

WEST OXFORDSHIRE DISTRICT COUNCIL
ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE
THURSDAY 4 JUNE 2015
COMMITTEE WORK PROGRAMME 2015/2016
REPORT OF THE HEAD OF ENVIRONMENT AND COMMERCIAL SERVICES
(Contact: Claire Locke, Tel: (01993) 861344)

(The decisions on this matter will be resolutions)

1. PURPOSE

To assist the Committee in considering its Work Programme for 2015/2016.

2. RECOMMENDATIONS

That the Committee determines its Work Programme for 2015/2016 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 2015/2016 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.

Claire Locke
Head of Environment and Commercial Services

(Author: Claire Locke, Tel: (01993) 861344; EMail: claire.locke@westoxon.gov.uk)
Date: 1 May 2015

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	Waste Contract	<p>The new contract has been in operation since November 2010. Members have previously agreed that progress should be monitored by the committee.</p> <p>An update from the contractors was given at the April 2015 meeting.</p>		ENV
2	Flood Prevention	<p>The committee has already undertaken significant work in respect of flooding issues.</p> <p>At the April 2015 meeting consideration was given to a strategy prepared by Thames Water. As requested by the committee representatives of Thames Water will attend this meeting.</p>	June 2015	ENV
3	Thames Water – Infrastructure Issues	<p>During discussions with Thames Water the issue of the adequacy of the sewage infrastructure to meet the requirements of new developments has been raised.</p> <p>This issue is for the committee to examine in more detail.</p>	On-going	ENV
4	Open Space Grass Cutting	<p>The Environmental Engagement & Landscape Manager gave a presentation at the September 2014 meeting and an update report was received at the November 2014 meeting.</p> <p>Work with local councils to pilot the provision of maps showing responsibility for grass cutting in parishes is on-going.</p>	On-going	ENV

	Work Area	Comments	Meeting / Anticipated Completion Date	Originator
5	Low Carbon and Environmental Plan	The WODC Low Carbon and Environmental Plan was approved in February 2014. Members receive an annual update on progress with actions in the plan.	January 2016	ENV
6	Car Park Strategy	At the November 2014 meeting it was requested that the committee be kept advised of progress in respect of the strategy for off street parking. A specification is being prepared so that the procurement process can commence to appoint a consultant to carry out the work.		
7	Recycling Bring Sites	At the April 2015 meeting consideration was given to a report outlining the outcomes of a survey of users of the sites. As part of those discussions it was agreed that given that there was little prospect of the County Council funding a replacement for Dean Pit and consideration be given to establishing a Working Party to explore ways in which an alternative facility could be provided when formulating the Committee's Work Programme for the next municipal year.		