

Committee: Overview and Scrutiny Committee
Date: Tuesday 14 October 2014
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Ann Bonner (Chairman)	Councillor David Hughes (Vice-Chairman)
Councillor Claire Bell	Councillor Maurice Billington
Councillor Diana Edwards	Councillor Jon O'Neill
Councillor Lynn Pratt	Councillor Neil Prestidge
Councillor Dan Sames	Councillor Lawrie Stratford
Councillor Bryn Williams	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 September, 2014.

5. **Chairman's Announcements**

To receive communications from the Chairman.

6. **Youth Engagement - Scoping Document** (Pages 7 - 8)

To consider a revised Scoping Document prepared by Councillors Bryn Williams, Dan Sames and Neil Prestidge regarding Youth Engagement.

7. **Recycling - Scoping Document** (Pages 9 - 12)

To consider a Scoping Document prepared by Councillors Claire Bell and David Hughes regarding Recycling.

8. **Overview and Scrutiny Work Programme 2014/15** (Pages 13 - 26)

Report of Head of Law and Governance

Purpose of Report

This report presents the Overview and Scrutiny work programme 2014/15 for consideration.

Recommendations

The meeting is recommended:

- 1.1 To consider the Overview and Scrutiny Committee Work Programme 2014/15 as set out at Appendix 1 of the report.
- 1.2 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 2014/15.
- 1.3 To consider if there are any other items Members would like to include on the Overview and Scrutiny Committee Work Programme.

9. **Exclusion of the Press and Public**

The following report(s) contain exempt information as defined in the following paragraph(s) of Part 1, Schedule 12A of Local Government Act 1972.

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to resolve as follows:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item(s) of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

10. Dial-a-Ride (Pages 27 - 30)

To receive an Exempt briefing note from the Shared Interim Community Partnerships and Recreation Manager.

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 6 October 2014

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 September 2014 at 6.30 pm

- Present: Councillor Ann Bonner (Chairman)
Councillor David Hughes (Vice-Chairman)
- Councillor Claire Bell
Councillor Diana Edwards
Councillor Lynn Pratt
Councillor Lawrie Stratford
- Substitute Members: Councillor Andrew Beere (In place of Councillor Sean Woodcock)
Councillor Rose Stratford (In place of Councillor Bryn Williams)
- Also Present: Councillor Kieron Mallon
Councillor D M Pickford
Councillor G A Reynolds
- Apologies for absence: Councillor Maurice Billington
Councillor Jon O'Neill
Councillor Neil Prestidge
Councillor Dan Sames
Councillor Bryn Williams
Councillor Sean Woodcock
- Officers: Louise Tustian, Acting Corporate Performance and Insight Manager
Marianne North, Housing Needs Manager
Kevin Larner, Countryside & Communities Manager
Michal Gogut, Consultation and Engagement Officer
Natasha Clark, Team Leader, Democratic and Elections
Dave Parry, Democratic and Elections Officer

17 **Declarations of Interest**

There were no declarations of interest.

18 **Urgent Business**

There was no urgent business.

19 **Minutes**

That the Minutes of the Overview and Scrutiny Committee held on 22 July, 2014 were agreed as a correct record and signed by the Chairman.

20 **Chairman's Announcements**

The Chairman advised that Agenda item 13 (Commissioning of Services to Banbury CAB) would now be taken after Agenda item 6 (Community Transport and Dial-a-Ride).

21 **Community Transport and Dial-a-Ride**

The Countryside and Communities Manager presented a briefing note of the Head of Community Services giving an overview of voluntary and community transport provision in the district.

The Committee noted the background and current operation of Dial-a-Ride; Volunteer Car Services; Banbury Volunteer Bureau; Royal Voluntary Service, and the Non-Emergency Patient Transport Service. With regard to the Royal Voluntary Service, the Countryside and Communities Manager advised that the service was available to people over the age of 60 years of age, and not 70 years of age as stated in the briefing note. With regard to the Dial-a-Ride Service, the Committee noted that a further report would be submitted to the October meeting, and the Oxfordshire County Council's Theme Lead Officer, Alexandra Bailey, would be in attendance to advise on the future of the scheme.

