

# Agenda



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## A meeting of the **Scrutiny Committee**

will be held on Thursday, 29 November 2018 at 7.00 pm  
Meeting Room 1, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB

### Members of the Committee:

#### Councillors

Debby Hallett (Chairman)  
Chris Palmer (Vice-chairman)  
Mike Badcock  
Matthew Barber  
Robert Hall

Vicky Jenkins  
Sandy Lovatt  
Ben Mabbett  
Judy Roberts

#### Preferred Substitutes

Yvonne Constance  
StJohn Dickson  
Anthony Hayward  
Dudley Hoddinott  
Simon Howell

Chris McCarthy  
Emily Smith  
Reg Waite  
Catherine Webber

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A handwritten signature in cursive script that reads 'M Reed'.

Margaret Reed  
Head of Legal and Democratic

# Agenda

## Open to the Public including the Press

### Council's Vision

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

#### 1. Apologies for absence

To record apologies for absence and the attendance of substitute members.

#### 2. Minutes

(Pages 4 - 12)

To adopt and sign as a correct record the Scrutiny Committee minutes of the meeting held on 17 September and 18 October 2018 (attached).

#### 3. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

#### 4. Urgent business and chairman's announcements

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chairman.

#### 5. Public participation

To receive any questions or statements from members of the public that have registered to speak.

### REPORTS AND ISSUES FOR THE CONSIDERATION OF THE SCRUTINY COMMITTEE

#### 6. Developing a health and wellbeing strategy for Vale of White Horse

(Pages 13 - 14)

To consider the report of the head of community services (attached).

#### 7. Community Infrastructure Levy - spending strategy

To consider the report of the head of development and regeneration **(to follow)**.

## **8. Work schedule and dates for all South and Vale scrutiny meetings** (Pages 15 - 17)

To review the attached scrutiny work schedule. Please note, although the dates are confirmed, the items under consideration are subject to being withdrawn, added to or rearranged without further notice.

# Minutes

of a meeting of the

## Scrutiny Committee

held on Monday, 17 September 2018 at 7.00 pm

at the Meeting Room 1, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB



**Open to the public, including the press**

### Present:

Members: Councillors Debby Hallett (Chairman), Chris Palmer (Vice-Chairman), Mike Badcock, Matthew Barber, Robert Hall, Sandy Lovatt, Ben Mabbett and Judy Roberts

### Officers:

James Connolly, Andrew Down, Paul Howden, William Jacobs, Adrianna Partridge, Ron Schrieber, Mark Stone and David Wilde

### Also present:

Councillors Ed Blagrove and Robert Sharp. Paul Abraham, Clare Dorey and Richard Spraggett (Capita).

### **Sc.29 Apologies for absence**

Councillor Vicky Jenkins submitted apologies.

### **Sc.30 Minutes**

The minutes of the meetings held on 9 and 26 July 2018 were agreed as accurate records and were signed by the Chairman.

### **Sc.31 Declarations of interest**

Councillor Matthew Barber declared a non-pecuniary interest in agenda item 9, Council tax reduction scheme, 2017/18, as some of the savings from the scheme were apportioned to his employer, the Thames Valley Police and Crime Commissioner.

### **Sc.32 Urgent business and chairman's announcements**

The chairman informed the committee that she had asked Mark Stone, chief executive, to clarify the committee's roles and responsibilities.

The chief executive stated that the scrutiny function was one of the key checks and balances to the council decision making process.

The committee could guarantee transparency and could hold the administration and officers to account. In his opinion scrutiny worked best when it was involved early in the decision making process.

### **Sc.33 Public participation**

None.

### **Sc.34 5 Councils contract changes and action plan**

The committee considered the report of the head of partnership and insight which gave an update on progress to date and next steps with regards to completing and implementing planned changes to the Five Councils Capita contract and establishing an action plan for the Council that would support its business direction and priorities for the next five years.

