chairman.

Minute 6 – Air Quality across the District.

Penultimate paragraph – amend first sentence to read:

‘Committee Members raised extreme concern and disappointment that, even after detailed assessment, the declaration of an AQMA, and even the implementation of an Air Quality Action Plan, it appeared there was little the Council could do itself to ensure improvements were achieved.’

12 **Banbury Brighter Futures**

The Chairman welcomed Councillor John Donaldson, Lead Member for Banbury Brighter Futures, Councillor Debbie Pickford, Lead Member for Housing, and Ian Davies, Director of Community and Environment.

The Committee considered the report of the Director of Community and Environment detailing the performance of the Brighter Futures in Banbury Programme 2012/13 and advising priorities for 2013/14 and other associated Banbury matters.

In introducing the report, the Lead Member for Banbury Brighter Futures (BBF) and the Director of Community and Environment emphasised the positive progress made to date. The direction of travel on all themes was good, with all partners fully engaged.

The only area where progress had not been as great as it might have been in respect of education. This was mainly due to changes in personnel and efforts were underway to increase the pace of improvement and have educational achievement at or above the average for the County as a whole.

Regarding areas of concern previously identified by the Committee in respect of Air Quality and recycling rates, although the former was not directly linked with the BBF programme, the Lead Member for Banbury Brighter Futures undertook to investigate whether there were any areas where there were links and help might be given. Regarding recycling rates, a lot of work had been undertaken in the area with blitz teams and through education. With a high number of flats and Houses in Multiple Occupation, there were particular challenges, and although the area was kept tidy, more work was needed to increase recycling rates. As the Committee’s Work Programme included items in respect of all of the areas of concern, and the Director of Community and Environment undertook to feed into those items as information became available.

The Committee noted the good progress, but did raise some concerns regarding education and emphasised the importance of engaging with Head Teachers and School Governors regarding educational issues; the rolling-out of experience and good practice elsewhere across the District, and regarding the provision of housing accommodation.

In response to the Committee's comments, the Lead Member for Banbury Brighter Futures undertook to investigate engaging directly with School Heads and Governors. The Director of Community and Environment added that the Chairman of the Banbury Schools Partnership had previously been involved, and further involvement could now be investigated.

The Committee was advised that the areas of greatest need in the district remained the Wards covered by the BBF Programme, and resources should therefore remain focused on these. Nonetheless, rolling-out experience gained and good practice was happening, particularly through Connecting Communities Events (one was planned for Bicester later in the year). The Thriving Families Programme, Early Intervention hubs in Banbury, together with Job Clubs and work done with NEET's, had all produced lessons which could and were applied elsewhere. This was not a formal process and some Theme Leads were less able to progress matters than others.

The Lead Member for Banbury Brighter Futures advised that public perception of progress made in the Wards covered by the programme was very positive. The Connecting Communities events provided opportunities for public feedback, and a BBC Radio Oxford outside broadcast event in Bretch Hill had demonstrated a positive appreciation from residents.

The Lead Member for Housing advised that, through partners such as Sanctuary Housing, careful monitoring was taking place to ascertain the impact of changes to the Benefits rules, and whether the types of housing accommodation being provided was appropriate. It was, however, important that decisions were taken only when clear evidence was available to ensure the right type of accommodation was provided for local needs. Notwithstanding this, the target for the provision of affordable housing had been exceeded, and the transfer of land from Oxfordshire County Council would enable further provision. The Director of Community and Environment added that there were a higher number of development sites within the Banbury Brighter Futures programme area than anywhere else in the District.

The Director of Community and Environment confirmed that a Credit Union had now been established. Recruitment was underway, and the facility would become operational in 2014.

The Chairman thanked the Lead Members and the Director of Community and Environment for advising the Committee and taking on-board the issues raised. She concluded that excellent progress had been made during the first three years of the programme, but it was important that there be no loss of momentum. It was acknowledged that all partner organisations remained fully engaged, albeit efforts should be made to identify and engage with new partners (e.g. School Head Teachers and Governors). The knowledge and experience gained and good practice identified through the BBF programme should, wherever possible, be utilised elsewhere across the District, and a focus on housing was to be encouraged. Progress towards the establishment of a Credit Union was welcomed, as was the commitment to work with officers on the issue of Air Quality.