Resolved

(1) That the briefing note be noted.

22 **Exclusion of the Press and Public**

Resolved

That, in accordance with Section 100A(4) of the 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.

23 **Commissioning of Services to Banbury CAB.**

The Committee considered an Exempt report of the Head of Regeneration and Housing and the Head of Community Services relating to the commissioning of services to Banbury CAB.

Resolved

- (1) As set out in the exempt minutes.
- (2) As set out in the exempt minutes.

24 **Re-admittance of public and press**

Resolved

That the press and public be readmitted to the meeting.

25 **Overview of Service Plan Process**

The Committee received a briefing from the Acting Corporate Performance and Insight Manager detailing an overview of the Service Plan process. It was noted that details of the eight individual service plans would be submitted to Members with a view to the Committee identifying a particular service for detailed review.

Resolved

- (1) That the overview of the Service Plan process be noted.
- (2) That details of the eight individual Service Plans be provided to Committee members with a view to identifying a particular area for detailed review.

26 **Q1 Performance Monitoring**

The Chairman welcomed Councillor Mallon, Lead Member for Performance and Communications and the Acting Corporate Performance and Insight Manager to the meeting.

The Lead Member for Performance and Communications presented the draft report of the Head of Transformation which set out the areas the Performance team had extracted from the Quarter 1 performance report as areas of concern and achievement, as measured through the Performance Management Framework.

The Committee noted the number of instances of fly-tipping and enquired whether the areas where this occurred could be identified. In response the

Acting Corporate Performance and Insight Manager undertook to look into the matter.

In considering the performance with respect to the processing of minor planning applications, whilst there was some suggestion that additional resources might be allocated, it was acknowledged that much work had been done in this area and, in addition, some officer resources were temporarily allocated to the Local Plan. As such it was anticipated that performance would improve in due course.

The Chairman thanked the Lead Member for Performance and Communications and the Acting Corporate Performance and Insight Manager for their presentation and updates.

Resolved

- (1) That the draft Quarter1 2014/15 Performance Monitoring report be noted.

27

Annual Customer Satisfaction Report

The Chairman welcomed Councillor Mallon, Lead Member for Performance and Communications, the Acting Corporate Performance and Insight Manager and the Consultation and Engagement Officer to the meeting.

The Acting Corporate Performance and Insight Manager presented the results of the Annual Customer Satisfaction survey, which showed overall satisfaction with the Council and perceptions of value for money were now at their highest recorded levels. Notwithstanding this, there were still notable differences across the district, and close monitoring would continue going forward.

The Committee welcomed the results and requested that, where possible, the survey results be broken-down by locality and made available to Councillors. It was also suggested that, for the future, consideration be given to changing some of the descriptions used in order to enable the public to have a better understanding. It was further suggested that the survey results should be included in a future edition of 'Cherwell Link', and they might also be used to help promote the district.

Resolved

- (1) That the results of the annual customer satisfaction survey be noted.
- (2) That, where possible, the annual customer satisfaction survey results be broken-down by locality and made available to Councillors.
- (3) That, following submission to the Executive, the Lead Member for Performance and Communications be recommended to support the results of the annual customer satisfaction survey being publicised via 'Cherwell Link'.

28 **Youth Engagement - Scoping Document**

The Committee considered a scoping document prepared by Councillors Dan Sames and Bryn Williams proposing a scrutiny review with respect to youth engagement.

The Committee was supportive of a review taking place, but it was suggested that the Task and Finish Panel be informal in nature, and that the Member Champion for Youth and one further member be appointed to the Panel along with Councillors Sames and Williams. Caution was also expressed that officer resources required to complete the review should be limited against the benefits likely to accrue.

Resolved

- (1) That the draft scoping document in respect of Youth Engagement be further refined, and submitted to the next meeting of the Committee for approval.

