

WEST OXFORDSHIRE DISTRICT COUNCIL
ECONOMIC AND SOCIAL OVERVIEW & SCRUTINY COMMITTEE
THURSDAY 10 JULY 2014

COMMITTEE WORK PROGRAMME 2014/2015

REPORT OF THE STRATEGIC DIRECTOR

(Contact: Andrew Tucker, Tel: (01993) 861621)

(The decisions on this matter will be resolutions)

1. PURPOSE

To assist the Committee in considering its Work Programme for 2014/2015.

2. RECOMMENDATIONS

That the Committee determines its Work Programme for 2014/2015 having regard to the information contained in this report and the recommendations agreed by Council.

3. BACKGROUND

- 3.1. At the first meeting of the Committee in the new municipal year initial consideration is given to the Work Programme for the year having regard to the approach to scrutiny work adopted by Council on 22 October 2008, the intention of which was that work programmes should comprise fewer more strategic issues. These would probably be key policy areas either reviewing implemented policies or input to future policy development which the Committee would investigate over several meetings with the aim of adding value.
- 3.2. At that time it was agreed to adopt a “toolkit” approach in deciding whether a major review or Working Party should be implemented. This would initially be completed by the relevant Chairman, Vice Chairman and Strategic Director so as to ensure that all suggested reviews would be subject to a series of criteria before they could proceed. It is not intended that this toolkit approach be used for small reviews requiring only a brief report to be produced. A copy of the “toolkit” is attached at Appendix A.
- 3.3. It is not intended that the ‘Toolkit’ approach be used for small reviews requiring only a brief report. There will still be the opportunity to bring forward one-off reports/papers on particular issues of interest to the Committee outside of the normal Work Programme but it will also be necessary to maintain a general overview of the ways in which external agencies are responding to community concerns including when necessary inviting representatives to attend meetings of the Committee. The inclusion of a standing agenda item for Members questions also provides the opportunity for Members to raise ‘hot topics’.
- 3.4. The Committee is invited to consider which topics are considered the priorities for a strategic review in line with the agreed approach to scrutiny for inclusion in the 2014/2015 Work Programme. A draft programme incorporating items rolled forward from last year is attached at Appendix B.

4. ALTERNATIVES/OPTIONS

In accordance with the Constitution of the Council, Committee has the power to investigate any matters it considers relevant to its work area, and to make recommendations to the Council, the Executive or any other Committee or Sub-Committee of the Council as it sees fit.

5. FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this report.

6. REASONS

To enable the Committee to review its Work Programme.

Andrew Tucker
Strategic Director

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Date: 26 June 2014

Background Papers
None

SCRUTINY TOOLKIT/ASSESSMENT CRITERIA

The potential scrutiny issue should:

- Be of local and preferably current concern
- Have a clear purpose
- Be linked to the Council's corporate objectives
- Be capable of being influenced by the Committee
- Be of manageable scope – focussed rather than too wide ranging
- Be of sufficient scope to warrant a scrutiny review – not something that can easily be fixed by meeting with the service provider or, for example, a future officer presentation or report
- Not be being scrutinised by another Scrutiny Committee"

In addition, the following should be considered:

- Is there a minimum of, say, four councillors who wish to participate in the review (where a working group is to be established) or who wish to
- Does it require any financial resources?
- How much Officer time would be required?
- Does the concern on the issue extend to the public?

Once a matter has been agreed for inclusion in the work programme, the following considerations should form the basis of the planning of the review:

- How long should the review be scheduled to take?
- How will we judge whether the review was successful?
- Will there be distinct stages to the review?
- What documentation/evidence/research may be needed and why?
- Will there be a need for site visits, where and why?
- Who might be called as witnesses and why?
- How might the cabinet/executive be called to account?
- What challenges might this raise for scrutiny members?
- What support will be required from officers?
- How will we deal with public relations/media interest?
- How will we engage with the public?
- What other issues or barriers need to be addressed?

Appendix B

	Work Area	Comments	Meeting / Anticipated Completion Date	Originator
1	RAF Brize Norton	Meetings of the Liaison Group are on-going with the last meeting being held on 19 June 2014.	On-going for periodic updates	E & S
2	Quality of Care in Hospitals	Members will be aware there are significant changes taking place in the delivery of health services. It was agreed it would be beneficial to receive updates from the council representative on the County Joint Health Overview and Scrutiny Committee regarding issues of concern.	On-going	E & S
3	Police, Community Safety and CDRP	Representatives of the Community Safety Partnership are required to attend the committee and provide an update. The committee also receives an annual update from the Thames Valley Police Area Commander. The scrutiny of individual organisations in the CDRP is a separate issue.	Annual On-going as required	Council
4	Elements of the Local Development Framework (LDF) as appropriate	The approval of the LDF is a statutory process. It may be appropriate for this Committee to consider specific aspects. A series of workshops for Members in respect of the LDF have been held and a report will be considered by Cabinet on 16 July 2014. The Local Plan Monitoring Report is received by the committee each year.	On-going as required Annual	E & S

	Work Area	Comments	Meeting / Anticipated Completion Date	Originator
5	Meeting the needs of an ageing population	<p>The committee has previously looked at issues regarding the impact of an ageing population and received input from Age UK and Oxfordshire County Council.</p> <p>At the April 2014 meeting it was agreed that it would be beneficial to look at the work being undertaken to help dementia sufferers and their families.</p>	TBA	E & S
6	Marriotts Walk	A Review Group was established to review the impact of Marriotts Walk from an economic development perspective on Witney and the surrounding area.	On-going	E & S
7	Leisure Contract	The Committee has previously requested to receive annual updates in respect of progress against the recommendations of the Leisure Contract Review Group.	On-going	E & S
8	Provision of Youth Services	<p>Following changes in the delivery of some youth services from September 2011 onwards the Committee agreed to keep the issue on the work programme and monitor the situation.</p> <p>The Committee has previously received a presentation from the Manager of the Witney Hub.</p>	On-going	E & S
9	Welfare Reform Act	A report was received at a previous meeting and the committee agreed that it would be beneficial to receive updates as further changes were implemented.	On-going	E & S
10	Integration of Public Transport	It was suggested at the April 2014 meeting that it may be pertinent for the committee to look at issues of bus services in the district integrating with other public transport more effectively.		E & S