

Public Document Pack



Committee: Overview and Scrutiny Committee
Date: Tuesday 12 January 2016
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor David Hughes (Chairman)	Councillor Lynn Pratt (Vice-Chairman)
Councillor Claire Bell	Councillor Timothy Hallchurch MBE
Councillor Chris Heath	Councillor Matt Johnstone
Councillor Alastair Milne Home	Councillor James Porter
Councillor Neil Prestidge	Councillor Sandra Rhodes
Councillor Lawrie Stratford	Councillor Bryn Williams

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 - 4)

To confirm as a correct record the minutes of the meeting held on 24 November 2015.

5. **Chairman's Announcements**

To receive communications from the Chairman.

6. **Development of Corporate Business Plan, Priorities and Pledges 2016/17**
(Pages 5 - 18)

Report of Head of Transformation

Purpose of report

The purpose of this report is to facilitate the development of the corporate business plan, its associated priorities and pledges for 2016/17.

The Overview and Scrutiny Committee is invited to consider, discuss and offer feedback upon the proposed priorities and pledges for 2016/17 in order to ensure a transparent and engaging whole Council approach to the development of the priorities, prior to consideration by Executive and Full Council in February 2016.

Recommendations

The meeting is recommended to:

- 1.1 consider the draft corporate priorities, outcomes and pledges for 2016/17
- 1.2 identify any areas to be discussed for referral to Executive on 1 February 2016.

7. **Work Programme 2015/16** (Pages 19 - 26)

Report of Head of Law and Governance

Purpose of report

This report presents the Overview and Scrutiny Committee work programme 2015/16 for consideration.

Recommendations

The meeting is recommended:

- 1.1 To consider the Overview and Scrutiny Committee Work Programme 2015/16 as set out at Appendix 1 of the report.

- 1.2 To select a service plan to review at an informal meeting (date to be arranged).
- 1.3 To note updates on the current reviews taking place.
- 1.4 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 2015/16.
- 1.5 To consider if there are any other items Members would like to include on the Overview and Scrutiny Committee Work Programme.

8. 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.”

9. Safeguarding - Internal Review and Action Plan (Pages 27 - 136)

Exempt report of Director of Operational Delivery

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 322043 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 Emma Faulkner, Democratic and Elections
emma.faulkner@cherwellandsouthnorthants.gov.uk, 01327 322043

Sue Smith
Chief Executive

Published on Monday 4 January 2016

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 24 November 2015 at 6.30 pm

Present: Councillor David Hughes (Chairman)
Councillor Lynn Pratt (Vice-Chairman)

Councillor Timothy Hallchurch MBE
Councillor Chris Heath
Councillor Matt Johnstone
Councillor Alastair Milne Home
Councillor Lawrie Stratford
Councillor Bryn Williams

Substitute Members: Councillor Sean Woodcock (In place of Councillor Claire Bell)

Apologies for absence: Councillor Claire Bell
Councillor James Porter
Councillor Neil Prestidge
Councillor Sandra Rhodes

Officers: Louise Tustian, Acting Corporate Performance and Insight Manager
Natasha Clark, Team Leader, Democratic and Elections
Emma Faulkner, Democratic and Elections Officer

31 **Declarations of Interest**

There were no declarations of interest.

32 **Urgent Business**

There were no items of urgent business.

33 **Minutes**

The Minutes of the meeting of the Committee held on 13 October 2015 were agreed as a correct record and signed by the Chairman.

34 **Chairman's Announcements**

There were no Chairman's announcements.

35

Quarter 2 Performance Report

The Committee considered the report of the Head of Transformation which detailed performance figures for quarter 2, 1 July to 30 September 2015.

The Committee commented that some of the performance measures were not very specific, and therefore did not appear to be very meaningful. The Acting Corporate Performance Manager agreed that some measures could be more specific, and the support of the Committee in trying to achieve meaningful measures would be very helpful.

In response to questions raised by the Committee, the Acting Corporate Performance Manager advised that detailed responses would be circulated once relevant information had been gathered from officers.

The Acting Corporate Performance Manager also provided an update to the Committee with regards to the Performance Team. The Acting Corporate Performance Manager would be stepping down from the position, but remaining in the team, with effect from 1 January 2016, and a new appointment would be made for a period of 18 months.

