

**Committee:** Overview and Scrutiny Committee  
**Date:** Tuesday 13 January 2015  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

## Membership

<b>Councillor Ann Bonner (Chairman)</b>	<b>Councillor David Hughes (Vice-Chairman)</b>
<b>Councillor Claire Bell</b>	<b>Councillor Maurice Billington</b>
<b>Councillor Diana Edwards</b>	<b>Councillor Jon O'Neill</b>
<b>Councillor Lynn Pratt</b>	<b>Councillor Neil Prestidge</b>
<b>Councillor Dan Sames</b>	<b>Councillor Lawrie Stratford</b>
<b>Councillor Bryn Williams</b>	<b>Councillor Sean Woodcock</b>

## AGENDA

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

### 1. Apologies for Absence and Notification of Substitute Members

### 2. Declarations of Interest

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

### 3. Urgent Business

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

4. **Minutes** (Pages 1 - 6)

To confirm as a correct record the minutes of the meeting held on 25 November 2014.

5. **Chairman's Announcements**

To receive communications from the Chairman.

6. **2015-2016 Business Plan**

Report of Head of Transformation.

(Report to follow – information not available at date of agenda publication).

7. **Website - Scoping Document**

To consider a Scoping Document prepared by Councillors Lawrie Stratford, Diana Edwards and David Hughes regarding the Councils website.

(Document to follow – information not available at date of agenda publication).

8. **Overview and Scrutiny Work Programme 2014/15**

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

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

## **Information about this Meeting**

### **Apologies for Absence**

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

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

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

### **Access to Meetings**

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

### **Mobile Phones**

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

### **Queries Regarding this Agenda**

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

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

Published on Monday 5 January 2015



# 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 25 November 2014 at 6.30 pm

Present: Councillor Ann Bonner (Chairman)  
Councillor David Hughes (Vice-Chairman)

Councillor Claire Bell  
Councillor Bryn Williams  
Councillor Sean Woodcock

Also Present: Councillor Michael Gibbard, Lead Member for Planning  
Councillor Kieron Mallon, Lead Member for Banbury Developments, Performance and Communications

Apologies for absence: Councillor Maurice Billington  
Councillor Diana Edwards  
Councillor Jon O'Neill  
Councillor Lynn Pratt  
Councillor Neil Prestidge  
Councillor Dan Sames  
Councillor Lawrie Stratford

Officers: Adrian Colwell, Head of Strategic Planning and the Economy  
Jo Pitman, Head of Transformation  
David Allen, Lead Officer, Transport Policy (South Northamptonshire Council)  
Natasha Clark, Team Leader, Democratic and Elections  
Dave Parry, Democratic and Elections Officer

#### 39 **Declarations of Interest**

There were no declarations of interest.

#### 40 **Urgent Business**

There was no urgent business.

#### 41 **Minutes**

The Minutes of the Overview and Scrutiny Committee held on 14 October, 2014 were agreed as a correct record and signed by the Chairman.

42 **Chairman's Announcements**

There were no Chairman's announcements

43 **Quarter 2 Performance Report**

The Chairman welcomed Councillor Mallon, Lead Member for Banbury Developments, Performance and Communications, Councillor Gibbard, Lead Member for Planning, and the Head of Transformation to the meeting.

The Head of Transformation submitted a report and appendix providing a summary of the Quarter 2 performance report, and detailing the areas where the performance of Council services was strong and performing well, along with areas of review, as measured through the Performance Management Framework. The report and appendix provided an opportunity to reflect upon the Council's performance and determine whether there was a need to review performance in any of the services, or to refer any specific points to the Executive for consideration at its December meeting.

The Committee welcomed the overall excellent performance, and requested it be recorded that the efforts made by the staff were appreciated. Of the small number of areas where performance was below target, the Committee noted that fly-tipping remained an area of concern. A number of suggestions were made to help address the issue and, in response, the Lead Member for Banbury Developments, Performance and Communications advised that he would speak to the Lead Member for Clean and Green as to additional measures and, in particular, whether some flexibility could be applied to the three items of bulky waste for £10 service (e.g. to increase the number of items where a resident didn't have access to a vehicle).