Councillor Ed Blagrove, Cabinet member for corporate services, introduced the report. Also present to answer questions were Mark Stone, chief executive, Andrew Down, head of partnership and insight, David Wilde, IT consultant and Paul Abraham, Capita.

The committee was informed that the Council had worked closely with Capita to develop and take forward the following five contract changes:

- a) Establishment of an IT end user computing environment for South and Vale Councils only, meeting our compliance needs for General Data Protection Regulations and enabling a range of new technology opportunities for secure mobile, flexible and multi-agency working;
- b) Return of the Fraud Service in the Revenues and Benefits function as an in-house service so we can continue to grow our success in this field;
- c) Bringing finance business service partner roles and a number of other key responsibilities back in-house and better defining the roles and responsibilities between the supplier and customer across the finance function;
- d) Bringing ownership of strategic Human Resources (HR) back in house and better defining the roles and responsibilities between the supplier and customer across the HR function;
- e) Upgrading our finance system to a fully supported and up to date version of Unit 4 Business World (formerly called Agresso).

The scope of the changes for b), c) and d) were virtually agreed, with the changes intended from the end of October 2018, subject to any time limitations set by TUPE and subject to completion of the revised inter-authority agreement between the five councils. The scope of the changes for a) and e) were also near completion. The proposed changes would be submitted to Cabinet in October.

These changes were part of a wider action plan, attached as an appendix to the report, to achieve stability.

The chief executive informed the committee that Capita's commitment to improving performance and renegotiating the contract had contributed significantly to the progress made to date.

In response to members' questions about the action plan, it was reported that:

Vale of White Horse District Council – Scrutiny Committee minutes

- Some of the IT issues were caused by the Council's legacy pre-contract IT being integrated with the Capita provisioned IT which had not been consolidated into a single environment. It was anticipated that the IT infrastructure would be brought up to a suitable standard by January 2019.
- Since the publication of the action plan, some of the projects RAG rated as amber (in negotiation) had been reclassified as green (under way and on track).
- The IT Enterprise Architecture road maps would be circulated to committee members.
- The upgrade of the Agresso finance system was scheduled for April-June 2019.

The committee congratulated the Cabinet member, officers and Capita representatives on the progress made to date and requested a further update to its January 2019 meeting.

**RESOLVED:** to:

1. Note the progress made on implementing changes to the Five Councils Capita Contract;
2. Note the action plan attached at Annex A for the short term (1 year) to resolve other outstanding issues across our technology platforms and the Five Councils contract and to establish a medium-term technology strategy; and
3. Request that a further progress report be submitted to the committee in January 2019.

**Sc.35 Capita performance: HR, payroll and IT**

The committee considered the report of the head of partnership and insight which, further to the meeting held on 9 July 2018, gave a brief update on the performance of the council's contractor, Capita, in the delivery of the HR, payroll and IT services.

Andrew Down, head of partnership and insight, introduced the report. Also present to answer questions were Councillor Ed Blagrove, Cabinet member for corporate services, Mark Stone, chief executive, David Wilde, IT consultant, Paul Abraham and Clare Dorey, Capita.

The committee was informed that, since the previous report, there had been no significant HR and payroll issues for the Vale. For the key performance indicators, 100 per cent payroll accuracy had been achieved in June, July and August and payroll timeliness had also been met in full.

The IT service had improved operationally and good progress was being made with a view to agreeing a new IT strategy for Vale and South (see Minute 34 above).

**RESOLVED:** to note the report.

**Sc.36 Financial outturn 2017/18**

The committee considered the report of the head of finance and senior business partner (Capita) on the final year end position for revenue and capital expenditure against budget for the financial year 2017/18.

William Jacobs, head of finance, introduced this item. Also present to answer questions were Councillor Robert Sharp, Cabinet member for finance, and Richard Spraggett, senior business partner (Capita).

With regard to revenue expenditure, there had been an underspend of £2.5 million which had been transferred to the council's reserves. Whilst this was a significant amount, the committee welcomed the detailed explanations for the income and expenditure variances set out in the report.