Resolved

- (1) That, subject to the points made in the conclusion detailed above, the progress and 2012/13 performance of the Brighter Futures in Banbury programme be noted.
- (2) That the forthcoming activities of the Programme be noted.

13 **Draft Overview and Scrutiny Annual Report 2012/13**

The Committee considered the report of the Head of Law and Governance presenting the draft Overview and Scrutiny Annual Report 2012/13.

Resolved

- (1) That the draft Overview and Scrutiny Annual Report 2012/13 be noted.
- (2) That, subject to the further comments of Members of the Committee being considered and incorporated into the report, delegated authority be granted to the Head of Law and Governance, in consultation with the former Chairman of the two former scrutiny Committees, and current Chairman of the Overview and Scrutiny Committee, to complete the forward and make any minor amendments to the annual report before submission to Full Council.

14 **Overview and Scrutiny Work Programme 2013/14**

The Committee considered the report of the Head of law and Governance, which presented the Overview and Scrutiny Work Programme 2013/14.

Executive Work Programme

The Committee agreed that there were no items in the Executive Work Programme for July to October, 2013 that they wished to include on their Work Programme in 2013/14.

Potential Work Programme Items

The Committee noted that scoping documents were being worked on with respect to a number of topics identified on the Work programme, and these would be submitted to the Committee for consideration at the August meeting.

The Chairman advised the Committee that plans were in-hand for a joint visit with South Northamptonshire Council's Scrutiny Committee to the Houses of Parliament during the autumn to observe the Select Committee process.

Resolved

- (1) That the Overview and Scrutiny Committee Work Programme be noted.

- (2) That no items in the current version of the Executive Work Programme (July to October 2013) be included on the Work Programme for 2013/14.

The meeting ended at 7.46 pm

Chairman:

Date:

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Agenda Item 7

1

<p>Topic Name of Scrutiny Review</p>	<p>CDC Concessions Policy</p>
<p>Rationale Key issues &/ or reason for scrutiny of topic – explain how scrutiny will add value to the decision-making or policy development process</p>	<p>There is no CDC Concessions Policy at present, and what few concessions there are appear ad-hoc and inconsistently applied across the area.</p>
<p>Purpose of Review Specify clearly what the Scrutiny Review should achieve and refer where possible to VFM issues of service cost, service performance and/or customer satisfaction.</p>	<ol style="list-style-type: none"> 1. To decide whether a concessions policy is appropriate; and, if so, 2. To review a draft framework document on the application of concessions policy for specific services provided by CDC.
<p>Approach</p> <ol style="list-style-type: none"> (a) One-off item at Select Committee meeting (b) Task & Finish Panel If (b) <ol style="list-style-type: none"> (c) which members and (d) how long will it take? 	<ol style="list-style-type: none"> 1. Prepare and circulate discussion paper on viability of a concessions policy ahead of Scrutiny Committee consideration (attached - appendix 1). 2. Prepare and circulate draft framework policy document ahead of Scrutiny Committee consideration (attached – appendix 2). 3. Forward recommendations made by Scrutiny Committee to the Budget Planning Committee for detailed financial consideration. 4. If adopted, through Executive to Full Council for adoption.
<p>Key dates Identify key meeting dates and any deadlines for reports or decisions</p>	<p>Scrutiny Committee consideration – Aug 13 Budget Planning Committee consideration – Sep 13 Executive consideration – tbd Council consideration – tbd</p>
<p>Resources to support Scrutiny Review Identify lead officers and an initial estimate of time and any other resource requirements</p>	<p>Working Group:</p> <ul style="list-style-type: none"> • Cllr Nigel Randall • Nicola Jackson • Natasha Clark / Dave Parry
<p>Witnesses/ Experts Who would need to be interviewed or consulted? Would site visits or external meetings be needed?</p>	<p>None required</p>
<p>Completed by:</p>	<p>Cllr Nigel Randall</p>
<p>Date:</p>	<p>22 Jul 13</p>

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CONCESSIONS POLICY – DISCUSSION PAPER

This paper is written to stimulate debate on whether Cherwell District Council should adopt a Concessions Policy. To that end, it does not recommend a specific way ahead.

