

Overview and Scrutiny Committee

Work Programme items - 2013/2014

(Updated: January 2014)

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
Air Quality (Jan)	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).
Five Year Business Strategy - Review of Year 1 targets, measures and key projects (Jan)	To undertake a review of the year 1 targets, measures and key projects.	Committee request arising November, 2013	Louise Tustian, Senior Performance and Improvement Officer	
Housing Service Plan (Feb)	To review outcomes from special meeting on 12 February	Committee Request	Chris Stratford, Head of	Informal meeting, to which all councillors have been

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			Regeneration and Housing.	invited, to be held on Wednesday 12 February 2014
Commissioning of services to Banbury CAB; including Community Transport and Dial-a-Ride (April)	Undertake monitoring of new service arrangements (Volunteering / coordinating role; giving advice; Voluntary Driver scheme) to ascertain value received following addition contribution.	Committee request	Chris Stratford, Head of Regeneration & Housing; and Chris Rothwell, Head of Community Services	The Housing Needs Manager, Countryside and Communities Manager, OCC Transport Coordinator and Banbury CAB Chief Executive to be invited to attend a future meeting to advise further on the various elements of the contract.
Customer Insight (Q4) (April)	To undertake regular review of customer complaints and feedback, and ensure issues are addressed.	Committee decision arising September, 2013	Hedd VaughanEvans, Research and Intelligence Officer	
Wind Turbines and their locations (TBC)	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, and Jon O'Neill, supported by Michael Gibbard (Lead Member for Planning, Planning and

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				other officers as appropriate. November update: Cllr O'Neill would be meeting with Officers shortly.
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	November update; Cllr Magee had met with the Economic Development Officer, and would be drafting a scoping document.
Contract Scrutiny: Landscape Maintenance Contract (Ongoing outside of formal meetings. Feedback to be provided at appropriate point)	To receive updates as appropriate. Cllrs 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: Cllr Lawrie Stratford had met 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.

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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 Cllr 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)	
Electronic Document and Records Management (EDRM) (Joint CDC/SNC Transformation Project)	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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