Noting next the performance with respect to the processing of minor planning applications, the Committee was advised by the Lead Member for Planning that this area had suffered due to resources being concentrated on major applications, appeals and the Local Plan process. The Head of Strategic Planning and the Environment added that measures were currently being taken to increase capacity to deal with both major and minor applications. However, it was important to have a balance, and take account of the anticipated drop in future major applications, and also ensure existing staff had the skills for the future.

Finally, responding to a question regarding the figures in respect of the number of people claiming Job Seekers Allowance, the Head of Strategic Planning and the Environment undertook to identify the number of people who came off the benefit because they had gone into work, rather than those who had just come off the benefit.

**Resolved**

- (1) That the highlighted areas in the report be noted.
- (2) That further information be provided in respect of the measures being taken to address the instances of fly-tipping.

44 **Customer Insight Report**

The Chairman welcomed Councillor Mallon, Lead Member for Banbury Developments, Performance and Communications, and the Head of Transformation to the meeting.

The Head of Transformation submitted a report providing an update on customer feedback, including complaints.

Responding to a query, the Head of Transformation undertook to investigate whether repeated complaints were received in respect of recurring problems, and also whether there were any individuals who made repeated complaints.

**Resolved**

- (1) That the position of customer feedback received by the Council during the first two quarters of 2014/2015 be noted.
- (2) That the Committee continue to receive Customer Insight reports at half yearly intervals.

45 **Workplace Travel Plan 2015**

The Chairman welcomed Councillor Gibbard, Lead Member for Planning, the Head of Strategic Planning and the Economy, and the Lead Officer, Transport Policy (South Northamptonshire Council) to the meeting.

The Head of Strategic Planning and the Economy submitted a report providing an update on progress in completing the joint Workplace Travel Plan 2015, supporting the move by South Northamptonshire Council to The Forum, and recommending the final draft Travel Plan for formal adoption.

Whilst broadly welcoming the report, the Committee expressed concern at the number of journeys made by staff between the two Councils offices and, noting advice from the Head of Strategic Planning and the Economy that measures were in-hand to help reduce the need for officers to travel, suggested that information be submitted to a future meeting regarding any increase in the use of conference calling. Consideration might also be given to providing incentives to those staff who travelled via car-sharing or alternative methods of transport. However, efforts should be concentrated on those alternatives that could work rather than those that were essentially non-starters.

Finally, it was noted that whilst the report related to Cherwell District Council and South Northamptonshire Council it could, in the future, be applied to a possible three Council joint arrangement as the Policy was based on best practice.

## **Resolved**

- (1) That, subject to (3) and (4) below, the work of officers in their on-going efforts to introduce a new joint Workplace Travel Plan for South Northamptonshire Council and Cherwell District Council by January, 2015 be supported.
- (2) That the final draft Travel Plan be recommended to Executive for formal adoption.
- (3) That further information be submitted to a future meeting of the Committee regarding the number of conference calls that take place during 2015.
- (4) That comparison figures in respect of the number of staff travel journeys between Cherwell District Council and South Northamptonshire Council be submitted to a future meeting of the Committee.

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## **Service Plans 2015/16**

The Committee gave consideration to the annual Service Plan process, and agreed that Street Cleansing and Waste Collection Service Plans should be reviewed in detail at an informal meeting of the Overview and Scrutiny Committee to be held during February 2015. It was also agreed that all Members be invited to attend.

## **Resolved**

- (1) That a briefing for all Members in respect of the Street Cleansing and Waste Collection Service Plans be arranged for February 2015.

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## **Overview and Scrutiny Work Programme 2014/15**

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 December 2014 to March, 2015 that they wished to include on their Work Programme in 2014/15.