History

The Head of Finance advised the Resources & Performance Board, at their committee meeting on 30 November, 2010, that the Council did not have a consistent concessions policy, and members subsequently agreed to work with Finance Officers to develop one.

Background

The Council has discretion to set fees for only a few services provided to individuals:

- Pest control; pre-application planning advice; bulk waste services, septic tank emptying; animal licencing; rodent control; et al.
 - Bulky waste concession removed 30 Nov 10
 - Concession for wasp control services removed 30 Nov 10
 - Concession for rats & mice control services maintained 30 Nov 10

Car parking and museum entry fees have to date been considered exempt from any concessionary policy

Warning

A concession should not be confused with discounts available as routine marketing initiatives by services contracted out through alternative providers such as leisure centres.

- As an example, the Council offers the Cherwell Link Card Scheme to disadvantaged individuals which, for an administrative fee of £5, gives half-price admission for 12 months to all municipal pools and gyms in the area; ten-pin bowling in Bicester and a 50% discount on young person's holiday road shows. Recipients include those entitled to Disability Living, Attendance, Industrial Disablement allowances, incapacity benefit and blue badge parking permit holders.

Reasons for adopting having a Concessions Policy

- To recognise that there are specific groups of people who, through personal circumstance, cannot afford, or need an incentive to use a specific service provided by the Council.
- Transparency

Reasons for not adopting a Concessions Policy

- The state benefit system takes account of and ameliorates the effect of personal disability and/or financial difficulty

Appendix 1

- Discounted charges are already available for children, students and OAPs through normal marketing initiatives (Link Card Scheme previously mentioned)
- No obvious indicator of who is entitled to a concession at point of payment
- There are so few significant personal services run by the Council to which a concession would be appropriate (rat & mice control only?)
- Additional administration

Task

Members will wish to discuss the merits of adopting a concessions policy. Options might include:

- Agree that this Council does not need a concessions policy as discount schemes already target disadvantaged individuals sufficiently well;
- Agree that the Council adopt the framework concessions policy attached.

Draft Concessions Policy

A concession is defined as a reduction in the usual price of a service that is granted to specific target groups or individuals (and their helpers where appropriate). A concession should not be confused with discounts available as routine marketing initiatives.

Objective

To ensure greater consistency and fairness in the application of concessions for specific services provided by Cherwell District Council. This policy will also form the basis of contractual discussions on concessions to the fees for services contracted out through alternative providers, whilst acknowledging that market forces will be the main determinant.

This policy will apply with effect from

Principles

This policy shall apply to some fees that the Council has discretion to set for services to individuals .

- *Need to establish the financial implication for specific services: pest control; pre-application planning advice; bulk waste services, septic tank emptying; animal licencing; rodent control, et al.*

Car park charges shall be a known exception to the policy, and will be subject of separate detailed consideration.

- *What mechanism required for identifying and approving these and other exceptions?*

There shall be consistency and harmony in the way that concessions are applied across the District.

All concessions should be simple to implement and monitor.

Target groups and Individuals

Concessions will be targeted at groups of persons or individuals in recognition of particular need, or as an incentive, to meet specific service objectives.

- *What mechanism required identifying and approving these target groups??*
- *What mechanism to set service objectives?*

Application

Each concession will be calculated and applied as a fixed percentage of the full service cost, or at a flat rate.

