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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Overview and Scrutiny Committee

Date: Tuesday 5 July 2022

Time: 6.30 pm

Venue: Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

Membership

Councillor Sandy Dallimore (Chairman)

Councillor Maurice Billington

Councillor John Broad

Councillor Ian Harwood

Councillor Matt Hodgson

Councillor Perran Moon

Councillor Douglas Webb (Vice-Chairman)

Councillor Mike Bishop

Councillor John Donaldson

Councillor David Hingley

Councillor Ian Middleton

Councillor Dr Chukwudi Okeke

Substitutes **Any member of the relevant political group, excluding Executive members**

AGENDA

Overview and Scrutiny Members should not normally be subject to the party whip. Where a member is subject to a party whip they must declare this at the beginning of the meeting and it should be recorded in the minutes.

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting held on 1 June 2022.

4. Chairman's Announcements

To receive communications from the Chairman.

5. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

6. Attendance of the Leader of the Council

The Leader of the Council, Councillor Barry Wood, will attend to give an overview of work currently being undertaken by Executive.

7. Work Programme 2022/23 (Pages 9 - 14)

There are four documents for the Committee to consider:

Appendix 1 – Work programme for 2022-23

Appendix 2 – Topic list update

Appendix 3 – Scoping document for Parish Engagement working group (to follow)

Appendix 4 – Scoping document for Member Education and Training working group (to follow)

Democratic and Elections Officers will go through the list of subjects raised at the informal work programme session taking place on 30 June 2022, and provide updates. This will include draft scoping documents for the two working groups, which will be circulated following the informal session.

Recommendations

The meeting is recommended:

- 1.1 To consider and agree the work programme 2022-23.
- 1.2 To note the updated topic list.
- 1.3 To approve the Parish Engagement scoping document (to follow).
- 1.4 To approve the Member Education and Training scoping document (to follow).

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295

221953 / 01295 221591 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Emma Faulkner / Lesley Farrell, Democratic and Elections
democracy@cherwell-dc.gov.uk, 01295 221953 / 01295 221591

Yvonne Rees
Chief Executive

Published on Monday 27 June 2022

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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 1 June 2022 at 6.30 pm

Present:

Councillor Sandy Dallimore (Chairman)
Councillor Douglas Webb (Vice-Chairman)
Councillor Mike Bishop
Councillor John Broad
Councillor Ian Harwood
Councillor David Hingley
Councillor Matt Hodgson
Councillor Ian Middleton
Councillor Dr Chukwudi Okeke

Substitute Members:

Councillor Andrew Beere (In place of Councillor Perran Moon)
Councillor Bryn Williams (In place of Councillor John Donaldson)

Apologies for absence:

Councillor Maurice Billington
Councillor John Donaldson
Councillor Perran Moon

Officers:

Celia Prado-Teeling, Assistant Director - Customer Focus (Interim)
Shahin Ismail, Assistant Director - Law, Governance & Democratic Services & Monitoring Officer (Interim)
Natasha Clark, Governance and Elections Manager
Lesley Farrell, Democratic and Elections Officer

3 Declarations of Interest

There were no declarations of interest.

4 Minutes

The minutes of the meetings of the Committee held on 15 March 2022 and 18 May 2022 were agreed as a correct record and signed by the Chairman.

5 **Chairman's Announcements**

The Chairman set out his vision for Overview and Scrutiny and the Committee. He explained that it was important to him to speak with Committee members and he would therefore contact all Overview and Scrutiny Committee Members outside of the meeting to discuss the work programme and what he would like the Committee to achieve over the coming year.

6 **Urgent Business**

There were no items of urgent business.

7 **Introduction to Performance Monitoring**

The Interim Assistant Director of Customer Focus gave a presentation on the performance monitoring framework and reporting cycle, and the role of Overview and Scrutiny in performance monitoring.

In the course of discussion, Members of the Committee commented that they understood that a function of the committee was to scrutinise the performance aspects of the report but asked if there was a procedure where any concerns about risk and/or finance could be relayed to the committees which considered these parts of the report.

Noting the comments of the Committee, the Interim Assistant Director Law, Governance and Democratic Services Monitoring Officer agreed that clarity was needed and that if a report was considered by a Committee, it should be considered in totality. From a Governance perspective, the Interim Monitoring Officer would review which reports were considered by which Committee and at what stage of the process.

Resolved

- (1) That the presentation on the Performance Monitoring Framework and reporting cycle be noted.

8 **Work Programme Planning 2022-23**

The Committee considered the indicative work programme for 2022-2023.

The Committee noted that the Oxfordshire Plan 2050 was listed as an item to be scheduled on the work programme and requested that an update on the Oxford-Cambridge Arc and the Growth Deal be included with this item when submitted to the Committee.

In response to Members' comments regarding consideration of reports by the Committee prior to consideration by Executive, the Governance and Elections Manager advised that all councillors received email notification when the Executive Forward Plan was published. If there were items the Committee wished to scrutinise, it was important that Members requested items be added to their agenda in a timely manner to allow sufficient time for Overview and Scrutiny comments to be considered by Executive before items were finalised.

The Committee considered the list of "Topics for Scrutiny" suggested by Committee Members. Highlighting that "Planning Policy for the District including the Growth Deal" had been on the Topic list for a considerable time, it was requested that the item be scheduled for consideration.