With regard to capital expenditure, £13.7 million had been slipped into future years. The head of finance confirmed that almost all of this amount was due to non-expenditure in 2017/18 rather than delays in invoicing.

**RESOLVED:** to note the overall outturn position of the council as well as the outturn of individual service areas.

### **Sc.37 Council tax reduction scheme 2017/18**

The committee considered the report of the head of finance which gave an update on the effect of the council tax reduction scheme (CTRS) on council taxpayers during 2017/18.

Paul Howden, revenues and benefits manager, introduced the report. Also present to answer questions were Councillor Robert Sharp, Cabinet member for finance, and William Jacobs, head of finance.

In response to members' questions, the committee was informed that:

- The CTRS caseload had reduced significantly over the last two years which meant that the CTRS bill had reduced and more residents were paying council tax.
- The council's policy of taking legal action to recover outstanding council tax acted as an effective deterrent and contributed to the council's excellent collection rate.
- The roll out of Universal Credit would necessitate some amendments to CTRS. Any approved changes would be introduced with effect from April 2020.

For a number of years, the committee had received an annual update on the scheme. However, given the reduction in caseload and the fact that the scheme appeared to be operating efficiently, the committee agreed that officers should only submit a report in the event of significant changes to CTRS being proposed.

**RESOLVED:** to note the report.

### **Sc.38 Self-assessment questionnaire**

Adrianna Partridge, head of corporate services, gave a presentation setting out the results of the councillor self-assessment questionnaire.

There had been an excellent response and the results would be used to shape a tailored development programme for members.

### **Sc.39 Work schedule and dates for all South and Vale scrutiny meetings**

The committee noted its work programme.

The chairman reported that she had agreed with officers to remove the CAB/Wantage Independent Advice Centre presentation from the work programme as it would be more appropriate for the presentation to be made to all councillors.

The meeting closed at 8.50 pm

# Minutes

of a meeting of the

## Scrutiny Committee

held on Thursday, 18 October 2018 at 7.00 pm

at the Meeting Room 1, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB



**Open to the public, including the press**

### **Present:**

Members: Councillors Chris Palmer (Vice-Chairman), Mike Badcock, Matthew Barber, Robert Hall, Vicky Jenkins, Sandy Lovatt, Ben Mabbett, Judy Roberts and Emily Smith (In place of Debby Hallett)

### Officers:

Shaun Berry, Duncan Grainge, Liz Hayden, Ian Matten, Donna Pentelow, Ron Schrieber and Mark Stone

### Also present:

Councillors Alice Badcock and Elaine Ware. Jason Sherwood, Oxfordshire County Council

### **Sc.40 Apologies for absence**

Councillor Debby Hallett (substituted by Emily Smith), submitted apologies.

### **Sc.41 Minutes**

The minutes of the meeting held on 17 September 2018 were agreed as an accurate record and were signed by the Vice-Chairman in the chair.

### **Sc.42 Declarations of interest**

Councillor Mike Badcock declared that he would be stepping down from the committee for Agenda Item 6: The Beacon, Wantage, because the portfolio holder was his daughter.

Councillor Ben Mabbett declared a non-pecuniary interest in Agenda Item 6: The Beacon, Wantage, as the offices of Wantage Town Council, of which he was a member, were located at The Beacon.

### **Sc.43 Urgent business and chairman's announcements**

None.

## **Sc.44 Public participation**

Andy Crawford had registered to speak on Agenda Item 6, The Beacon, Wantage (see Minute 45 below).

## **Sc.45 The Beacon, Wantage**

The committee considered the report of the head of community services which updated the committee on actions taken in response to its recommendations in September 2017 and which set out progress towards The Beacon's 2018/19 targets.

Councillor Alice Badcock, Cabinet member for community services, introduced the report. Also present to answer questions were Donna Pentelow, head of community services and Duncan Grainge, arts and community centres manager.