Monitoring

The application of concessions will be monitored by [*the service manager/portfolio holder?*]

- *and assessed for value for money through the normal budget scrutiny process?*

Authority

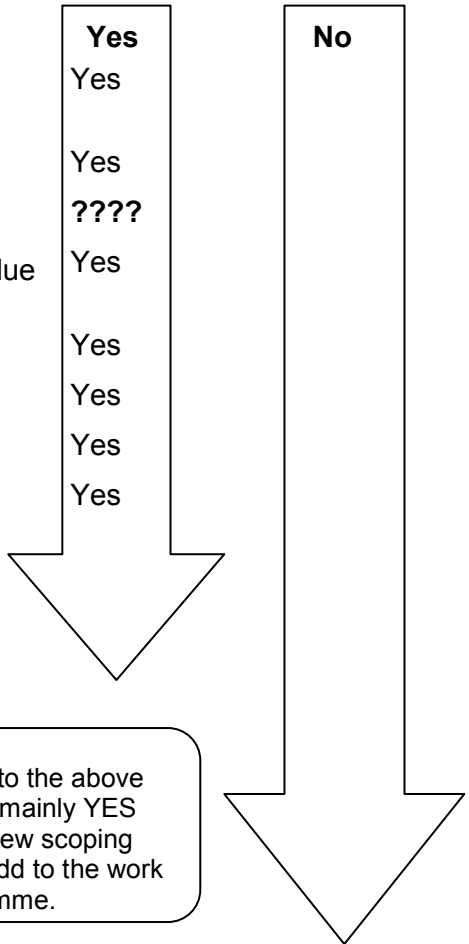
Each concession will be approved by the full Council, after consideration of the subsidy required and the priority given to the service objectives. The specific subsidies will be made clear and will be a conscious decision to meet service objectives.

- *On advice of Budget Scrutiny Committee following review with relevant service manager and Section 151 officer?*
- *Should Executive have discretionary power to implement urgent changes?*



Deciding when to scrutinise - prioritisation checklist

- Does the issue have a potential impact for the population of Cherwell?
- Is it an issue of community concern?
- Does the issue match the strategic aims of the council?
- Will the scrutiny activity improve the overall performance and value for money provided by the council?
- Is it likely to get results?
- Is it an issue of concern to partners and stakeholders?
- Are there adequate resources to do the scrutiny?
- Is the activity timely?



**Deciding when to scrutinise
- scoping the review**

<p>Topic Name of Scrutiny Review</p>	<p>Overview & Scrutiny Committee</p>
<p>Rationale Key issues &/ or reason for scrutiny of topic – explain how scrutiny will add value to the decision-making or policy development process</p>	<p>Cherwell District Council (CDC) does not currently have in operation a robust policy for the development of wind farms (especially in regards to proximity to residential areas) within the district. Currently CDC is already paying the price in terms of planning appeal costs for current applications and there is an indication that more will follow in the next few years. This is all wrapped in the uncertain times of an emerging local plan and elongated waiting for NPP guidance and the updated renewable energy policy and subsidies from the Secretary of State's office.</p>
<p>Purpose of Review Specify clearly what the Scrutiny Review should achieve and refer where possible to VFM issues of service cost, service performance and/or customer satisfaction.</p>	<p>Agree to review the current CDC policy on wind turbines and especially their proximity to residential areas. To recommend a full review and for the creation of a stronger and more robust policy that carries "weight" for implementation into future planning policy and applications across the district.</p> <p>In both cases the VFM is simple to prevent more costly, expense and lengthy planning appeals / challenges to current/future planning applications within CDC.</p>
<p>Approach (a) One-off item at Select Committee meeting (b) Task & Finish Panel If (b) (c) which members and (d) how long will it take?</p>	<p>A - This would feel appropriate as the initial piece of work is a presentation of the current policy to the committee. Followed by a subsequent agreement that the current policy needs at least to be updated if not rewritten in full by officers.</p>
<p>Key dates Identify key meeting dates and any deadlines for reports or decisions</p>	<p>Preferable for this piece of work to commence with an opening review at the next CDC O&S committee meeting in August 2013.</p>
<p>Resources to support Scrutiny Review Identify lead officers and an initial estimate of time and any other resource requirements</p>	<p>Copies of the existing CDC policy and recent legal decisions from Milton Keynes and South Northants in regards to wind turbine proximity. Copy or the emerging local plan and proposed advice (letter) being issues from the Secretary of State.</p>
<p>Witnesses/ Experts Who would need to be interviewed or consulted? Would site visits or external meetings be needed?</p>	<p>Cllr James Macnamara as co-author of the original CDC policy. Officers representing planning policy and legal representation for expertise and guidance.</p>
<p>Completed by:</p>	<p>Cllr Jon O'Neill</p>
<p>Date:</p>	<p>8th July 2013</p>

