



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

TOPIC Review Group Scoping Document

This scoping template is designed to assist councillors and officers in establishing the focus of a scrutiny review group. It emphasises the need for scrutiny review groups to have a clear purpose, rationale and focus for their work, and to make the best use of the resources available within a given time frame.

This document will act as a reference guide throughout the review process to ensure the does not deviate from its intended purpose.

Review Group Overview & Scrutiny Committee Member Lead	Councillor Phil Chapman
Membership	Councillor Rebecca Biegel - Chair Councillor Phil Chapman – Vice Chair Councillor Dr Isabel Creed Councillor Gordon Blakeway Councillor Andrew Crichton Councillor Dr Chukwudi Okeke
Terms of Reference	<i>To review implementation of the Cherwell Food Action Plan and any associated issues and make recommendations and suggestions for consideration by the Executive Member for Healthy Communities and the Wellbeing and Housing Services department.</i>
Executive Member	Councillor Rob Pattenden - Portfolio Holder for Healthy Communities
Member Champion for Food	Councillor Ian Middleton (Executive Portfolio Holder for Neighbourhood Services)
Officer Support	Nicola Riley, Assistant Director of Wellbeing and Housing Services Edward Frape, Senior Healthy Place Shaping Officer Libby Knox, Food and Wellbeing Officer
Background	<p>The Oxfordshire Food Strategy sets out a vision where everyone in Oxfordshire can enjoy the healthy and sustainable food they need every day.</p> <p>A critical part of implementing The Oxfordshire Food Strategy has been the development of local Food Action Plans for each district, to ensure that the Food Strategy reflects local priorities and reflects the unique nature of the City and each of the Districts. These have been led by representatives from across the food system, through the Food Action Working Groups¹. the Food Action Plan for Cherwell district is a multi stakeholder plan, with a range of organisations taking responsibility for action.</p>

¹ FAWGs -are the multistakeholder groups who helped devise the plan.

	The plan identifies initial actions spanning 2024 – 2027. Throughout this period, the Scrutiny Working Group will, as part of this process, review progress against targets and metrics and refine the actions.		
Rationale	The Food Insecurity Scrutiny Working Group will provide oversight and assurance and elected member contributions through the review progress of the implementation of the Food Insecurity Action Plan and make recommendations and suggestions for consideration by the Executive Member for Wellbeing and Housing Services department.		
Indicators of Success	The main indicator of success will be successfully providing oversight and assurance and also through contributions from the Scrutiny Working Group through the review progress of the implementation of the Cherwell Food Action Plan.		
Out of Scope	This review will focus on implementation of the Cherwell Food Action Plan.		
Method / Approach	This scrutiny review will continue throughout the 2024-2025 municipal year, with an informal Scrutiny Working Group considering key aspects of the development and implementation of the Cherwell Food Action Plan and related corporate priorities and objectives and feeding in any suggestions informally.		
Guest speakers / Witnesses / Experts	<i>Witnesses will be identified from local community partner organisations.</i>		
Evidence required and documents	Cherwell Food Action Plan Cost of living support		
Site Visits	<i>Site visits will be arranged to see local foodbanks, as well as other key activities taking place locally.</i>		
Risks	Identified risks to the success of this project are: a) As this is a very wide and complex area there is a risk that it could easily stray off topic – so will need to focus on the terms of reference. b) Availability of councillors and officers to progress the work		
Projected Start Date	2022	Draft Report Deadline	March 2025 TBC
Meeting Frequency	Every 6 weeks – 2 months	Projected Completion Date	April 2025

Approved by Overview & Scrutiny Committee

Date: 15th October 2024

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 –