

# Overview & Scrutiny Committee

## Overview and Scrutiny Work Programme 2009/2010

5 January 2010

### Report of Head of Legal and Democratic Services

#### PURPOSE OF REPORT

To provide the Committee with an update on the work programme for 2009/10.

This report is public

#### Recommendations

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The Overview and Scrutiny Committee is recommended to:

- (1) note the current overview and scrutiny work programme for 2009/10 and make amendments as necessary;
- (2) note the contents of the Forward Plan and identify any possible topics for scrutiny;
- (3) consider whether to include Built Area Conservation on the agenda for the March meeting and to invite the Portfolio Holder, Head of Service and other officers to attend;
- (4) consider whether to include Phone Access and Telephony on the agenda for the February meeting and to invite the Portfolio Holder and Head of Service to attend;
- (5) consider whether the Committee wishes to refer any comments on the report on "Preparation for the 2012 Olympics Tourism Potential" to the Executive for consideration at their meeting on 11 January 2012.

#### Details

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##### Introduction

- 1.1 Appendix 1 sets out the existing work programme for both the Overview and Scrutiny Committee and the Resources and Performance Scrutiny

Board, as agreed at the committee meetings in November 2009.

## **Proposals**

### **Forward Plan**

- 2.1 The Committee is asked to suggest items from the current Forward Plan (January – April 2010) on which it may wish to have an opportunity to offer advice to the Executive before any decision is taken, together with details of what it thinks could be achieved by looking at any items.

**Scheduling** – to identify and agree potential topics for scrutiny

### **Built Environment Conservation Areas**

- 2.2 At the work scheduling meeting in June 2009 the Committee considered a proposal to undertake a scrutiny review into the Council's approach to conservation, particularly in the context of the built environment. The original scoping document for such a review is set out at Appendix 2.
- 2.3 At that time the Committee decided not to include this topic on the work programme for 2009/10. However, some members of the Committee consider that this remains an issue of concern and that it should be the subject of scrutiny.
- 2.4 The Committee will wish to consider whether to include this item on the agenda for the March meeting and if so whether they wish to invite the Portfolio Holder, the Heads of Service and other officers to attend that meeting.

### **Phone Access and Telephony**

- 2.5 This Committee, at its November meeting, agreed that the 'Phone Access and Telephony Review' should be added to the work programme and that the Portfolio Holder for Customer Service and ICT should be asked to refer the report to the Overview and Scrutiny Committee in advance of its submission to the Executive. The latest timescales suggests that this should be included on the agenda for the February meeting of this Committee, as a draft report will be available in the second half of January (for consideration at the March Executive). A copy of this report will be circulated to members of the Committee as soon as it is available.
- 2.6 The report will outline proposals drawn from these principles:
- ensuring that the value of the telephony system as it stands is capable of being maximised.
  - ensuring that the degree of business continuity associated with our telephony is appropriate
  - how we use our telephony to receive service requests and provide information to our customers, both through our customer

service centre and through our business to business contact, and where customers (or customer service advisers) have direct contact with officers as a part of an ongoing case or application.

- 2.7 The Committee will wish to consider whether to include this item on the agenda for the February meeting and if so whether they wish to invite the Portfolio Holder and Head of Service to attend that meeting to discuss the report.

**Monitoring Items** - to examine responses to scrutiny reports and to check on progress on implementation of recommendations

### **2012 Olympics Update**

- 2.8 A report on the "Preparation for the 2012 Olympics Tourism Potential" is due to be considered by the Executive at the meeting on 11 January 2010. The report was not available as this agenda was published but it will be circulated to members of the Committee in advance of the meeting and they are asked to bring it with them.
- 2.9 The Oxford Mail (23/11/09) carried a short article on the 2012 Olympics and the potential tourism boost for Cherwell and the rest of north Oxfordshire, quoting Councillor Turner: *"We are working towards getting things in place to see what are the best ways to encourage people to come and visit"*.
- 2.10 There was an action on the Head of Recreation and Leisure to provide further details on the current hotel capacity in North Oxfordshire. Following discussions with the authors of the report, it is not possible to determine or extrapolate a percentage capacity for overnight stays as the statistics are gathered from a number of sources including hotels, guest houses and visiting friends and relatives in private accommodation.

### **Concessionary Travel**

- 2.11 The Committee is due to discuss Concessionary Travel with the Portfolio Holder and Head of Service at the meeting in February 2010. An updated copy of the recommendation monitoring sheet is at Appendix 3.
- 2.12 On 9 December 2009 the Government issued a ministerial statement on changes to Concessionary Travel (Appendix 4). From 1 April 2011 the responsibility for administering both the statutory minimum concession and the discretionary concession will transfer from district councils to county councils. The Department for Communities and Local Government will consult in 2010 on how the financial implications of the change will be taken forward as part of the next three year local government finance settlement.

### **Affordable Housing and Rural Exception Sites**

- 2.13 An update on progress in this area is attached at Appendix 5.

## **Markets**

- 2.14 The Portfolio Holder and Head of Service are due to attend the February meeting of the Committee to provide an update on progress with regard to the district's markets, in particular the appointment of a market operator for Banbury market.