Overview and Scrutiny Committee

Overview and Scrutiny Committee Work Programme 2013/14

06 August 2013

Report of Head of Law and Governance

PURPOSE OF REPORT

This report presents the Overview and Scrutiny Committee work programme 2013/14 for consideration.

This report is public

Recommendations

The Overview and Scrutiny Committee is recommended:

- (1) To consider the Overview and Scrutiny Committee work programme 2013/14 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 2013/14.
- (3) To consider if there are any other items Members would like to include on the Overview and Scrutiny Committee Work Programme.

Details

- 1 Overview and Scrutiny Committee Work Programme 2013/14**
 - 1.1 The Overview and Scrutiny Committee Work Programme 2013/14 is attached at appendix 1.
 - 1.2 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 Committee.

- 1.4 In determining the work programme for 2013/14, 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 2013/14.
- 2.4 At the time of writing this report, the current version of the Executive Work Programme is August to November, 2013 and can be found at: www.cherwell.gov.uk

3 Updates on Overview and Scrutiny Work Programme Items

- 3.1 Community Transport and Dial-a-Ride - Monitoring information following 12 months of operation to ascertain value received from additional contribution made by the Council. Briefing note attached.
- 3.2 Concessions Policy – Scoping document prepared by Councillor Randall and attached for consideration (see agenda item 7).
- 3.3 Wind Turbines – Planning Policy – Scoping document prepared by Councillor O'Neill and attached for consideration (see agenda item 8).

4 Potential Work Programme Items

4.1 Committee Members may wish to suggest other items for inclusion on the Work Programme 2013/14. 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.

4.2 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.

5 Future Meetings Schedule

5.1 The future meeting dates for the Overview and Scrutiny Committee are listed below.

Overview and Scrutiny Committee	24 September 2013, 6.30pm 12 November 2013, 6.30pm 10 December 2013, 6.30pm 14 January 2014, 6.30pm 18 February 2014, 6.30pm 01 April 2014, 6.30pm 27 May, 2014, 6.30pm 08 July, 2014, 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 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

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 Committee Work Programme 2013/14
Appendix 2	Overview and Scrutiny Committee Terms of Reference
Background Papers	
None	
Report Author	David Parry, Democracy and Elections officer, Democratic & Elections
Contact Information	01327 322365 dave.parry@cherwellandsouthnorthants.gov.uk

**Overview and Scrutiny Committee
Briefing Note**



**DISTRICT COUNCIL
NORTH OXFORDSHIRE**

Subject: Community Transport & Dial-a-Ride
Head of Service /
Officer Responsible: Head of Community Services

