



Review Group Overview & Scrutiny Committee Member Lead	
Membership	Members (non-Executive) with a genuine interest in investigating the relationship between the District and Parish councils. Co-opted members: 2 parish clerks
Officer Support	Kevin Larnar – Healthy Communities Manager Lesley Farrell – Democratic and Elections Officer
Background	<p>A review of the relationship between Cherwell District Council (CDC) and the parishes in the district began in November 2021. It started to map the various interactions, highlighting areas that work well and where there may be areas for improvement in the relationship and working practices.</p> <p>The working group submitted a report to the 15 March 2022 Overview and Scrutiny Committee meeting (Minute 48) which set out a number of areas for further review and recommended the working group should continue in the new municipal year.</p> <p>It was agreed at the Overview and Scrutiny Committee meeting on 1 June 2022 that the Parish Engagement working group should be re-established to continue the work of the group. The scope of the group should incorporate the areas set out below with a view to extending the good working relationship between District and Parish Councils and seeking to find solutions where any discord is found</p> <ul style="list-style-type: none">• Further clarity and work on Statutory roles, responsibilities, and interactions• Feedback to be invited from Parishes via the Parish Bulletin• A Consultation with Customer Services re signposting should take place• Provision of information to ward councillors regarding parishes in their ward• Survey of Parishes to ascertain parish views on their interactions with the district• Organise three meetings with Parishes (large, medium, and small)• Investigate legal interactions and IT Interaction/integration• Invite 2 parish clerks to join the group

	<ul style="list-style-type: none"> To look at consultation processes and cross departmental streamlining
Rationale	<p>Parish Councils are a key group and tier in local government. It is obvious from the amount of contact between the district and parish councils that there is a lot of good practice but we need to establish a more coordinated approach which allows us to improve the way we engage and work with this important stakeholder community.</p>
Indicators of Success	<ul style="list-style-type: none"> Current working relationship mapped providing clarity for CDC and parishes with an action plan setting out where improvements can be made Areas for improvement identified and actioned
Out of Scope	<ul style="list-style-type: none"> Statutory Parish Responsibilities Statutory CDC responsibilities Working relationships between parishes and other parish support organisations i.e. Oxfordshire Association of Local Councils Statutory Functions that cannot be amended locally i.e. Register of Interests, election processes, Community Governance Review
Method / Approach	<ul style="list-style-type: none"> Consultation by survey with district councillors and officers about current interactions and to identify areas where value can be added. Survey and meetings with parishes about current interactions and to identify any points of failure Collate details of other organisations that provide support to parishes to ensure no duplication Map the current interactions and working relationship to enable identification of what works well, where there could be improvement and specific aspects that could be further reviewed Research on good practice in parish engagement
Guest speakers / Witnesses / Experts	<ul style="list-style-type: none"> Councillor Phil Chapman, Portfolio holder for Healthy communities Parish Clerk(s) and parish councillors Officers whose services have regular interaction with parish councillors
Evidence required and documents	<ul style="list-style-type: none"> Information regarding current interactions and working relationships between CDC and parishes in the district Current processes for Parish consultations Other organisations in the district that provide support to parishes
Site Visits	<p>Parish Councils - meetings with Parish Clerks and Parish Members regarding their views on their relationship with Cherwell District Council (although these can be virtual)</p>

Risks	<ul style="list-style-type: none"> • Availability of councillors and officers to progress the work • Availability of parish clerks to meet with the working group 		
Projected Start Date		Draft Report Deadline	
Meeting Frequency	As required	Projected Completion Date	

Approved by Overview & Scrutiny Committee	Date:
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Draft Outline of meetings

(Review Group members are reminded that they will be required to undertake evidence gathering and work outside of the meetings detailed below to ensure that the Review completion date is met)

Meeting 1 –
Meeting 2 –
Meeting 3 –
Meeting 4 –
Meeting 5 –