### **Committee Work Programme**

The Committee gave consideration to its current Work Programme and either noted or agreed the following:

Dial-a-Ride Scheme: Future – It was noted that, due to the Oxfordshire County Council rescheduling consideration of the future funding of Community Transport, this item be rescheduled to the February meeting of the Overview and Scrutiny Committee, and the special meeting on 11 December, 2014 cancelled.



Youth Engagement – It was noted that Councillors Bell and Williams had held a meeting with the Senior Recreation Development Manager and would be writing-up their findings and liaising with the other members of the Review Panel.

Recycling – Councillor Bell advised that she had met with the Head of Environmental Services and the Team Leader, Environmental Services, and would be sharing her findings with the other members of the Review Panel.

Air Quality – It was noted that this matter had been submitted to the Oxfordshire County Councils Localities Committees during October, 2014 and the issues raised broadly welcomed. The Committee agreed that the topic should now be deleted from the work programme.

New items for inclusion: Noting that the Thames Valley Police and Crime Panel had recently written to the Oxfordshire Joint Health Overview & Scrutiny Committee regarding measures taken to identify, combat and prevent cases of Female Genital Mutilation it was agreed that the Council's representative on the Oxfordshire Joint Health Overview & Scrutiny Committee (Councillor Rose Stratford) be asked to keep the issue under review, and advise the Overview and Scrutiny Committee if it appeared there were measures the District Council could take to assist in this area.

Joint three way Scrutiny – Following the recent Centre for Public Scrutiny Briefing for CDC, SNC and SDC Scrutiny Councillors, it was agreed that the matter be placed on the work programme for further discussion.

### **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 (December, 2014 to March, 2015) be included on the Work Programme 2014/15.
- (3) That the updates on the Youth Engagement and Recycling Reviews be noted.
- (4) That, as the Council's appointed representative to the Oxfordshire Joint Health Overview & Scrutiny Committee, Councillor Rose Stratford be requested to raise the issue of Female Genital Mutilation, and advise the Overview and Scrutiny Committee if there is any role for CDC in assisting in combating and preventing female genital mutilation.
- (5) That it be noted that the special meeting of the Committee scheduled for 11 December, 2014 has been cancelled.
- (6) That the item 'Air Quality' be deleted from the Work Programme.

The meeting ended at 8.16 pm

Chairman:

Date:



## Cherwell District Council

### Overview and Scrutiny Committee

13 January, 2015

<b>Work Programme 2014/15</b>
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### 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 January to April, 2015 and can be found at: [www.cherwell.gov.uk](http://www.cherwell.gov.uk)

**Updates on Overview and Scrutiny Work Programme Items**

- 3.9 Website. A scoping document will be submitted for consideration via a separate agenda item

**Future meetings Schedule**

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

<b>Overview and Scrutiny Committee</b>	2014/15 04 February, 2015, 6.30pm (informal meeting) 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: January 2015)

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
<b>Website</b> <b>January, 2015)</b> Page 11	To consider a scoping document regarding a potential review of the Council's website	Committee request arising July, 2014. Next consideration – January, 2015	Balvinder Heran, Joint Head of ICT Business Services	Cllrs Edwards, Hughes and Lawrie Stratford to prepare scoping document for consideration by the Committee.
<b>2015-16 Business Plan</b> <b>(January, 2015)</b>	Consideration of key objectives and key deliverables for 2015-16	Request of Executive. Next consideration – January, 2015	Jo Pitman, Head of Transformation / Louise Tustian, Acting Corporate Performance Manager.	Lead Member for Banbury Developments, Performance and Communications 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
<b>Business Plans / Service Plans (2015/16) - Review of Street Cleansing and Waste Collection Service Plans (Informal meeting – February, 2015)</b>	To review Street Cleansing and Waste Collection Service Plans	Committee decision. Next consideration due – February, 2015	Ed Potter, Head of Environmental Services	Annual review by Committee of specific Service area for detailed scrutiny at special meeting. All Members invited to attend.
<b>Dial-a-Ride scheme - Future (February, 2015)</b>	Undertake monitoring of Dial-a-Ride service.	Committee request. Next consideration due – February, 2015	Nicola Riley Shared Interim Community Partnerships and Recreation Manager	The Countryside and Communities Manager, and Alexandra Bailey, OCC's Service Manager (Business Development & Fleet) to attend to advise on the future of the scheme. Lead Member for Financial Management and Lead Member with responsibility for Urban and Rural Services 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
<b>Youth Engagement (February, 2015)</b>	Scrutiny Panel investigation into Youth Engagement in the democratic process.	Committee request arising June, 2014. Initial consideration – September, 2014. Scrutiny Panel established – October, 2014.	Jon Wild Senior Recreation Development Officer	Scoping document prepared by Cllrs Prestidge, Sames and Williams for consideration by the Committee (October). Scrutiny Panel established comprising Cllrs Bell, Prestidge, Rose, Sames and Williams.
<b>Recycling (February, 2015)</b>	Scrutiny Panel investigation into the Councils recycling activities.	Committee request arising June, 2014. Next consideration – February, 2015.	Ed Potter, Head of Environmental Services.	Scoping document prepared by Cllrs Bell and Hughes for consideration by the Committee (October). Scrutiny Panel established comprising Cllrs Bell, Hughes, Sames and Williamson.
<b>Review of Local Plan Process (February, 2015)</b>	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.	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)