<p>Background and Reason for Briefing Note</p>	<p>The Committee requested an update after 12 months of operation. To ascertain value received for CDC’s additional contribution to OCC Dial-a-Ride. To report on the development of Community transport, including the work of Oxfordshire Community Transport Advisory Group (OCTAG).</p>
<p>Head of Service</p>	<p>Background:</p> <p>From 01 April 2012 Oxfordshire County Council took over responsibility for running dial-a-ride services throughout the county.</p> <p>The OCC service provided less capacity than the previous scheme (BCTA - which had cost CDC £187,000 in 2011/12). The council decided on a two-pronged approach to providing and developing extra community transport capacity in the district:</p> <ul style="list-style-type: none"> • “Top-up” the OCC dial-a-ride service • Develop & promote volunteer driver services <p>OCC Dial-a-Ride & CDC’s “Top-Up”</p> <p>Under OCC’s baseline service each district has one bus per day, different parts of the district are served on different days. Because Cherwell had the largest existing client base it was felt that, at least initially, this baseline service would be insufficient. CDC budgeted £30k p.a. for 2012/13 and 2013/14 to top up the service, so that on three days of the week Cherwell is served by two buses rather than one.</p> <p>Group booking (for several people to travel one neighbourhood to a common destination) was a feature of the old BCTA service but did not initially form part of the OCC service. Following customer feedback OCC introduced this service during the “off-peak” period 10.30 to 2.30 day.</p> <p>Following customer feedback, block bookings have also been introduced, making it easier for customers that make the same journey each week. Journeys can be block booked for three months in advance, and once booked there will be no need to call every week.</p> <p>Concessionary bus passes are accepted on OCC dial-a-ride services.</p> <p>Cherwell consistently has the highest passenger numbers in the county. For Cherwell the average number of passengers per month through 2012/2013 was</p>

1,137 (City 638, West 332, Vale 257, South 94). Dial a Ride in Cherwell is currently operating at near full capacity but booking requests are almost always met.
 Cherwell is the only district to “top-up”. The other rural districts do not have unmet demand. Oxford City has identified unmet demand, meaning that scheme members are often denied service.

Volunteer Drivers - Cherwell

In late 2011 CDC tendered for contracts to provide and develop volunteer driver services throughout the district (alongside contracts to increase volunteering and to provide debt and money advice). The winning bidder was Banbury CAB. The contract started on 01 April 2012. CAB also won Cherwell’s contract to increase volunteering in the district. The two contracts work closely together and are branded as “Volunteer Connect”.

Initially the service focussed on directing potential clients to existing volunteer driver services such as those run by Banbury Volunteer Bureau and WRVS. Over the course of year 1, the service began to recruit new volunteer drivers and by the end of June 2013 there were 27 volunteer drivers registered with Volunteer Connect.

Latest figures available are for the first quarter of 2013/14. These show that 364 journeys were provided by Volunteer Connect Drivers and 182 clients were referred to other transport providers.

The majority of drivers and clients are in Banbury, Bicester & Kidlington (plus a significant cluster of drivers in Steeple Aston). The development aim for year two is to increase drivers and clients across rural Cherwell, where public transport is more difficult to access.

OCC Supporting Community Transport Project

In April 2012 OCC received a grant of £514,000 from Central Government to support the development of Community Transport services. £22,000 was allocated to topping up the Dial-a-ride service (£110,000 each in 2012/13 and 2013/14), with the rest for researching, promoting and developing community based transport, including creation of a temporary post to lead the project.

Oxfordshire Community Transport Advisory Group

OCTAG is a liaison group hosted by Oxfordshire Rural Community Council (ORCC). Attendees include District & County Officers, provider representatives (from car and community bus schemes) and client representatives (Age UK). The group meets quarterly to share information and best practice and to co-ordinate efforts.

Through OCTAG, CDC and Volunteer Connect liaise with the OCC “Supporting Community Transport” project officer to try to ensure “best value” for Cherwell between the two schemes.

Completed by: Kevin Larnar

Date: 29/07/2013

Presented to: Overview & Scrutiny committee

Date: 06/08/2013

Overview and Scrutiny Committee

Work Programme items - 2013/2014

(Updated: July 2013)

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
Page 21 Concessions Policy (Sept)	To work on concessions principles: would be on-going with a view to a policy being implemented in due course.	Policy Development – As part of a 2012/13 budget scrutiny process, Members had identified the need for a consistent approach to concessions across the authority. As part of the 2013/14 budget scrutiny process this work had begun, nominated Board Members had met with Finance Officers to review the concessions currently offered by the Council and third parties. It had been noted that there were discrepancies, and focus should be on developing overarching principles, taking into consideration services CDC delivers, services externally	Karen Curtin, Head of Finance and Procurement.	The concessions review can only give guidance for services delivered by CDC, and guide through Service Level Agreements for third party providers. An equality impact assessment will need to be undertaken. Scoping document Prepared by Councillor Randall – attached for consideration.