## **Implications**

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<b>Financial:</b>	<p>There are no financial implications arising directly from this report. The report of the individual scrutiny reviews will address any specific financial issues.</p> <p>Comments checked by Denise Westlake, CSR Service Accountant, Payroll and Pensions Manager, 01295 221982</p>
<b>Legal:</b>	<p>There are no legal implications arising directly from this report. The report of the individual scrutiny reviews will address any specific legal issues.</p> <p>Comments checked by Liz Howlett, Head of Legal and Democratic Services, 01295 221686</p>
<b>Risk Management:</b>	<p>If too many items are included on the work programme there is a risk that scrutiny agendas become overloaded. This undermines effective scrutiny because Members are unable to concentrate on the key issues and officer resources are over-stretched. It may be necessary to hold further meetings during the year if the risk of not achieving the work programme becomes apparent. The report of the individual scrutiny reviews will address any specific risk issues.</p> <p>Comments checked by Rosemary Watts, Risk Management &amp; Insurance Officer 01295 221566</p>

## **Wards Affected**

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All

## **Corporate Plan Themes**

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All

## **Executive Portfolio**

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All

## Document Information

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Overview and Scrutiny Work Programme 2009/2010
Appendix 2	Built Area Conservation Scoping Document
Appendix 3	Concessionary Travel – update on scrutiny recommendations
Appendix 4	Ministerial statement on changes to Concessionary Travel
Appendix 5	Progress report on Affordable Housing and Rural Exception Sites
<b>Background Papers</b>	
<ul style="list-style-type: none"><li>• Forward Plan (January – April 2010)</li><li>• Preparation for the 2012 Olympics Tourism Potential, report to Executive 11/01/10</li></ul>	
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# Overview & Scrutiny Work Programme 2009/10

Title	Committee/T&FG	Comments	Meeting			
			Jan	Feb	Mar	Later
<b>Scheduling – to identify and agree potential topics for scrutiny</b>						
Housing Strategy for Older People	OSC	<b>Agenda item for 5 January meeting</b>	✓			
Built Environment Conservation Areas	Raised by Cllr Bonner	<b>Work programme item for 5 January meeting.</b> To consider the draft scoping document for possible review.	✓		?	
Preparations for an ageing population	OSC (Cllr R Stratford to monitor developments)	Invite representatives of Oxfordshire Health & Well-Being Board to attend future meeting				?
Youth Facility Provision	OSC	Possible joint scrutiny with other Oxfordshire authorities. Watching brief to consider if this is an option.				
Young People's VFM review	OSC	<b>Agenda item for 9 February meeting.</b> To consider the outcomes and conclusions of the VFM review into young people's services		✓		
Registered Social Landlords' Management Group	R&PSB	<b>Agenda item for 16 February meeting.</b> Q&A session		✓		
Phone Access and Telephony Review	OSC	<b>Work programme item for 5 January meeting</b> <b>Possible agenda item for February meeting</b> Review proposals in advance of consideration by Executive (currently scheduled for March 2010)	✓	?		
<b>Scrutiny – agreed topics for consideration at committee meetings</b>						
Engaging with young people	OSC	<b>Agenda item for 9 February meeting.</b> Member of Youth Council and officers from other local authorities & UK Youth Parliament to attend.		✓		

OSC: Overview & Scrutiny Committee  
T&FG: Task & Finish Group  
Group

R&PSB: Resources & Performance Board

FSWG: Finance Scrutiny Working Group  
PSWG: Performance Scrutiny Working

Title	Committee/T&FG	Comments	Jan	Feb	Mar	Later
2010/2011 Budget	R&PSB	<b>Agenda item for 12 January meeting.</b> To review budget scrutiny 2010/11.	✓			
Partnerships: ORCC	R&PSB	<b>Agenda item for 12 January meeting.</b> To consider draft report and recommendations. Final report scheduled for 16 February meeting.	✓			
Partnerships: Cherwell Safer Communities	R&PSB	<b>Agenda item for 16 February meeting.</b> To consider scoping document and project plan.		✓		
Contracts review	R&PSB	To consider and agree an approach for contract scrutiny				✓
<b>Task &amp; Finish Groups</b> – agreed topics for review outside committee meetings						
Private Sector Housing Strategy	Cllr Rose Stratford (Ch) Cllr Stevens (VC) Cllr Smithson      Cllr Rae Cllr Tompson      Cllr Sibley	<b>Agenda item for OSC on 5 January 2010</b> Policy development work on the private sector housing strategy.	✓			
Crime & Anti-social behaviour	Cllr Irvine      Cllr Ahmed Cllr Billington      Cllr Cullip Cllr Tompson      Cllr Sibley Cllr Smithson	Active – final report scheduled for Executive in early 2010				
<b>Monitoring</b> – to examine responses to scrutiny reports and to check on progress on implementation of recommendations						
Preparation for the 2012 Olympics tourism potential in the district	OSC	<b>Work programme item for 5 January meeting.</b> Executive report scheduled for 11 January 2010.	✓			
Concessionary Fares	OSC	<b>Work programme item for early 2010 meeting</b> PfH to attend and brief on progress on recommendations and developments on government consultation		?		
Affordable Housing & Rural Exception Sites	OSC	<b>Work programme item for 5 January meeting</b> Brief on progress on recommendations	✓			

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Markets in Cherwell	OSC	<b>Work programme item for February meeting</b> PfH to attend and brief on progress in spring 2010		✓		
RAF Bicester	OSC	PfH and Strategic Director to provide briefing notes to keep OSC informed of progress & developments. Will bring to OSC meeting when appropriate.				
Residents' Parking Schemes	OSC	PfH and Strategic Director to provide briefing notes to keep OSC informed of progress & developments. Will bring to OSC meeting when appropriate.				
Partnerships: Bicester Vision	R&PSB	<b>Work programme item for 12 January meeting</b> To agree scope and project plan for review in early 2010.	✓		✓	
Fees and Charges	R&PSB	<b>Agenda item for 12 January meeting</b> Review of progress against recommendations and in advance of next budget round	✓			
Food Waste Processing	R&PSB/PSWG	Review autumn 2010 6 months after final stage of roll-out programme.				✓
Sports Centre Modernisation	FSWG	Spiceball Sports Centre due to open winter 2009. FSWG to review on completion in Spring 2010.			✓	

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