The Committee agreed that the Member Education and Training Working Group and the Parish Engagement Working Group should be re-established and submit scoping documents to the July meeting of the Committee.

Resolved

- (1) That the indicative work programme 2022-2023 be agreed.
- (2) That it be agreed that the Member Education and Training Working Group be re-established and authority be delegated to the Assistant Director Law, Governance and Democratic Services, in consultation with the Chairman of Overview and Scrutiny Committee to liaise with the Group Leaders regarding membership of the Working Group and a Scoping Document be submitted to the next meeting of Overview and Scrutiny Committee for agreement.
- (3) That it be agreed that the Parish Engagement Working Group be re-established and authority be delegated to the Assistant Director Law, Governance and Democratic Services, in consultation with the Chairman of Overview and Scrutiny Committee to liaise with the Group Leaders regarding membership of the Working Group and a Scoping Document be submitted to the next meeting of Overview and Scrutiny Committee for agreement.
- (4) That the update on items previously submitted to the Overview and Scrutiny Committee be noted.

The meeting ended at 7.20 pm

Chairman:

Date:

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Indicative Overview and Scrutiny Work Programme 2022-23

(Updated: 24 June 2022)

Item	Description	Contact Officer
Tuesday 6 September 2022		
Community Nature Plan update	An update on progress of the Community Nature Plan, requested at the all Member Seminar held in February 2022	Sue Marchand, Community Nature Officer
Annual Air Quality Report	To review and comment on the report prior to consideration by Executive	Trevor Dixon, Environmental Protection and Enforcement Manager
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Officer
Tuesday 11 October 2022		
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Officer
Tuesday 29 November 2022		
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Officer
Tuesday 24 January 2023		
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of	Emma Faulkner, Democratic and Elections Officer



Item	Description	Contact Officer
	work programme	
Tuesday 14 March 2023		
District Council and Parish Engagement Working Group and Members Education and Training Final reports	To consider the final reports and recommendations of the working groups	Emma Faulkner, Democratic and Elections Officer
Overview and Scrutiny Committee Annual Report 2022-23	The Constitution requires that the Overview and Scrutiny Committee submit an annual report to Council. This is an opportunity for the Committee to review the draft Annual Report	Emma Faulkner, Democratic and Elections Officer
Work Programme 2022-23 (standing item at each meeting)	Standing item: Updates on topics suggested for consideration and review of work programme	Emma Faulkner, Democratic and Elections Officer
Items to be allocated for 2022/23 municipal year		
Performance Monitoring (Quarterly - dates TBC)	Quarterly performance monitoring reports (first report to OSC to include a presentation and overview of the council's performance monitoring process)	Celia Prado-Teeling, Assistant Director – Customer Focus (interim)
Oxfordshire Plan 2050 (date TBC)	Update on the Oxfordshire Plan 2050 as it progresses to Regulation 19 consultation stage	David Peckford, Assistant Director Planning and Development, in consultation with Central Plan Team at Future Oxfordshire Partnership
Safeguarding Annual Audit (date TBC)	To endorse the annual Safeguarding Audit response	Nicola Riley, Assistant Director - Wellbeing



Meeting Dates 2022/23 (All Tuesday, 6.30pm unless indicated)

Wednesday 1 June 2022; 5 July 2022; 6 September 2022; 11 October 2022; 29 November 2022; 24 January 2023; 14 March 2023

Training for Overview & Scrutiny Committee members was held on Thursday 26 May 2022.

Work Programme Items:

Members are reminded of the five roles of scrutiny when considering items for the work programme:

- Performance Monitoring; Policy Development; Policy Review; Holding the Executive to Account; External Scrutiny

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Appendix 2

Topic and suggested by	Update	Status / Proposed action
<p>Member Education and Training</p> <p>Raised by Councillor Sandy Dallimore at the 7 September 2021 meeting</p>	<p>It was agreed by the Committee on 1 June to re-establish the working group.</p> <p>A draft scoping document will be considered at the informal Overview & Scrutiny session taking place on 30 June. The document will then be presented to the formal meeting on 5 July for approval.</p>	<p>Committee are asked to approve the revised scoping document.</p>
<p>The relationship between the District council and our parishes</p> <p>Raised by Councillor Sandy Dallimore at the informal session held on 30 June 2021</p>	<p>It was agreed by the Committee on 1 June to re-establish the working group.</p> <p>A draft scoping document will be considered at the informal Overview & Scrutiny session taking place on 30 June. The document will then be presented to the formal meeting on 5 July for approval.</p>	<p>Committee are asked to approve the revised scoping document.</p>
<p>Planning Policy for the District, including the Growth Deal.</p> <p>Raised by Councillor Ian Middleton and 3 former committee members, May 2019</p>	<p>As previously reported, officers from Planning Policy have agreed to attend a future meeting of the Overview and Scrutiny Committee to discuss this subject.</p> <p>Cllr Middleton also asked about the Oxford to Cambridge Arc but it is no longer in existence. The Growth deal no longer exists in this format and has been incorporated in the Oxfordshire Plan 2050 which is being scheduled to be considered by O&S in harmony with the other Oxfordshire councils.</p>	<p>Attendance will be scheduled when appropriate, currently expected to be September/October 2022. A verbal update will be given at the 5 July meeting of Overview & Scrutiny.</p>

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