

Planning the scrutiny review

(Use this form to plan the work of a Task & Finish Group)

RURAL AFFORDABLE HOUSING & EXCEPTION SITES

<p>Purpose of Review Specify exactly what the Scrutiny Review should achieve and refer where possible to VFM issues of service cost, service performance and/or customer satisfaction.</p>	<p>To review the Council's policy and procedures for Affordable Housing and Rural Exception Sites with particular reference to:</p> <ul style="list-style-type: none"> • customer satisfaction with the process • the current service offering (performance, costs etc) • the partnership/interface with ORCC/OCHA • the implications for the Local Development Framework (LDF)
<p>Outcomes What will demonstrate that this Scrutiny Review has been a success</p>	<ol style="list-style-type: none"> 1. Launch of revised CDC procedures 2. Identification of possible improvements/changes to the countywide housing partnership 3. Identification of policy issues relating to LDF. 4. Improved customer satisfaction ratings with the process (measure via Parish Liaison meeting?) 5. Improved understanding of issues by CDC councillors
<p>Methodology/ Approach What types of enquiry will be used to gather evidence</p>	<ul style="list-style-type: none"> • Committee review not T&FG • Officer briefing and Q&A sessions • Desk top research of best practice models • Consultation: letter requesting comments from Parish Councils • Witness sessions with Parish Councils, Officers, Partners
<p>Target body for Recommendations Executive, Council, Other/Partners</p>	<ul style="list-style-type: none"> • Portfolio Holder • Executive • possibly partners (ORCC and other agencies)
<p>Key dates Identify key meeting dates and any deadlines for reports or decisions</p>	<ul style="list-style-type: none"> • Dec 2008 <ul style="list-style-type: none"> ○ officers collate briefing material ○ letter to parish councils seeking comments • 13 Jan 2009 <ul style="list-style-type: none"> ○ initial briefing meeting to OSC • 10 Mar 2009 <ul style="list-style-type: none"> ○ OSC Q&A witness session • 7 Apr 2009 <ul style="list-style-type: none"> ○ report to OSC • May 2009 <ul style="list-style-type: none"> ○ recommendations to Executive (& others) • 17 June 2009 Parish Liaison Meeting <ul style="list-style-type: none"> ○ Presentation on outcomes
<p>Risks Identify any weaknesses and barriers to success</p>	<ul style="list-style-type: none"> • lack of / constraints on CDC resources • false expectations from Parish Councils • lack of buy in from partner organisations
<p>Witnesses/ Experts/ Site Visits Who, why and when</p>	<ul style="list-style-type: none"> • CDC Planning & Housing officers • Oxfordshire Rural Housing Partnership • Some Cherwell Parish Councils • Officers/members from best practice authorities

	<p>Representatives from other partners</p> <ul style="list-style-type: none"> •
<p>Publicity & Media Do we need to publicise the review to encourage community involvement? what sort of media coverage do we want? Fliers, leaflets, radio broadcast, press-release, etc.</p>	<ul style="list-style-type: none"> • Will this review be subject to a press embargo? No • CDC press contact: Jo Smith • Spokesperson for Scrutiny Review: TO BE CONFIRMED
<p>Resources & Budget</p> <ul style="list-style-type: none"> • specialist staff • external support • consultation • research 	<p>Includes:</p> <ul style="list-style-type: none"> • Planning & Housing officers • ORCC & OCHA • Parish Councils

<p>Completed by: Catherine Phythian & John Hoad</p>	
<p>Cleared by: Cllr Gibbard & Cllr Donaldson</p>	<p>Date: December 2008</p>
<p>Approved by Overview & Scrutiny Committee:</p>	<p>Date: 13 January 2009</p>