



**WOKINGHAM
BOROUGH COUNCIL**

**MEETING OF THE
CORPORATE SERVICES
OVERVIEW AND SCRUTINY PANEL**

ON

TUESDAY 30 OCTOBER 2012

AT

7:00PM

AGENDA

**Civic Offices
Shute End
Wokingham
Berkshire**

**Andy Couldrick
Chief Executive**



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

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WOKINGHAM BOROUGH COUNCIL

To: The Chairman and Members of the Corporate Services Overview and Scrutiny Panel

A Meeting of the **CORPORATE SERVICES OVERVIEW AND SCRUTINY PANEL**, will be held at the Civic Offices, Shute End, Wokingham on **Tuesday 30 October 2012** at **7:00pm**.

Andy Couldrick
Chief Executive
22 October 2012

Members:- Norman Jorgensen (Chairman), Michael Firmager (Vice-Chairman), Parry Bath Chris Bowring, Ken Miall and Rachelle Shepherd-DuBey.

Substitutes: Prue Bray, Kate Haines, Lesley Hayward and David Sleight.

ITEM NO.	WARD	SUBJECT	PAGE NO.
38.00	None Specific	MINUTES To confirm the Minutes of the Meeting of the Panel held on 20 March 2012	1-3
39.00	None Specific	APOLOGIES To receive any apologies for absence	-
40.00		DECLARATIONS OF INTEREST To receive any declarations of interest	-
41.00		PUBLIC QUESTION TIME To answer any public questions The Council welcomes questions from members of the public about the work of this Panel Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the	-

Panel or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact Democratic Services on the numbers listed below or go to www.wokingham.gov.uk/publicquestions

Explanatory leaflets are also available in the Civic Offices and Libraries.

42.00		MEMBER QUESTION TIME To answer any member questions.	-
43.00	None Specific	GOVERNMENT'S CHANNEL STRATEGY CONSULTATION RESPONSE – INTERACTION WITH VULNERABLE CUSTOMERS To consider and receive a report giving an update on the Council's response to the Government's Channel Strategy.	4
44.00	None Specific	PANEL FORWARD PROGRAMME To note the Forward Programme of the Corporate Services Overview and Scrutiny Panel..	5-7
45.00		ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading	-

This is an agenda for a meeting of the Corporate Services Overview and Scrutiny Panel

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**MINUTES OF A MEETING OF THE
CORPORATE SERVICES OVERVIEW AND SCRUTINY PANEL
HELD ON TUESDAY 20 MARCH 2012 FROM 7PM TO 7.40PM**

Present:- Norman Jorgensen (Chairman), Michael Firmager (Vice-Chairman), Parry Batth, Chris Bowring, Jenny Lissaman and Ken Miall

Also present:-

Neil Carr, Head of Neighbourhoods

Madeleine Shopland, Senior Democratic Services Officer

Councillor Chris Singleton (items 19-24)

PART I

19. MINUTES

The Minutes of the meeting of the Panel held on 20 October 2011 were confirmed as a correct record and signed by the Chairman.

Councillor Lissaman commented that at the joint meeting of the Audit Committee and the Corporate Services Overview and Scrutiny Panel, held in August 2011, Members had agreed that Members should be kept better informed of the activities of the local authority trading companies, such as WEL and Optalis.

20. APOLOGIES

There were no apologies for absence.

21. DECLARATIONS OF INTEREST

There were no declarations of interest made.

22. PUBLIC QUESTION TIME

There were no public questions.

23. MEMBER QUESTION TIME

There were no Member questions.

24. REVIEW OF CONSULTATION PROCESS BY CONSULTATION TASK AND FINISH GROUP

Members considered the draft report of the Consultation Task and Finish Group.

During the discussion of this item the following points were made:

- It was noted that comments made by the Task and Finish Group following the circulation of the draft report had been incorporated into the report.
- Members agreed that point 2.17 be amended to read 'who to consult.'
- The agreed report would be taken to the May meeting of the Executive. The relevant Executive Member and Strategic Director would be asked for their comments on the Task and Finish Group's recommendations. These would also be presented to the Executive.
- The Panel discussed the potential timescales for the implementation of the recommendations would be should they be agreed by the Executive. Mark Redfearn commented that work was beginning on many of the issues identified by the review.

For example different ways in presenting summaries of consultation results was being looked at.

- The Panel thanked the Officers and witnesses who had participated in the review.
- The Panel asked that if consultation guidance be produced, it be circulated in draft for to interested Members.

RESOLVED That subject to the following amendments made to the draft report of the Consultation Task and Finish Group, the report be taken to the Executive on 31 May 2012.

- 1) 2.17 be amended to read 'who to consult'.
- 2) That the following be added to 4.3; They asked that if implemented, draft consultation guidance be circulated to Members for comment.

25. DRAFT ANNUAL REPORT OF CORPORATE SERVICES SCRUTINY PANEL
Members considered the draft annual report of the Corporate Services Overview and Scrutiny Panel.

Members agreed that the following point should be added to the Panel's 2012/13 work programme; e) Monitor the implementation of the recommendations of the Consultation Task and Finish Group.

RESOLVED That the draft annual report of the Corporate Services Overview and Scrutiny Panel be agreed.

26. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 Part 1 of Schedule 12A of the Act (as amended) as appropriate.

27. BURIAL REVIEW UPDATE

The Corporate Services Overview and Scrutiny Panel considered a report providing an update on the Burials scrutiny review.

RESOLVED That the Corporate Services Overview and Scrutiny Panel note that the following are being considered further.

- 1) That the options for increasing capacity in current WBC cemeteries at Shinfield and St Sebastian's be explored further in consultation with local stakeholders.
- 2) That the options for identifying new burial sites be explored further in consultation with local landowners and Town/Parish Councils.
- 3) That the development of natural burial sites, either stand alone or within WBC sites, be considered further.
- 4) That other service initiatives aimed at saving space and widening choice, such as Columbarium Walls and Gardens of Remembrance be pursued.

- 5) That the current burial space requirements in the Core Strategy be amended to reflect the space requirements in the report via the upcoming Managing Development Delivery Development Plan Document.
- 6) That other service providers inside and outside the borough be approached to explore opportunities for partnership working in order to deliver new capacity, achieve efficiencies and develop best practice.
- 7) That the current adequate provision of burial space for Muslim and non-Christian burials be noted.

These are the Minutes of a meeting of the Corporate Services Overview and Scrutiny Panel

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