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
<b>Wind Turbines and their locations, and the application of the fracturing mining technique. (February, 2015)</b>	Review and development of policy regarding wind turbines and their locations, and the application of the fracturing ('Fracking') mining technique.	Committee decision – June, 2014. Date of next consideration – February, 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)
<b>Q3 Performance Monitoring Report (February, 2015)</b>	Regular review of Performance	Monitoring by Committee. Next consideration due – February, 2015.	Louise Tustian, Acting Corporate Performance Manager.	Lead Member for Banbury Developments, Performance and Communications to be invited to attend.
<b>Report and proposed actions from LGA Study into Business Growth (March, 2015)</b>	Item from Executive Work Programme (August to November, 2014)	Committee request arising July, 2014. Next consideration – January, 2015	Adrian Colwell, Head of Strategic Planning and the Economy.	
<b>Customer Insight Report Q1 (June, 2015)</b>	Regular review of customer insights feedback.	Monitoring by Committee. Next consideration due – June, 2015	Louise Tustian, Acting Corporate Performance Manager.	Lead Member for Banbury Developments, Performance and Communications to be invited to attend.

Key to Reason for Consideration:

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

Appendix 1

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
<b>Oxfordshire Growth Board (June, 2015)</b>	Initial briefing on work of the Oxfordshire Growth Board	Committee request arising July, 2014. Next consideration – June, 2015. Currently operating as a Shadow Board. Consideration in June, 2015 will allow for six months operating as a fully commissioned body.	Calvin Bell – Director of Development.	
<b>Joint Cherwell District Council / South Northamptonshire Council Travel Plan (2016)</b>	Review of joint Travel Plan which aims to change to the way people travel to their place of work.	Review by both CDC and SNC Scrutiny Committees – November, 2014	Adrian Colwell, Head of Strategic Planning and the Economy. David Allen, Lead Officer Transport Policy (SNC).	Following initial consideration, further information to be submitted to future meeting regarding conference calling during 2015, and comparison information in respect of the number of staff journeys between CDC and SNC.
<b>Combating Female Genital Mutilation in the Thames Valley area (TBC)</b>	Consideration of potential role for CDC in assisting in combating and preventing female genital mutilation.	Committee request arising November, 2014.	Councillor Rose Stratford – CDC representative on Oxfordshire Joint Health O&S Committee.	Councillor Rose Stratford has undertaken to raise this issue with the Chairman of the Oxfordshire Joint Health Overview & Scrutiny Committee (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
<b>Management of the self-build element of the Graven Hill Development (TBC)</b>		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.
<b>Items retained on Work Programme for update via Briefing Notes</b>				
No items currently retained on Work Programme for update via Briefing Notes	N/A	N/A	N/A	N/A

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

# 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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