The committee was informed that, in 2017/18 The Beacon's income had increased; the gap between income and expenditure had been reduced since 2016/17; the programme of events had expanded and customer feedback had been excellent.

Andy Crawford addressed the meeting and acknowledged the venue's value as a local facility. However, he expressed concern about its financial viability given the continuing substantial gap between expenditure and income and requested a more detailed financial breakdown of expenditure, including the cafe accounts and room occupancy rates.

In response to members' questions, the committee was informed that:

- A new, more detailed, business plan for 2019/20 onwards would be produced.
- Income from ticket sales had increased from 13 per cent of total income in 2016/17 to 26 per cent in 2017/18, reflecting the expanding programme of events.
- The Beacon received the income from rooms hired out to other council services.
- The Beacon was a valuable community asset, providing many facilities for the public which did not generate an income.
- Whilst customer feedback was generally very positive, it was largely unprompted. It was intended to be more proactive in seeking customer feedback including a post performance survey.
- Greater and better use of social media was being made to promote The Beacon.

Members noted that, whilst the report referred to the gap between income and expenditure as "a deficit", this was incorrect as the expenditure had been budgeted for by the council.

Members complimented The Beacon's staff on their excellent, friendly and efficient service.

Whilst generally welcoming the report, members requested that more detailed financial information be provided in future.

**RESOLVED:** to

1. Note the report and the progress made by The Beacon; and
2. Request that the draft business plan for 2019/20 onwards, when completed, be submitted to the committee.

## **Sc.46 Vale of White Horse Air Quality Action Plan 2015 Update**

The committee considered the report of the head of housing and environment which updated the committee on progress made on the council's Air Quality Action Plan (AQAP) adopted in 2015.

Councillor Elaine Ware, Cabinet member for housing and environment, introduced the report. Also present to answer questions were Liz Hayden, head of housing and environment, Ian Matten, environmental services manager, Shaun Berry, environmental protection team leader, and Jason Sherwood, Oxfordshire County Council.

The committee was informed that the AQAP set out the actions proposed or taken to combat and mitigate air quality issues within the district. The document proposed how the council will work with other authorities and organisations that have the power to make the necessary changes to tackle the air quality problems, specifically within the Air Quality Management Areas (AQMA's) but also across the district.

As a largely rural district, with several market towns and villages, the air quality throughout the district was generally very good. There were, however, air pollution hotspots where nitrogen dioxide (NO<sub>2</sub>) associated with traffic emissions was higher and where it had been necessary to declare AQMA's.

These areas are typically where houses are close to busy roads and pollution can be worsened by problems with congestion. There were three AQMA's in the district all declared because NO<sub>2</sub> levels were either predicted to or were exceeding national objectives. These were in Abingdon, Botley and Marcham.

Levels recorded during 2017/18 demonstrated that there had been a reduction in NO<sub>2</sub> levels in all three AQMA's. Whilst in Botley and Marcham, NO<sub>2</sub> levels still exceeded national objectives, in Abingdon the reduction in NO<sub>2</sub> levels had been significant, taking it below national objectives. Air quality in Abingdon would continue to be monitored and, subject to levels recorded, consideration would be given to revising or revoking the AQMA.

With regard to improving air quality in the AQMA's and elsewhere, the committee noted the measures set out in the action plan and the fact that many of these were dependent upon technological advancements, additional funding or were the responsibility of other bodies. The committee was informed that, in order to maximise staff resources, a team of officers would be responsible for air quality issues rather than it being the role of a designated officer.

The committee noted the success of the Abingdon AQMA and, with regard to the proposed Oxfordshire wide anti-idling strategy set out in the AQAP, asked officers to request taxi drivers not to leave their engines running whilst waiting on ranks.

Members expressed concern about the possibility of the proposed Oxford to Cambridge expressway generating additional traffic on the A34 at Botley, so further reducing air quality.