29 **Overview and Scrutiny Work Programme**

The Committee considered the report of the Head of Law and Governance, which presented the Overview and Scrutiny Work Programme 2014/15.

Executive Work Programme

The Committee agreed that there were no additional items in the Executive Work Programme for September to December, 2014 that they wished to include on their Work Programme in 2014/15.

Resolved

- (1) That the Overview and Scrutiny Committee Work Programme 2014/15 be noted.
- (2) That no items in the current version of the Executive Work Programme (September to December 2014) be included on the Work Programme for 2014/15.

The meeting ended at 8.43 pm

Chairman:

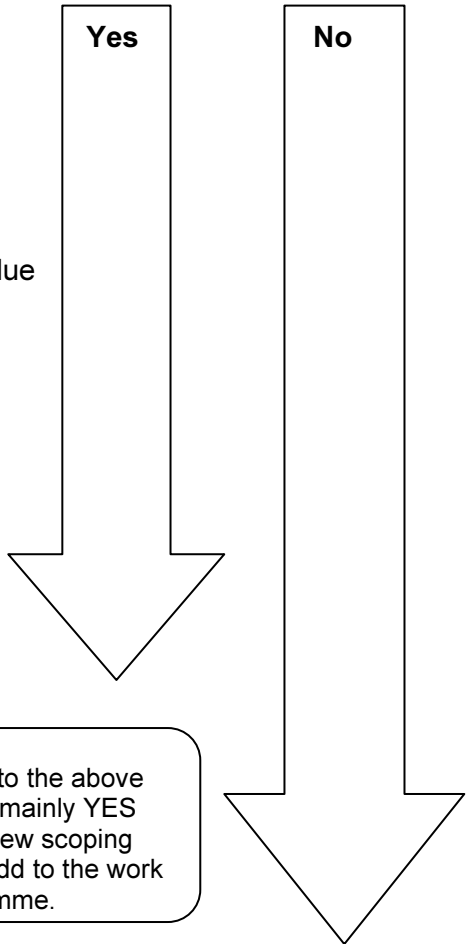
Date:

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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?



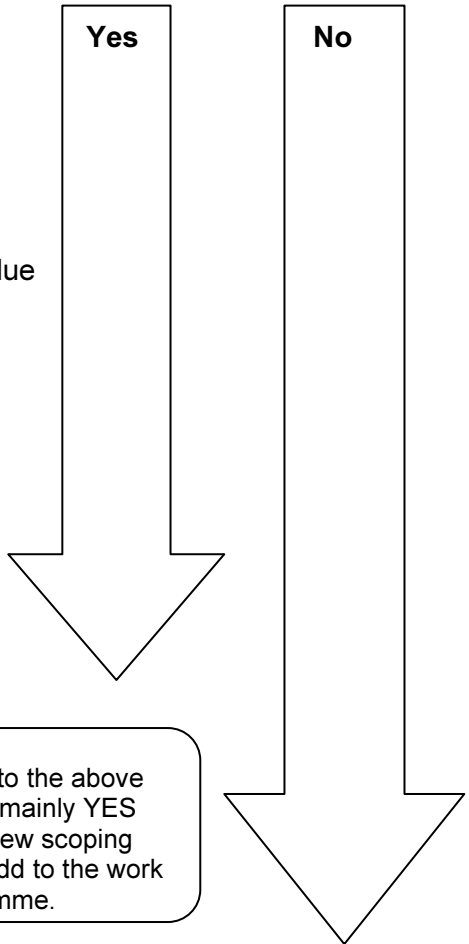
Deciding when to scrutinise - scoping the review