Resolved

- (1) That the report be noted
- (2) That no performance related matters be referred to Executive

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Work Programme 2015/16

The Committee considered a report of the Head of Law and Governance which detailed the Overview and Scrutiny work programme for the coming year.

With regard to the Youth Engagement Review, Councillor Williams advised the Committee that all secondary schools had been spoken to regarding the intentions of the review, and further discussions were required with Warriner and Gosford schools. A further update would be provided at the next meeting.

The Chairman gave a brief summary of the trip to Westminster which had taken place with colleagues from South Northamptonshire Council. The group had met Clive Betts MP, Chair of the Communities and Local Government Select Committee, who had given a presentation on the format of Select Committees. The group had also had the opportunity to ask questions of MPs Chris Heaton-Harris and Andrea Leadsom, before spending some time watching an inquiry evidence session which was taking place the same afternoon.

In response to queries from the Committee, it was agreed that the presentation from the session would be circulated to the Committee.

With regard to items for future consideration, the Committee expressed an interest in the Community Infrastructure Levy, and also an update on the

website redevelopment, as no further information had been received since the Joint Head of ICT had addressed the Committee in September.

In connection with a subject for the Service Plan review, the Committee expressed a possible interest in housing, in particular what measures were in place for monitoring registered social landlords.

Resolved

- (1) That subject to the following additions, the work programme be approved: consideration of Community Infrastructure Levy; and update on website redevelopment

The meeting ended at 8.15 pm

Chairman:

Date:

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Cherwell District Council

Overview and Scrutiny Committee

12 January 2016

<p>Development of Corporate Business Plan, Priorities and Pledges 2016/17</p>
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Report of Head of Transformation

This report is public

Purpose of report

The purpose of this report is to facilitate the development of the corporate business plan, its associated priorities and pledges for 2016/17.

The Overview and Scrutiny Committee is invited to consider, discuss and offer feedback upon the proposed priorities and pledges for 2016/17 in order to ensure a transparent and engaging whole Council approach to the development of the priorities, prior to consideration by Executive and Full Council in February 2016.

1.0 Recommendations

The meeting is recommended to:

- 1.1 consider the draft corporate priorities, outcomes and pledges for 2016/17
- 1.2 identify any areas to be discussed for referral to Executive on 1st February 2016.

2.0 Introduction

- 2.1 Every good business has a business plan in place which sets out its direction of travel and plans for growth, and how it plans to invest its resources to achieve its ambitions.
- 2.2 At Cherwell District Council we combine the principles of private sector best practice in this area, with the need to provide transparency in the way in which we invest tax payers' money and other sources of external funding to achieve better outcomes for our District. Our business plan, corporate priorities and pledges provide a tool through which we can be, and are, held to account, and our performance measured by our constituents and other key partners/stakeholders.
- 2.3 The business plan is an essential part of our internal governance arrangements, enabling us to evidence strong and effective corporate health and performance management. Not only does it align our financial resources to the delivery of key

outcomes for the benefit of our business community and residents, but it also provides a framework through which we can ensure that our staff understand the part they play in helping to make a difference to our District, and putting Cherwell District Council on the map as a forwarding thinking, visionary, and dynamic Council, as already evidenced through the awards that we have been shortlisted for and won.

- 2.4 Once the corporate business plan, priorities and pledges are set by Full Council they are used to develop local service plans and set the performance objectives of every employee in the Council for the year ahead; from the Chief Executive through to Waste Collection Operative, ensuring that our staff spend their productivity time on the things that matter most, and will ultimately make a positive difference.
- 2.5 Such an approach is tried and tested, and it works. The corporate business plan lives through its translation into quarterly performance management reports received by the Joint Management Team, Overview and Scrutiny Committee and Executive. This enables us to collectively monitor progress and ensure that we remain on track to deliver the things that we set out to achieve at the beginning of the performance year.
- 2.6 The draft corporate priorities and pledges for 2016/17 have, so far, been developed with the Executive. The Overview and Scrutiny Committee is now invited to make its contribution.

3.0 Report Details

3.1 Strategic Priorities, Pledges and Outcomes for 2016/17

3.2 We are not a Council that wants to be all things to all people and takes on more than it can sensibly manage or afford. We are a Council that listens to our constituents and stakeholders; we are a Council that is committed to financial sustainability and growth; we are a Council prepared to make difficult decisions to that end, and we are a Council that prides itself on doing the things we do well. For the time being, these principles are serving us well.

