

Overview and Scrutiny Committee

Work Programme items - 2013/2014

(Updated: February 2014)

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
Q3 Performance Monitoring (Feb)	To receive the Q3 Performance monitoring report.	Regular monitoring by the Committee.	Louise Tustian, Senior Performance and Improvement Officer	Lead Member for Performance and Customers (Cllr Turner) invited to attend.
Housing Service Plan (Feb)	To review outcomes from special informal meeting on 12 February	Committee Request	Chris Stratford, Head of Regeneration and Housing.	Informal meeting, to which all councillors were invited, 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	Committee request	Chris Stratford, Head of Regeneration & Housing; and Chris Rothwell, Head of	The Housing Needs Manager, Countryside and Communities Manager, OCC Transport Coordinator and Banbury CAB Chief Executive to be invited to

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

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
	addition contribution.		Community Services	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	
Air Quality (TBC)	To review monitoring across the District, and review progress of Hennef Way Action Plan objectives.	Report to future meeting advising on how objectives being met and measures Council would consider appropriate if current monitoring shows action needed - following consideration by O&S Committee - October, 2012, May, 2013 and Jan 2014.	Sean Gregory Environmental Protection Officer	Lead Member for Public Protection (Cllr Ilott) to be invited to attend.
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 other officers as

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

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
				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. January update: Options

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

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
				were under consideration with a view to achieving savings and allowing the Council to exercise greater control.
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 – April 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

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

Item	Description	Reason for / Date of next Consideration	Contact Officer	Further Action / Note
				implementation.
Five Year Business Strategy item ‘Develop the role of the Cherwell Investment Partnership, to provide a hub for inward investment.’	To receive an officer briefing on how the role of the Cherwell Investment Partnership is to be developed to provide a hub for inward investment.	Committee request, January, 2014.	Louise Tustian, Senior Performance and Improvement Officer	

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