**RESOLVED:** to

1. Note the report and the progress made on the council's Air Quality Action Plan and, in particular, to recognise the significant improvements to traffic management in Abingdon through the Abingdon Integrated Transport Strategy, implemented in 2007, which has subsequently resulted in a reduction in NO<sub>2</sub> levels.
2. Request the Cabinet member for housing and environment to write to the Secretary of State for Transport to express concern about the possibility of the proposed Oxford to Cambridge expressway generating additional traffic on the A34 at Botley, so further reducing air quality.

### **Sc.47 Work schedule and dates for all South and Vale scrutiny meetings**

The committee noted its work programme and agreed that, in view of the number of members unable to attend the meeting scheduled for 15 January 2019, this meeting be cancelled with the agenda items deferred to the next meeting.

The meeting closed at 8.35 pm

# Scrutiny Committee



Report of Head of Community Services

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To: Scrutiny Committee

DATE: 29 November 2018



## Developing a health and wellbeing strategy for Vale of White Horse

### Recommendation

To note the principle of developing a health and wellbeing strategy for Vale of White Horse, that sets out the council's aspirations and ambitions for health and wellbeing in the Vale in light of creating the Community Services service and various Government strategies, and make any recommendations arising to Cabinet.

### Purpose of Report

1. To facilitate discussion around the intention to develop a health and wellbeing strategy for the Vale, which sets out the council's aspirations and ambitions for health and wellbeing in light of creating the Community Services service and various Government strategies.

### Background

2. Community Services is a newly created cluster of teams bringing together the functions of leisure, arts, community centres, grants and community liaison.
3. There are a range of policy documents covering these services, including:
  - leisure studies published as part of the evidence base for the Local Plan 2031 Part 2.
  - participation action plan
  - grant policies
  - public art policy

4. What links these functions are their delivery of universal services to communities at a local level and the positive impact they can have on residents' health and wellbeing.
5. The Active Communities team manages the council's leisure contract with GLL, which covers the leisure centres, but the team also run a number of successful outreach programmes, including Go Active Gold, aimed at increasing physical activity within our communities. This team directly contributes towards the delivery of health and wellbeing outcomes. However, it is not the only service within the council that does this, and there are opportunities for other teams, such as The Beacon, to consider how they contribute towards health and wellbeing outcomes.
6. The council delivers a range of services that affect health and wellbeing outcomes. The Joint Strategic Needs Assessment and Health and Wellbeing Profiles for the Vale provide a range of evidence on the needs for health and wellbeing in the district, including tackling adult and childhood obesity, diabetes and depression.
7. A document which sets out the council's high level outcomes and aspirations for health and wellbeing in the Vale would need to be complementary and supportive of the work undertaken by the Health & Wellbeing Board and Public Health. Crucially it would provide a strategic framework for Community Services to deliver against.
8. The scope would need to be determined, but could involve services from across the council, including leisure, community safety, housing, environmental services, parks, arts, leisure, community enablement, community engagement, property and economic development, infrastructure and development. There is also significant scope for partnership working both with other public sector organisations, but also with the voluntary and community sector.
9. It would also provide the council with a strategic framework to respond to the recently published Civil Society Strategy (August 2018), Loneliness Strategy (October 2018) and Prevention is Better Than Cure strategy (November 2018), all of which impact on Community Services and health and wellbeing outcomes.

## **Conclusion**

10. Developing a strategy for the Vale, which sets out the council's aspirations and ambitions for health and wellbeing, would create a framework for the Community Services service and facilitate responding to various Government strategies.
11. It is proposed to take the principle of developing a health & wellbeing strategy for the Vale to Cabinet in January 2019. This paper will set out the context and rationale for developing a strategy, the approach for developing and consulting on it, and the milestones to be met in order for the strategy to be drafted and formally adopted.

## **Background Papers**

- None.