3.3 For the year ahead we are not proposing to change the four current strategic priorities, other than to make a small change to the way in which one is described, and better demonstrates the District to be one whole community (from “Thriving Communities” to “A Thriving Community”). Consequently it is recommended that the four strategic priorities for 2016/17 should be:

- District of Opportunity
- Safe, Green, Clean
- A Thriving Community
- Sound Budgets and Customer Focused Council

3.4 Appendix A sets out the detail of the proposed key objectives that underpin the four strategic priorities and ten Pledges that it is recommended that the Council makes to our constituents for the year ahead.

3.5 They have taken into consideration the annual customer satisfaction survey results and feedback from 2015 and will be considered by Executive, along with the feedback from this Committee in February for recommendation to Full Council.

4.0 Conclusion and Reasons for Recommendations

- 4.1 A corporate business plan is an essential part of good corporate governance, providing both a statement to stakeholders, partners and constituents and transparency in how the business plans to invest its resources. It also provides important links between the strategic objectives and what our staff deliver for us on a day to day basis.
- 4.2 It is important to ensure that a transparent and engaging approach is adopted to the development of the corporate priorities and pledges to ensure whole Council agreement to the direction of travel for the Council and our District for the year ahead.

5.0 Consultation

- 5.1 The results of the 2015 annual customer satisfaction survey have informed the development of the proposed key outcomes for 2016/17 and what will become the corporate business plan.
- 5.2 The Overview and Scrutiny Committee is now invited to help shape and influence the proposed priorities and key outcomes for the year ahead prior to consideration by Executive and Full Council in February 2016.
- 5.3 The process of developing the corporate business plan is complemented by an equally inclusive approach to the development of the proposed Council budget for 2016/17, for which separate consultation arrangements are put in place.

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.
- 6.2 There are no alternative options as the Committee is being invited to consider and comment on the contents of Appendix 1 as part of a whole Council approach to the development of the corporate priorities and pledges for 2016/17.

7.0 Implications

Financial and Resource Implications

- 7.1 Financial implications – The draft budget is out for consultation and closes on 2 February 2016.

Comments checked by:

Paul Sutton - Head of Finance and Procurement

03000 030106 Paul.Sutton@cherwellandsouthnorthants.gov.uk

Legal Implications

- 7.2 There are no legal issues arising from this report.

Comments checked by:

Kevin Lane, Head of Law and Governance

0300 0030107 kevin.lane@cherwellandsouthnorthants.gov.uk

Risk Implications

- 7.3 There are no risks arising directly from this report or the proposed priorities and pledges. Once the Council has agreed the business plan for 2016/17 (and associated priorities and pledges) all managers will be required to identify and manage any risks associated with delivering the business plan in accordance with the Council's corporate performance and risk management framework. All risks are logged on the corporate risk register and reported quarterly to the Audit Committee as part of the service planning cycle.

Comments checked by:

Ros Holloway - Performance Information Officer

01295 221578 Ros.Holloway@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

This report and associated appendix represents the development of the actual corporate plan for 2016/17. It sets the direction of travel for the Council and provides a measure through which all of the Council's resources are managed. The business plan and pledges are measures through which the Council can be held accountable to its constituents for delivering better outcomes for the District, informed by the annual customer satisfaction survey.

Lead Councillor

Councillor Barry Wood

Leader of the Council

Document Information

Appendix No	Title
A	Cherwell District Council proposed priorities and pledges
Background Papers	
None	
Report Author	Shirley Vaughan, Performance and Planning Officer
Contact Information	01327 322375 shirley.vaughan@cherwellandsouthnorthants.gov.uk



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Proposed key objectives, key deliverables and Pledges for 2016/17

Summary:

- 4 strategic priorities remain as per the current year however Thriving Communities becomes A Thriving Community
- 21 key objectives (two less than last year)
 - **District of Opportunity** = 5 key objectives (one less than last year)
 - **Safe, Green, Clean** = 4 key objectives
 - **A Thriving Community** = 8 key objectives
 - **Sound Budgets and Customer Focused Council** = 4 key objectives (two less than last year)
- 10 Pledges

Guidance notes:

- 21 key objectives in bold
- 10 proposed Pledges for 2016/17 are marked in the document and consolidated on the back page.

