

Cherwell District Council
Overview and Scrutiny Committee

7 November 2013

Work Programme 2013/14

Report of Head of Law and Governance

This report is public

Purpose of report

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

1.0 Recommendations

The meeting is recommended:

- 1.1 To consider the Overview and Scrutiny Committee Work Programme 2013/14 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 2013/14.
- 1.3 To consider if there are any other items Members would like to include on the Overview and Scrutiny Committee Work Programme.
- 1.4 To note the update on Electronic Document and Records Management (EDRM) and agree to delete from the work programme.
- 1.5 To recommend to the Budget Planning Committee that, as part of its budget work, it consider the draft Concessions Policy.

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 2013/14 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 2013/14, the Committee will wish to take into account the terms of reference as laid out in the Constitution (Appendix 2).

Updates on Overview and Scrutiny Work Programme Items

- 3.5 Electronic Document and Records Management (EDRM) – the current status of this project is detailed in appendix 3 (attached). The project now forms part of the joint Cherwell District Council and South Northamptonshire Council Transformation project work and is monitored through the Transformation Programme. It is therefore proposed that this item be deleted from the Committee's work programme.
- 3.6 Concessions Policy – The draft Concessions Policy is detailed in appendix 4 (attached). The Committee is asked to review the document and consider agreeing its submission to the Budget Planning Committee.

Executive Work Programme

- 3.7 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.
- 3.8 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.
- 3.9 The Committee will wish to note any items of interest in the current version of the Executive Work Programme and consider whether to include them on the Overview and Scrutiny Committee Work Programme for 2013/14.
- 3.10 At the time of writing this report, the current version of the Executive Work Programme is November 2013 to February 2014 and can be found at: www.cherwell.gov.uk

Future meetings Schedule

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

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

Sarah Best, Service Accountant

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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: Paul Manning, Solicitor Advocate
01295 221691, paul.manning@cherwell-dc.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,
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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 2013/14
Appendix 2	Overview and Scrutiny Committee Terms of Reference
Appendix 3	Electronic Document and Records Management project status document.
Appendix 4	Draft Concessions Policy.
Background Papers	
None	
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