

WEST OXFORDSHIRE DISTRICT COUNCIL
ECONOMIC AND SOCIAL OVERVIEW & SCRUTINY COMMITTEE
THURSDAY 30 MAY 2019

COMMITTEE WORK PROGRAMME 2019/2020
REPORT OF THE HEAD OF DEMOCRATIC SERVICES

(Contact: Keith Butler, Tel: (01993) 861521)

(The decisions on this matter will be resolutions)

1. PURPOSE

To assist the Committee in considering its Work Programme for 2019/2020.

2. RECOMMENDATION

That the Committee determines its Work Programme for 2019/2020 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. A copy of the “toolkit” is attached as 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 2018/2019 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.

Keith Butler
Head of Democratic Services

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Date: 10 April 2019

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?

Work Area		Comments	Meeting / Anticipated Completion Date	Originator
1	RAF Brize Norton	Meetings of the Liaison Group are on-going. Update reports will be submitted as appropriate.	On-going for periodic updates	E & S
2	Oxfordshire Health Care Transformation Programme	Reports will be submitted as appropriate as the Transformation Programme progresses. At the January meeting it was agreed that the new Director of Public Health and the Chief Executive of the Clinical Commissioning Group be invited to attend a future meeting of the Committee and report on relevant matters.	4 July 2019	E & S
3	Leisure Management Contract Working Party	At the conclusion of consideration of the procurement of the leisure management contract and delivery of the current service it was agreed that the Working Party would be held in abeyance but that further meetings could be arranged to address specific issues on a 'task and finish' basis should the need arise.	In abeyance	E & S
4	Oxfordshire Garden Village Area Action Plan	A report inviting the Committee to comment on the Oxfordshire Garden Village Area Action Plan Issues Paper was considered at the June 2018 meeting. Further stages of the Action Plan will be brought to the Committee in due course.	Partially Complete – further report to be considered mid-2019	E & S
5	Citizens Advice West Oxfordshire	At the meeting on 28 June 2018 it was agreed that the Committee give consideration to the work of Citizens Advice West Oxfordshire and the impact of the Council's adoption of a commissioning approach to funding the organisation.	A report will be submitted at the appropriate juncture, likely to be in 2019/20	E & S

Work Area	Comments	Meeting / Anticipated Completion Date	Originator
6	<p>Community Infrastructure Levy</p> <p>At the meeting on 28 June 2018 it was agreed that progress on the introduction of the Community Infrastructure Levy and arrangements for determining the distribution of funds be included within the Work Programme.</p> <p>A briefing note was provided to members in relation to CIL in January. A detailed report will be submitted to the Committee at a future meeting.</p>	<p>It is anticipated that a decision as to whether consultation on a revised charging schedule is needed, or whether the previously approved schedule can be put forward for examination will be taken by the Cabinet in June.</p>	E & S
7	<p>Affordable Housing</p> <p>At the meeting on 22 November 2018 the Committee asked for “<i>a further report exploring potentially more innovative ways in which affordable housing could be delivered</i>” to be presented to a future meeting.</p>	<p>It is suggested that, rather than submit a report to this Committee, arrangements be made for a series of seminars, open to all Members, to take place</p>	E & S
8	<p>Enforcement Powers in the Housing and Planning Act</p> <p>At the meeting on 22 November 2018 it was agreed that a report be submitted to a future meeting of the Committee regarding the operation of the Council’s Policy in relation to its powers under the Housing and Planning Act.</p>	<p>A report will be submitted at the appropriate juncture, likely to be in 2019/20</p>	E & S
9	<p>Vulnerable Persons’ Resettlement Scheme</p> <p>A report was considered at the meeting on 22 November 2018 it was agreed that a further report be submitted in approximately six months’ time.</p>	<p>July 2019</p>	E & S

10	Homes for All	At the January 2019 meeting it was agreed that consideration be given to inviting representatives from 'Homes for All' to a future meeting to address the Committee.	To be determined	E & S
11	East Witney Development Framework Supplementary Planning Document (SPD) Preliminary Consultation	Will be considered by Economic and Social Overview and Scrutiny Committee in due course, prior to further consultation.	July 2019	Cabinet
12	Cotswolds Area of Outstanding Natural Beauty Management Plan 2018-2023	At the special meeting held on 7 March the Committee considered the call-in request relating to Cabinet minute no. 96 of 16 January 2019 in respect of the Council's response to the Cotswolds Area of Outstanding Natural Beauty Management Plan 2018-2023. It was agreed that consideration of the call-in request be deferred pending the receipt of further information and the item be added to the Committee Work Programme.	A report will be submitted once further information regarding the AONB Board's proposals becomes available.	E & S
13	Annual Local Plan Monitoring Report	The Committee considers the Local Plan Monitoring Report on an annual basis.	January/April 2020	
14	Police, Community Safety and CDRP	The Committee receives an annual update from the local Police area Commander regarding policing priorities for the area.	September 2019	
15	Notice of Motion – Equality and the Environment	At its meeting held on 24 April the Council referred the Notice of Motion on Equality and the Environment to this Committee and the Environment Overview and Scrutiny Committee.	A report appears as Agenda Item No. 8	Council