Implement the Cherwell Local Plan as the framework for sustainable housing, new employment and infrastructure investment over the next 20 years

- **Pledge** Banbury and Kidlington Masterplans adopted as Supplementary Planning Documents
- Prepare draft Local Plan Part 2 and commence partial review of Local Plan Part 1 to address the unmet need of Oxford

Complete and implement the Masterplan for Bicester helping to provide new housing, jobs and leisure opportunities

- **Pledge** Northwest Bicester: continue to facilitate the planning applications for the site
- Northwest Bicester: delivery of the Eco – Bicester business centre
- **Pledge** Graven Hill: deliver the demonstration project on the Graven Hill site
- Graven Hill: set up a sales and marketing suite to promote the plots
- Engage with the community and stakeholders to assist in the definition and delivery of the Garden Town - Bicester

Complete and implement the Masterplan for Banbury helping to provide retail, employment and town centre development opportunities

- Prepare a scheme for the redevelopment of the Bolton Road site
- Secure a start on site by the developer subject to the detailed development agreement being completed, and maximise the Council's income and returns from Castle Quay and Castle Quay 2
- Take steps to develop a Masterplan for the redevelopment of Canalside within Banbury Town Centre redevelopment
- Support The Mill as the primary town centre arts provision in its development activities

Promote inward investment and support business growth within the District

- Support business growth, skills and employment in local companies and the visitor economy to strengthen the economy of the District
- Continue to use the Cherwell Investment Partnership as a hub for inward investment and ensuring sufficient business sites and employment land are available to meet the needs of the District
- Produce marketing material to promote commercial and industrial business sites to the area

Deliver high quality regulatory services that support the growth of the local economy

- Develop a whole council approach to supporting businesses utilising Better Business principles and promote our compliance with the Regulator's Code
- Work proactively with developers on both planning applications and pre-application enquiries to enable the speedy delivery of new commercial and residential projects

Provide high quality recycling and waste services, aimed at helping residents recycle as much as possible

- Achieve 55% recycling rate
- Maintain levels of customer satisfaction with the recycling and waste services
(2015 Customer Satisfaction Survey: overall satisfaction with waste collection 84%)
(2015 Customer Satisfaction Survey: overall satisfaction with recycling collection 86%)

Provide high quality street cleansing services, and tackle environmental crime (littering, fly tipping, graffiti) where it arises

- Maintain customer satisfaction with street cleansing
(2015 Customer Satisfaction Survey: overall satisfaction with street cleansing 69%)
- **Pledge** Undertake 6 neighbourhood blitzes with community involvement

Work with partners to help ensure the District remains a low crime area, reducing fear of crime, tackling Anti-Social Behaviour and focussing on safeguarding our residents and businesses

- Develop an alternative CCTV operational system for our urban centres
- **Pledge** Continue to work with the local police and licence holders to ensure our town centres remain clean, safe and vibrant in the evenings

Reduce our carbon footprint and protect the natural environment

- Deliver the Council's Biodiversity Action Plan "Protecting and Enhancing Cherwell's Natural Environment"
- Implement a new carbon management plan from 2015-20 which increases the energy efficiency of the organisation and lowers the carbon footprint



Deliver affordable housing and work with private sector landlords to help improve affordable housing options

- **Pledge** Deliver 190 units of affordable housing including a high proportion constructed using self-build methods
- Promote the establishment of an off-site construction factory in Bicester for the long term production of kit homes for affordable and self-build housing
- Encourage private sector landlords to improve their stock through targeted grant action and other housing advice

Work with partners to support financial inclusion and help local people into paid employment

- Commissioning of high quality financial and debt advice for vulnerable residents
- Effective implementation of continued welfare reform and administration of benefits
- **Pledge** Continue to support skills development, apprenticeships and job clubs in order to keep unemployment at historic low levels.