Topic Name of Scrutiny Review	Youth Engagement in democratic processes.
Rationale Key issues &/ or reason for scrutiny of topic – explain how scrutiny will add value to the decision-making or policy development process	Informing young people of the role of local government in society, encourage involvement in decision making processes, widening knowledge of public services, and encouraging involvement in democratic process (possibly considering becoming Councillors in the future).
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.	Review would seek to identify ways to better inform young people of the activities of, and encourage involvement in local government in general and Cherwell District Council in particular.
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?	Informal Task and Finish Panel Cllrs Prestidge, Sames and Williams Seek to complete by February, 2015.
Key dates Identify key meeting dates and any deadlines for reports or decisions	Report deadline for submission to February meeting – 13 February, 2015.
Resources to support Scrutiny Review Identify lead officers and an initial estimate of time and any other resource requirements	Jon Wild Senior Recreation Development Officer
Witnesses/ Experts Who would need to be interviewed or consulted? Would site visits or external meetings be needed?	Year Heads, School Governors, School Councils, youth groups, and third sector organisations. Review would probably require site visits and possibly external meetings.
Completed by:	Cllrs Bryn Williams, Dan Sames and Neil Prestidge
Date:	October, 2014



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>Recycling</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>For 2013/14 amount of waste sent to landfill exceeded the target set by 2,426 tons. This was suggested to be ‘significantly impacted’ by not being able to recycle street sweepings. Q1 of 2014 shows an improvement. The rationale for scrutiny is to:</p> <ol style="list-style-type: none"> 1) Seek assurance that recent improvement in performance is sustainable and not a seasonal variable, and reviewing whether the current target (57%) is sufficiently challenging. 2) To ascertain the relationship between this target and the 2013/14 target which was expressed in tons rather than as a percentage of total waste. As CDC has to pay a tax on each ton sent to landfill an increase in this costs money. 3) Look at the possibility of involving Schools and Colleges and thereby educating and informing younger people. 4) Investigate possibility of community-wide competition to raise public awareness.
<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>Demonstrate what the targets for the two years <i>really</i> mean and how they relate to one another. Provide conformation that current recycling target is appropriate and sufficiently ambitious (whilst still being realistic). Identify what the material is that is not currently being recycled. Identify the areas where recycling is not happening effectively. Identify possible means of increasing recycling rates in all areas. Find out what systems are used by similar</p>

	authorities who have higher recycling rates.
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?	Informal Task & Finish Working Group Members - Councillors Bell and Hughes; plus additional member to be identified (potential member – Cllr Sames) Target completion date – January, 2015
Key dates Identify key meeting dates and any deadlines for reports or decisions	O&S Committee meeting – 13 January, 2015.
Resources to support Scrutiny Review Identify lead officers and an initial estimate of time and any other resource requirements	Appropriate officer input from Environment, Performance and Communications teams.
Witnesses/ Experts Who would need to be interviewed or consulted? Would site visits or external meetings be needed?	Appropriate officers – possibly customer; particularly in areas with low recycling rates. Possible site visit(s) required. Liaison with other authorities and the wider recycling industry
Completed by:	Councillors Bell and Hughes
Date:	6 October, 2014

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Cherwell District Council

Overview and Scrutiny Committee

14 October, 2014

Overview and Scrutiny Work Programme 2014/15

Report of Head of Law and Governance

This report is public

Purpose of report

This report presents the Overview and Scrutiny Committee work programme 2014/15 for consideration.

1.0 Recommendations

The meeting is recommended:

- 1.1 To consider the Overview and Scrutiny Committee Work Programme 2014/15 as set out at Appendix 1 of the report.
- 1.2 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 2014/15.
- 1.3 To consider if there are any other items Members would like to include on the Overview and Scrutiny Committee Work Programme

2.0 Introduction

- 2.1 The work programme report identifies the topics and issues under consideration by the Overview and Scrutiny Committee and allows an opportunity for additional subjects to be identified and included on the programme.

3.0 Report Details

Overview and Scrutiny Work Programme

- 3.1 The Overview and Scrutiny Committee Work Programme 2014/15 is attached at appendix 1.

