

Overview and Scrutiny Committee

Work Programme items - 2013/2014

(Updated: July 2013)

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

Key to Reason for Consideration:

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

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

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

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

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