Provide high quality housing options advice and support to prevent homelessness

- Deliver the actions identified within the revised Homelessness Prevention Strategy adopted by the council

Work to provide and support health and wellbeing across the District

- Support the work of the Community Partnership Network with financial, clinical and technological changes in the health and social care sector
- Work with volunteer groups to help deliver improved transport schemes to support health and wellbeing needs
- **Pledge** Delivery of the Brighter Futures in Banbury programme to provide opportunities for some of the District's most disadvantaged people

Provide high quality and accessible leisure opportunities

- Maintain a minimum usage level of visits to leisure facilities
- (2015 Customer Satisfaction Survey: Overall satisfaction with leisure facilities 69%)
- Complete Phase 2 pavilion works for South West Bicester Sports Village
- Increase access to leisure and recreation opportunities through development and outreach work
- Commence the improvement of Woodgreen Leisure Centre and a long term operating contract
- Deliver with the aid of external funding the redevelopment of The Hill in Banbury
- Establish new management arrangements for Stratfield Brake Sports Ground on behalf of Kidlington Parish Council

Provide support to the voluntary and community sector

- Implement the agreed social and community infrastructure for housing developments across the District
- Support the District's voluntary sector and community groups
- Support the growth & development of neighbourhood community associations
- Increase and promote volunteering opportunities throughout the District
- Support the Local Strategic Partnership in addressing the key issues of the District

Protect our built heritage by supporting effective conservation, managing the impacts of growth and working to ensure development takes place in appropriate areas

- Continue the programme of Conservation Reviews
- Provide design guidance on major developments

Work to ensure rural areas are connected to local services

- Work with BT/BDUK and Oxfordshire County Council to extend Superfast Broadband across rural parts of the District

Pledge: Reduce the cost of providing our services through partnerships, joint working and other service delivery models

- Review key business processes to ensure they enhance performance, reduce cost and are designed around the customer
- Increase the number of services which can be accessed and paid for online
- Establish appropriate commercial arrangements that will enable the councils to trade, develop assets and generate income which will support the long term financial sustainability of the organisation and underpin sustainable economic growth within the District.
- Deliver the ICT Strategy
- Maximise income coming in to the authority to include:
 - New Homes Bonus
 - Business Rates
 - Council Tax
 - External Funding

Continue to communicate effectively with local residents and businesses

- Continue to increase our use of digital media to communicate with residents and local businesses
- Continue to develop our business focused communications

Deliver the five year business strategy, medium term revenue plan and a capital programme that ensures the Council is resourced to achieve its strategic priorities

- Deliver an annual balanced budget and the Medium Term Revenue Plan
- **Pledge** Deliver the savings targets (TBC post December budget) within the agreed timescales

Deliver below inflation increases to the CDC element of Council Tax

- CDC Council Tax element frozen for 2016-17

Proposed Performance Pledges 2016/17

Cherwell: a district of opportunity

- ➔ Northwest Bicester: continue to facilitate the planning applications for the site.
- ➔ Graven Hill – deliver the demonstration project on the Graven Hill site
- ➔ Banbury and Kidlington Masterplans adopted as Supplementary Planning Documents

Cherwell: safe, green, clean

- ➔ Undertake 6 neighbourhood blitzes with community involvement
- ➔ Work with the local police and licence holders to ensure our town centres remain clean, safe and vibrant in the evenings.

Cherwell: a thriving community

- ➔ Continue working with our partners to provide support to the most vulnerable individuals and families in the District, building on the Brighter Futures in Banbury programme.
- ➔ Deliver 190 units of affordable housing including a high proportion constructed using self-build methods
- ➔ Continue to support skills development, apprenticeships and job clubs in order to keep unemployment at historic low levels

Cherwell: sound budgets and customer focused council

- ➔ Deliver the savings target £xxx (TBC post Dec budget) within the agreed timescales.
- ➔ Reduce the cost of providing our services through partnerships, joint working and other service delivery models

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Cherwell District Council

Overview and Scrutiny Committee

12 January 2016

Work Programme 2015/16

Report of Head of Law and Governance

This report is public

Purpose of report

This report presents the Overview and Scrutiny Committee work programme 2015/16 for consideration.

