

# Overview and Scrutiny Committee

## Work Programme items - 2013/2014

(Updated: December 2013)

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
<b>Planning Enforcement (Dec)</b>	Delivery of Planning 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.
<b>Commissioning of services to Banbury CAB (Dec)</b>	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.
<b>Customer Insights</b>	To undertake regular review of	Committee decision arising	Claire Taylor –	

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

<b>Item</b>	<b>Description</b>	<b>Reason for / Date of next Consideration</b>	<b>Contact Officer</b>	<b>Further Action / Note</b>
<b>(Dec)</b>	customer complaints and feedback, and ensure issues are addressed.	September, 2013	Corporate Performance Manager	
<b>Air Quality (Jan)</b>	To review monitoring across the District, and review progress of Hennef Way Action Plan objectives.	Briefing note to meeting in January, 2014 advising on how objectives being met following consideration by O&S Committee - October, 2012 and May, 2013. Full report to future meeting.	Sean Gregory Environmental Protection Officer	Lead Member for Public Protection (Cllr Ilott) to be invited to attend (full report only).
<b>Five Year Business Strategy - Review of Year 1 targets, measures and key projects (Jan)</b>	To undertake a review of the year 1 targets, measures and key projects.	Committee request arising November, 2013	Claire Taylor – Corporate Performance Manager	
<b>Wind Turbines and their locations (TBC)</b>	To undertake a Scrutiny Review regarding the Council's Planning Policy in respect of Wind Turbines and their locations.	Committee request arising April and August, 2013.	TBC	Scrutiny Review to be undertaken by Cllrs. Ann Bonner, Michael Gibbard and Jon O'Neill, supported by Planning and other officers as appropriate. November update: Cllr. O'Neill would be meeting with Officers shortly.
<b>CDC Employment</b>	To consider a scoping document	Committee request arising April,	TBC	November update; Councillor

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<b>Initiatives (TBC)</b>	regarding a potential review of the effectiveness of the various employment initiatives introduced by the Council.	2013		Magee had met with the Economic Development Officer, and would be drafting a scoping document.
<b>Contract Scrutiny: Landscape Maintenance Contract (TBC)</b>	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. November update: Councillor Lawrie Stratford had met with the Head of Environmental Services and Street Scene & Landscape Services Manager, and would be meeting with Cllrs. Williamson and Woodcock prior to consideration by Executive.
<b>Review of Local Plan process (TBC)</b>	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	
<b>Community Transport and Dial-a-Ride (TBC)</b>	Undertake monitoring of operation; ascertain value received following addition contribution.	Committee Request	Chris Rothwell, Head of Community	Briefing note submitted in August. Item to be retained on work programme. Countryside and Communities Manager

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			Services	and OCC Transport Coordinator to be invited to attend future meeting to advise on the future of the scheme.
<b>Items retained on Work Programme for update via Briefing Notes</b>				
<b>Update on Empty Homes</b>	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)	
<b>Electronic Document and Records Management (EDRM) (Joint CDC/SNC Transformation Project)</b>	To receive updates as appropriate on the Electronic Document and Records Management (EDRM) project	Scrutiny and Monitoring. Outcomes from pilot (commencing July, 2013). Briefing note to be submitted to Committee six months after implementation.	Jo Pitman, Head of Transformation and Gareth Jones, ICT Manager	Update included in November 2013 report. Scheme now part of Joint CDC/SNC Transformation Project. Committee to receive Briefing note six months after implementation.

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