- 3.2 Members are invited to make any suggestions to improve the appearance of the work programme.
- 3.3 Each future agenda item includes an overview of the item and reason for consideration by the Committee.
- 3.4 In determining the work programme for 2014/15, the Committee will wish to take into account the terms of reference as laid out in the Constitution (Appendix 2).

Executive Work Programme

- 3.5 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.
- 3.6 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.
- 3.7 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 2014/15.
- 3.8 At the time of writing this report, the current version of the Executive Work Programme is November 2014 to February 2015 and can be found at: www.cherwell.gov.uk

Updates on Overview and Scrutiny Work Programme Items

- 3.9 Youth Engagement. Amended scoping document prepared by Councillors Bryn Williams, Dan Sames and Neil Prestidge regarding potential review of the Council's Youth Engagement activities – attached for consideration (see agenda item 6).
- 3.10 Recycling. Scoping document prepared by Councillors Claire Bell and David Hughes regarding potential review of the Council's Recycling activities – attached for consideration (see agenda item 7).
- 3.11 Dial-a-Ride - Informing the Committee of potential changes to the Dial-a-Ride service which may impact on voluntary and community transport in the District. Exempt Report attached (see agenda item 10).

Future meetings Schedule

- 3.12 The future meetings of the Overview and Scrutiny Committee are listed below:

Overview and Scrutiny Committee	2014/15 25 November, 2014, 6.30pm 13 January, 2015, 6.30pm 24 February, 2015, 6.30pm 31 March, 2015, 6.30pm
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4.0 Conclusion and Reasons for Recommendations

- 4.1 The recommendations as set out in the report are believed to be in the best interests of the Council.

5.0 Consultation

None

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To agree the recommendations as set out in the report.

Option 2: To amend the recommendations.

Option 3: Not to agree the recommendations.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications arising directly from this report. The report of the individual scrutiny reviews will address any specific legal issue.

Comments checked by:

Kelly Wheeler, Service Accountant, 01327 322224,

Kelly.wheeler@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 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:

James Doble, Democratic and Elections Manager,

01295 221587, james.doble@cherwellandsouthnorthants.gov.uk

Risk Management

- 7.3 If too many items are included on the work programme there is a risk that scrutiny agenda 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 reports of the individual scrutiny reviews will address any specific risk issues.

Comments checked by:

James Doble, Democratic and Elections Manager,
01295 221587, james.doble@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

Each scrutiny review will identify the wards affected.

Links to Corporate Plan and Policy Framework

Each Scrutiny Review will identify the relevant Corporate Plan and Policy framework links.

Lead Councillor

None

Document Information

Appendix No	Title
Appendix 1	Overview and Scrutiny Committee Work Programme 2014/15
Appendix 2	Overview and Scrutiny Committee Terms of Reference
Background Papers	
None	
Report Author	Dave Parry, Democratic and Elections Officer
Contact Information	Tel: 01327 322365 Email – dave.parry@cherwellandsouthnorthants.gov.uk

Overview and Scrutiny Committee

Work Programme items - 2014/2015

(Updated: September 2014)

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
Page 17 Dial-a-Ride scheme - Future (October)	Undertake monitoring of Dial-a-Ride service.	Committee request. Next consideration due – October, 2014.	Nicola Riley Shared Interim Community Partnerships and Recreation Manager	The Countryside and Communities Manager, and Alexandra Bailey, OCC's Service Manager (Business Development & Fleet) invited to attend to advise on the future of the scheme. Lead Member for Financial Management invited to attend. Lead Member with responsibility for Urban and Rural Services 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