1.0 Recommendations

The meeting is recommended:

- 1.1 To consider the Overview and Scrutiny Committee Work Programme 2015/16 as set out at Appendix 1 of the report.
- 1.2 To select a service plan to review at an informal meeting (date to be arranged).
- 1.3 To note updates on the current reviews taking place.
- 1.4 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 2015/16.
- 1.5 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 2015/16 is attached at appendix 1.
- 3.2 Each future agenda item includes an overview of the item and reason for consideration by the Committee.
- 3.3 There are two meetings remaining this Municipal Year, and several items listed on the work programme as 'to be scheduled'. The Committee may therefore wish to consider scheduling these items or removing them from the work programme, in order to bring all work areas to a close prior to the all-out elections in May 2016.

Update on current Scrutiny reviews

Youth Engagement Review

- 3.4 The Youth Engagement Review working group will be asked to give a verbal update at the meeting.

Recycling Review

- 3.5 Following the attendance of the Head of Environmental Services at the September meeting Committee and the strategic review of recycling, the Committee are asked to consider whether this review should be continued or concluded.

Service Plan Review

- 3.3 Every year the Committee selects a service plan to review at a special, informal meeting to which all Members are invited. Over the last 3 years, the Committee have looked at:

2015 – Waste Collection and Street Cleansing

2014 – Housing Services

2013 - Enforcement

- 3.4 Following consideration of Business Plan Priorities for 2016/17, the Committee are requested to choose a service area for review.

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 2015/16.
- 3.8 At the time of writing this report, the current version of the Executive Work Programme is February to May 2016 and can be found on the following page of the website: [Cherwell Forward Plan](#)

Future meetings Schedule

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

Overview and Scrutiny Committee	2015/16 23 February 2016, 6.30pm 5 April 2016, 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:

Paul Sutton, Head of Finance and Procurement, 0300 003 0106,
paul.sutton@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 2015/16
Background Papers	
None	
Report Author	Emma Faulkner, Democratic and Elections Officer
Contact Information	Tel: 01327 322043 Email – emma.faulkner@cherwellandsouthnorthants.gov.uk

Overview and Scrutiny Committee Draft Work Programme - 2015/2016

(Updated: December 2015)

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
Date of Meeting – 23 February 2016				
Performance Monitoring Quarter 1 October to 31 December 2015	Regular review of performance	Monitoring by Committee ahead of consideration by Executive	Louise Tustian, Acting Corporate Performance and Insight Manager	N/A
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 Cllr Woodcock (former OSC member) with support of Executive. Retained on work programme for 2015/16	Adrian Colwell, Head of Strategic Planning and the Economy (HSP&E).	Local Plan adopted at July Council meeting following Inspector's report. Reports on Review of Local Plan Part 1 and Draft Local Plan Part 2 submitted to 4 January 2016 Executive (agenda items 13 and 14 relate - Executive agenda 4 January)
Wind Turbines and their locations, and the application of the fracturing mining	Review and development of policy regarding wind turbines and their locations, and the application of the	Committee decision – June 2014.	Adrian Colwell, Head of Strategic Planning and the Economy	Local Plan approved in July 2015.

Appendix 1

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
technique	fracturing ('Fracking') mining technique.		(HSP&E).	
Committee Work Plan	To review the work plan for the Municipal Year	Standing item	Emma Faulkner, Democratic and Elections Officer	N/A
Date of Meeting – 5 April 2016				
Draft Overview and Scrutiny Committee Annual Report	To consider the draft Overview and Scrutiny Committee Annual Report prior to submission to Council	Constitutional requirement to submit an annual report to Council	Emma Faulkner, Democratic and Elections Officer	
Committee Work Plan	To review the work plan for the Municipal Year	Standing item	Emma Faulkner, Democratic and Elections Officer	N/A
Items to be scheduled				
Business Plans/Service Plans 2016/17 - informal meeting	To review a service plan	Annual review by Committee of specific Service area for detailed scrutiny at special meeting. All Members invited to attend.	To be identified once service plan selected.	Date of informal meeting to be arranged
Update on joint working	To receive updates on joint working	Committee request – June 2015	Sue Smith, Chief Executive	
Safer Communities Strategy	Cherwell Safer Communities Partnership will be reviewing the Safer	Committee request arising June 2015	To be identified	To be considered at the appropriate time

Item	Description	Reason for Consideration	Contact Officer	Further Action / Note
	Communities Strategy in 2015/16			
Items retained on Work Programme for update via Briefing Notes				
Joint Cherwell District Council / South Northamptonshire Council Travel Plan (2016)	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 Update: TBC	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.

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