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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		delivered, and which groups were currently in receipt of concessions.		
National Benefit Changes (Sept)	To receive a further report on the introduction of National Benefit Changes, and what these will mean for CDC service delivery and residents. Report to include information on impact on Social Landlords and actions being taken, the possible formation of a Welfare Reform Team, and out-of-hours advice by Auriga Services (Oxfordshire Support Fund).	Progress report to meeting in September, 2013 following previous consideration (September, 2012 and April, 2013)	Karen Curtin, Head of Finance and Procurement; Belinda Green, Benefits Manager	Lead Member for Financial Management (Cllr Atack) to be invited to attend. OSC members are requested to feed-in any particular areas they would like covered.
Commissioning of services to Banbury CAB (Sept)	Undertake monitoring of recommendations once new service arrangements (Volunteering / coordinating role; giving advice; Voluntary Driver scheme) in place 12 months.	Committee request	Chris Stratford, Head of Regeneration & Housing	
Electronic Document and Records Management (EDRM) (Sept)	To receive updates as appropriate on the Electronic Document and Records Management (EDRM) project	Scrutiny and Monitoring. Outcomes from pilot (commencing July, 2013) to be reported to September 2013	Jo Pitman, Head of Transformation and Gareth Jones, ICT Manager	Pilot not yet commenced; update required if outcomes to be reported to September 2013 meeting.
Air Quality	To review monitoring across the District, and	Update report to meeting in	Sean Gregory	Lead Member for

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(Nov)	review progress of Hennef Way Action Plan objectives.	November, 2013 advising on how objectives being met following consideration by O&S Committee - October, 2012 and May, 2013.	Environmental Protection Officer	Public Protection (Cllr Illott) to be invited to attend.
Wind Turbines and their locations	To consider a scoping document regarding the Council's Planning Policy in respect of Wind Turbines and their locations.	Committee request arising April, 2013	TBC	Scoping document prepared by Councillor O'Neill – attached for consideration.
DC Employment Initiatives	To consider a scoping document regarding a potential review of the effectiveness of the various employment initiatives introduced by the Council.	Committee request arising April, 2013	TBC	Councillor Magee to draft scoping document.
Contract Scrutiny: Landscape Maintenance Contract	To receive updates as appropriate. Councillors Lawrie Stratford, Douglas Williamson and Sean Woodcock nominated to be involved in the procurement of the landscape maintenance contract	Scrutiny review – contract scrutiny	Ed Potter, Head of Environmental Services; Paul Almond, Streetscene and Landscape Services Manager	The nominated Members will provide updates to the Committee as appropriate.

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Review of Local Plan process	Upon completion of the Local Plan examination, to review the process, and consider lessons learnt for future, similar projects.	Request from Councillor Woodcock with support of Executive.	TBC	
Items retained on Work Programme for update via Briefing Notes				
Update on Empty Homes	Update on progress in bringing empty homes and other empty property back into use	Originally considered by former Overview and Scrutiny Committee in March, 2013. Update via Briefing Note – March 2014	Chris Stratford (Head of Regeneration and Housing)	
Housing Strategy	Review of Annual Delivery Plan	Originally considered by former Overview and Scrutiny Committee in March, 2013. Future updates via regular Briefing Notes	Helen Town (Strategic Housing Officer)	
Planning and Building Control Enforcement	Review impact of additional staffing resources	Originally considered by former Overview and Scrutiny Committee in October 2012 and January 2013. Future updates via Briefing Notes	Andy Preston (Head of Public Protection and Development Manager)	

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Overview and Scrutiny Committee

The Overview and Scrutiny Committee will:

- Innovate and challenge the way the Council operates
- Exercise the call in powers contained in the Constitution
- Add value to the Council through in-depth studies
- Add value to the Council through selective studies of external crosscutting issues
- Promote more informal smaller group working.
- Open up the local democratic process to greater public involvement.
- Add value to the Council through pre-decision scrutiny of Key Decisions through using the 28 day notice
- Be involved in performance management on a selective and strategic basis.
- Develop effective and positive channels of communication between itself and the Executive.
- Adopt a Select Committee style and approach wherever possible.
- Require effective and reliable officer support
- Be involved in the development of Policy
- Scrutinise areas of interest or concern and make recommendations to Executive and where appropriate full Council following the completion of such scrutiny

Terms of Reference

The Committee will be appointed to discharge the functions conferred by Section 21 of the Local Government Act 2000 or Regulations under Section 32 of the Local Government Act 2000

Scrutiny Committee

Co-ordinating and managing the scrutiny Work Programme and ensuring that there is effective and timely scrutiny of Council Policy and authority wide performance as well as holding the Executive to account.

The Overview and Scrutiny Committee will have a membership of 12 Councillors who are not members of the Executive, appointed on a Proportional Representation basis by Council.

Functions

Within its scope and terms of reference, the Overview and Scrutiny Committee will:

- (a) review and monitor the performance of the Council's services;
- (b) review and/or scrutinise policies, proposals, decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (c) make reports and/or recommendations to the Council and/or the Executive in connection with the discharge of any functions;
- (d) consider any matter affecting the area or its inhabitants;
- (e) exercise the right to Call-in, for reconsideration, decisions made, but not yet implemented by the Executive.

- (f) consider matters arising from a Councillor Call for Action (CCfA) under Section 119 of the Local Government and Public Involvement in Health Act 2007 and Regulations thereunder; and
- (g) undertake the functions of the Council's crime and disorder committee for the purposes of Section 19 of the Police and Justice Act 2006, including CCfA relating to crime and disorder matters.

Specific Functions

- (a) **Scrutiny** - Within its scope and terms of reference Scrutiny may:
- (i) review and scrutinise the decisions made by and performance of the Executive and/or Committees and the appropriate Officers both in relation to individual decisions and over time;
 - (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service area;
 - (iii) question Members of the Executive and/or Committees and appropriate Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
 - (iv) make recommendations to the Executive and/or appropriate Committees and/or Council and/or any external bodies arising from the outcome of the scrutiny process;
 - (v) review and scrutinise the performance of major partnerships and other public bodies in the area and invite written reports and/or request them to address the Committee and local people about their activities and performance;
 - (vi) require Members of the Executive, the Chief Executive, Directors and Service Heads to attend to answer questions and give evidence on receipt of at least 5 days' written notice.
 - (vii) question and gather evidence from any person, not a Member or an Officer of the Council, with their consent;
- (b) **Advisory and Review** – Within its scope and terms of reference the Overview and Scrutiny Committee may:
- (i) assist the Council and the Executive in the development of its Policy Framework by in-depth analysis of policy issues, excluding those policy areas which fall under the remit of the Strategic Planning and Regeneration Committee;
 - (ii) conduct research, community and other consultation in the analysis of policy issues and possible options
 - (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options,
 - (iv) make recommendations to Executive and/or appropriate Committees and/or Council and/or any external bodies arising from the outcome of the scrutiny process.
 - (v) review and scrutinise the performance of major partnerships and other public bodies in the area and invite written reports and/or request them to address Councillors and local people about their activities and performance.
- (c) **Annual Report** – The Overview and Scrutiny Committee will report annually to Council on function on their workings and make recommendations for future work programmes and amended working methods if appropriate.
- (d) **Work Programme** – The Overview Scrutiny Committee will exercise overall responsibility for the Overview and Scrutiny Work Programme and for ensuring that

this is sustainable with regard to the support and resources that are available to it and that is considered in conjunction with other committees of the Council and their respective work programmes in order to minimise duplication of effort.

Proceedings of Overview and Scrutiny

The Overview Scrutiny Committee will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in this Constitution.

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