Appendix 1

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
Youth Engagement (October)	To consider a scoping document regarding a potential review of the Councils Youth Engagement activities.	Committee request arising June, 2014. Initial consideration – September, 2014. Next consideration – October, 2014.	Jon Wild Senior Recreation Development Officer	Scoping document prepared by Cllrs Prestidge, Sames and Williams for consideration by the Committee.
Recycling (October)	To consider a scoping document regarding a potential review of the Councils recycling activities	Committee request arising June, 2014. Next consideration – October, 2014.	TBC	Scoping document prepared by Cllrs Bell and Hughes for consideration by the Committee.
Joint Cherwell District Council / South Northamptonshire Council Travel Plan (November)	Review of joint Travel Plan which aims to change to the way people travel to their place of work.	Pre-decision scrutiny - This item will be submitted to the December Executive for consideration	David Allen, Lead Officer Transport Policy.	Chairman agreement to add this to the agenda
Q2 Performance Monitoring Report (November)	Regular review of Performance	Monitoring by Committee. Next consideration due – November, 2014.	Louise Tustian, Acting Corporate Performance Manager	Lead Member for Performance and Communications to be invited to attend.

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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

Appendix 1

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
Website (November)	To consider a scoping document regarding a potential review of the Council's website	Committee request arising July, 2014. Next consideration – November, 2014	Balvinder Heran, Joint Head of ICT Business Services	Cllrs Edwards, Hughes and Lawrie Stratford to prepare scoping document for consideration by the Committee.
Report and proposed actions from LGA Study into Business Growth (November)	Item from Executive Work Programme (August to November, 2014)	Committee request arising July, 2014. Next consideration – November, 2014	Adrian Colwell, Head of Strategic Planning and the Economy.	
Draft Business Plans / Service Plans (2015/16) January, 2015)	Review of process and identification of specific Service area to scrutinise.	Committee decision. Next consideration due – January, 2015.	Louise Tustian, Acting Corporate Performance Manager	Lead Member for Performance and Communications to be invited to attend.
Review of Local Plan process (to include consideration of wind turbines and their locations, and the application of the fracturing ('Fracking') mining technique. (January, 2015)	Upon completion of the Local Plan examination, to review the process, and consider lessons learnt for future, similar projects.	Request from Cllr Woodcock with support of Executive. Committee decision to incorporate consideration of wind turbine and fracturing issues – June, 2014. Date of next consideration – January, 2015.	Adrian Colwell, Head of Strategic Planning and the Economy.	The Local Plan inquiry has been suspended for 6 months pending a request for further information. This review should not take place until after the examination is complete (December, 2014)

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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

Appendix 1

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
Q3 Performance Monitoring Report (February, 2015)	Regular review of Performance	Monitoring by Committee. Next consideration due – February, 2015.	Louise Tustian, Acting Corporate Performance Manager.	Lead Member for Performance and Communications to be invited to attend.
Air Quality (TBC)	To review monitoring across the District, and review progress of Hennef Way Action Plan objectives.	Report to future meeting advising on how objectives being met and measures Council would consider appropriate if current monitoring shows action needed - following consideration by O&S Committee - October, 2012, May, 2013 and Jan 2014. Next consideration to take place following consideration by Oxfordshire County Council's Cherwell Localities Meeting.	Sean Gregory Environmental Protection Officer	<p>Relevant Lead Member to be invited to attend. Subject raised with Oxfordshire County Council's Cherwell Localities Meeting as possible item for consideration.</p> <p>At their 1 September 2014 meeting, the Executive resolved to declare an Air Quality Management Area in Horsefair/North Bar/South Bar, Banbury be declared and in Bicester Road, Kidlington be declared. The declaration of an Air Quality Management Area in Kings End/Queens Avenue,</p>

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

Appendix 1

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
				Bicester be deferred so that additional monitoring and assessment can be carried out following the changes to the road layout.
Management of the self-build element of the Graven Hill Development (TBC)		Committee request arising February, 2014. Next consideration – TBC.	Karen Curtin (Director (Bicester))and Helen Town (Delivery Manager)	Committee Members to be identified to complete scoping document.
Oxfordshire Growth Board (TBC)	Initial briefing on work of the Oxfordshire Growth Board	Committee request arising July, 2014. Next consideration – TBC	TBC	
Items retained on Work Programme for update via Briefing Notes				
No items currently retained on Work Programme for update via Briefing Notes	N/A	N/A	N/A	N/A

Page 2

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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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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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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