

Overview and Scrutiny Committee

Work Programme items - 2013/2014

(Updated: October 2013)

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
Q2 Performance Monitoring (to include an update on Processing of minor Planning applications (Nov)	To receive the Q2 Performance monitoring report; this to include an update on progress in attaining the 65% target for processing minor planning applications.	Committee request following Performance Monitoring report – August 2013	Andy Preston Head of Development Management	Lead Member for Planning (Cllr Gibbard) and Lead Member for Performance and Customers (Cllr Turner) 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

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Business Plan (Nov)	To review draft Business Plan.	Policy Development. Report regarding draft Business Plan to be submitted to November meeting.	Claire Taylor – Corporate Performance Manager	
Concessions Policy (Nov)	To undertake Scrutiny Review regarding possible introduction of a Concessions Policy (informal working group established August, 2013: Cllrs. O’Neill, Randall and Lawrie Stratford)	Policy Development – Recommendations arising from informal working group to be submitted to Budget Planning Committee.	Tim Madden, Interim Head of Finance and Procurement.	Informal working group, together with appropriate officers to review and submit any recommendations to the Budget Planning Committee in due course. Draft report attached – appendix 4.
Planning and Building Control Enforcement (Dec)	Delivery of Enforcement Service Plan (review impact of additional staffing resources)	Monitoring - Originally considered by former Overview and Scrutiny Committee in October 2012 and January 2013. Further Committee request (August 2013) for update report.	Andy Preston - Head of Development Management.	Lead Member for Planning (Cllr Gibbard) to be invited to attend.

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Commissioning of services to Banbury CAB (Dec)	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	Originally scheduled for consideration at September meeting, but slipped to December due to reallocation of responsibilities.
Electronic Document and Records Management (EDRM) (Dec)	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 December 2013	Jo Pitman, Head of Transformation and Gareth Jones, ICT Manager	Pilot not yet commenced. Update to September meeting advised project progressing subject to phase 1 pilot being approved. Update included in November report.
Air Quality (Dec)	To review monitoring across the District, and review progress of Hennem Way Action Plan objectives.	Update report to meeting in December, 2013 advising on how objectives being met following consideration by O&S Committee - October, 2012 and May, 2013.	Sean Gregory Environmental Protection Officer	Lead Member for Public Protection (Cllr Illott) to be invited to attend.
Wind Turbines and their	To undertake a Scrutiny Review regarding	Committee request arising April	TBC	Scrutiny Review to be

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locations (TBC)	the Council's Planning Policy in respect of Wind Turbines and their locations.	and August, 2013. Review likely to commence in November.		undertaken by Cllrs. Ann Bonner, Michael Gibbard and Jon O'Neill, supported by Planning and other officers as appropriate.
Customer Insights (TBC)	To undertake regular review of customer complaints and feedback, and ensure issues are addressed.	Committee decision arising September, 2013	Claire Taylor – Corporate Performance Manager	
CDC Employment Initiatives (TBC)	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 drafting scoping document.
Contract Scrutiny: Landscape Maintenance Contract (TBC)	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. September update: Councillor Lawrie Stratford to contact Head of Environmental

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Review of Local Plan process (TBC)	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	
Community Transport and Dial-a-Ride (TBC)	Undertake monitoring of operation; ascertain value received following addition contribution.	Committee Request	Chris Rothwell, Head of Community Services	Briefing note submitted in August. Item to be retained on work programme. Countryside and Communities Manager and OCC Transport Coordinator to be invited to attend future meeting to advise on the future of the scheme.

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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)	

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