## Schedule for Scrutiny Committees

(further items to be added to schedule as required)

Meeting date	Council	Agenda items	Purpose of Report	Invited	Cabinet members	Report Author	Head of Service	Strategic Lead
Tues 4 Dec	<b>Joint</b> Chair: Debby Hallett	S106 negotiation, CIL charges and management of spend	To review the policy & strategy for negotiations	Y	Felix Bloomfield/Roger Cox	Paula Fox/EmilyHamerton	Adrian Duffield	Adrianna Partridge
Thurs 13 Dec	<b>South</b>	Local Plan	To consider the emerging Local Plan	Y	Felix Bloomfield	Holly Jones	Adrian Duffield	Adrianna Partridge
Tues 22 January 2019	<b>South</b>	Corporate Delivery Plan Progress Report	Regular Monitoring Report		Kevin Bulmer	Sally Truman	Adrianna Partridge	Adrianna Partridge
28 Jan 19		Annual Monitoring Report	Annual Review		Roger Cox	Ben Duffy	Adrian Duffield	
Tues 5 February	<b>South</b>	Review of Final Draft Budget	To make recommendations to Cabinet		David Dodds	Richard Spraggett (Capita)	Adrianna Partridge	Adrianna Partridge
15 Feb		5 Councils contract changes and action plan	To consider progress made on implementing changes		Kevin Bulmer	David Wilde	Andrew Down	
Thurs 7 February	<b>Vale</b>	Review of Final Draft Budget	To make recommendations to Cabinet		Robert Sharp	Richard Spraggett (Capita)	William Jacobs	Adrianna Partridge
		5 Councils contract changes and action plan	To consider progress made on implementing changes		Ed Blagrove	David Wilde	Andrew Down	
		The Beacon	To consider past and projected future financial performance		Alice Badcock	Duncan Grainge	Donna Pentelow	

Agenda Item 8

		Corporate Delivery Plan Progress Report	Regular Monitoring Report		Ed Blagrove	Sally Truman	Adrianna Partridge	
		Annual Monitoring Report	Annual Review		Roger Cox	Ben Duffy	Adrian Duffield	
		Budget Scrutiny Task Group	To consider the Task Group report		Robert Sharp	Task Group	William Jacobs	
Possible additional meeting	<b>Joint</b>							Adrianna Partridge
Thurs 7 March	<b>Joint</b> Chair: David Turner	Board Reports	To review their efficacy		Ed Blagrove/Kevin Bulmer	Chris Draper	Adrianna Partridge	Adrianna Partridge
Tues 26 March	<b>South</b>	Capita performance: HR, payroll and IT	To review the performance of the council's contractor		Bill Service	Andrew Down	Andrew Down	Adrianna Partridge
Thurs 28 March	<b>Vale</b>	Parliamentary report on scrutiny effectiveness.	To consider the report		n/a	Adrianna Partridge	Adrianna Partridge	Adrianna Partridge

**Dates to be identified for the following items:**

**South**

Corporate Plan Refresh  
Berinsfield Redevelopment Project  
Planning Appeals (requested 26.9.17)  
Performance Review of Cornerstone  
Air Quality Action Plan

**Vale**

Corporate Plan Refresh  
Oxfordshire Growth Board Governance Arrangements  
Abingdon Redevelopment: Charter Centre  
HMO Policy and Strategy

**Joint**

Science Vale Marketing Campaign  
Reallocation of £295k Didcot Garden Town Grant  
Unlawful encampments

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**The Cabinet work programmes can be accessed via the following links:**

**South**

<http://democratic.southoxon.gov.uk/mgListPlans.aspx?RPId=121&RD=0>

**Vale**

<http://democratic.whitehorsedc.gov.uk/mgListPlans.aspx?RPId=507&RD=0>

*Meeting Start times: Joint: 6:30; South: 6:30; Vale: 7.00;*

**Scrutiny Work Item Preparation**

**Members are invited to consider the following headings for future agenda items**

**Item name**

**Date of report to Committee**

**What do we want to know about?** What topics should the report provider include in their report to Scrutiny?

**Who to invite to Committee?** (Cabinet member(s) and Head(s) of Service). Anyone from outside agencies?