



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE** will be held at the Civic Offices, Shute End, Wokingham RG40 1BN on **MONDAY 19 JUNE 2017 AT 7.00 PM**

A handwritten signature in black ink, appearing to read 'Andy Couldrick', is positioned above the printed name.

Andy Couldrick
Chief Executive
Published on 9 June 2017

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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

MEMBERSHIP OF THE COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

Councillors

Shahid Younis (Chairman)	Bill Soane (Vice-Chairman)	Pauline Jorgensen
Abdul Loyes	Ken Miall	Philip Mirfin
Rachelle Shepherd-DuBey	David Sleight	

Substitutes

Mike Haines	Clive Jones	Dianne King
Ian Pittock		

ITEM NO.	WARD	SUBJECT	PAGE NO.
1.		APOLOGIES To receive any apologies for absence.	
2.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the meeting held on 13 March 2017	5 - 12
3.		DECLARATION OF INTEREST To receive any declarations of interest.	
4.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of this committee. Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
5.		MEMBER QUESTION TIME To answer any member questions.	
6.		PRINCIPLES OF OVERVIEW AND SCRUTINY To consider the role of Overview and Scrutiny in a 21 st Century Council	13 - 16
7.	None Specific	REVIEW OF THE VOLUNTARY SECTOR To consider an update on the Strategic Review of the	17 - 24

Voluntary Sector

- | | | | |
|-----|---------------|--|----------------|
| 8. | None Specific | FLOOD RISK UPDATE
To consider a report of local flooding issues arising during the winter of 2016/17 | 25 - 28 |
| 9. | None Specific | CAR PARK PRICING
To consider the pricing of parking in Wokingham | 29 - 32 |
| 10. | | WORK PROGRAMME
To consider the work programme for the committee for 2017/18 | 33 - 36 |

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

CONTACT OFFICER

Arabella Yandle
Tel
Email
Postal Address

Democratic Services Officer
0118 974 6059
arabella.yandle@wokingham.gov.uk
Shute End, Wokingham, RG40 1BN

MINUTES OF A MEETING OF THE COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE HELD ON 13 MARCH 2017 FROM 7.00 PM TO 9.15 PM

Committee Members Present

Councillors: Philip Mirfin (Chairman), Michael Firmager (Vice-Chairman), David Sleight, Bill Soane and Shahid Younis

Other Councillors Present

Councillors: Prue Bray, Norman Jorgensen, Pauline Jorgensen, Oliver Whittle and Malcolm Richards

Officers Present

Arabella Yandle (Democratic Services Officer), Alison Dray (Service Manager, Highway Assets), Paul Feven (Interim Head of Strategic Commissioning), Kien Lac (Head of Commercial Services), Simon Price (Head of Housing) and Richard Turner (Procurement Business Partner)

Attendees from Other Bodies

Acting Chief Inspector Christina Berenger, Deputy LPA Commander for Bracknell and Wokingham

36. APOLOGIES

Apologies for absence were submitted from Rachelle Shepherd-DuBey, Chris Bowring, Ken Miall and Lindsay Ferris (deputising for Rachelle Shepherd-DuBey).

37. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 9 January were confirmed as a correct record and signed by the Chairman.

38. DECLARATION OF INTEREST

Councillor Bill Soane declared a personal interest in item 42, Review of Procurement Regulations, on the grounds that he had business links with contractors who may be employed by the Council. Councillor Soane remained in the meeting during discussions.

39. PUBLIC QUESTION TIME

There were no public questions.

40. MEMBER QUESTION TIME

There were no Member questions.

41. GOVERNMENT'S RIGHT TO BUY SCHEME

Simon Price, Head of Housing, delivered a report updating the Committee on the Governments Right to Buy Proposals including in the housing and Planning Act 2016. He outlined the following key points and how they could potentially impact the Council:

- Instructions of a 1% rent decrease year on year for four years. This would amount to approximately £150,000 pa and would impact the Council's business plan and the ability to carry out capital repairs;
- The introduction of a levy in 2018-19 whereby the Council would subsidise Housing Associations who will entering into the Voluntary Right to Buy Market by requiring the Council to match Housing Associations by selling Council stock in line with them, and

- A possible impact of the levy of up to £2m pa which could affect the viability of the Housing Revenue Account as a business.

In response to a Member question regarding the likelihood of high value assets being involved, the Head of Housing directed the Committee to a table on page 10 of the report and concurred that properties in the Borough would be seen as high value assets and would have to be sold to meet the levy, itself impacting on the business plan. It was likely that the scheme would be confirmed later in the year.

Resolved: That

1. Simon Price, Head of Housing, be thanked for the Update on the Right to Buy Proposals; and
2. An update to be presented to the Committee in November regarding the introduction of the levy and its impact.

42. REVIEW OF PROCUREMENT

Councillor Bill Soane declared a personal interest on the grounds that he had business links with contractors who may be employed by the Council. Councillor Soane remained in the meeting during discussions.

The Chair invited members of the Audit Committee to take part in discussions.

Kien Lac, Head of Commercial Services, presented an update on the Public Contracts Regulations 2015 legislation, how it had been incorporated into the Council's own Constitution through the new Procurement & Contracts Rules and Procedures (PCRP) and the execution and impact of this on procurement activity and outcomes across the Council. He explained that the key changes included old part B services such as social care, that had previously been exempt from procurement regulations, were now included and that there was increased support for Small and Medium Enterprises (SMEs) through various provisions.

He stated that the Council had used the opportunity presented by the new regulations to reframe the Council's own procurement rules and procedures in the following ways:

- Clearer set of core instructions plus the use of linked information sources;
- The PCRP was now more prominent, being a defined section within the Constitution (section 13);
- Inclusion of checklists of functions that must happen and default processes that were available;
- Implemented through a training programme that included eLearning, classroom training and Procurement Business Partner support, and
- Improving compliance through educating and upskilling officers and instilling best practice in procurement activity across the Council.

He explained that the changes happening as a result of the 21st Century Council would further assist in this process through the development of a dedicated Strategy and Commissioning team to focus much of the key activity in one function.

In regards to the inclusion of social care in the procurement regulations, the Head of Commercial Services suggested that the impact had been an increase in the levels of

market testing and tendering which had resulted in savings but which did also place some stress on resources in those Commissioning teams, who were not historically geared up to undertake such levels of activity. Again, the 21st Century Council changes should improve this. The impact of provisions to give increased support for SMEs in public procurement opportunities was less clear at this stage, although there was evidence that more SMEs were participating in Central Purchasing Organisation opportunities (Frameworks) which WBC do procure from.

A reminder was given around the risks of non-compliance including more suppliers challenging the process (potentially unlimited damages; new case law, and regulatory body penalties of up to 10% of annual turnover.

In response to Member questions, the Head of Commercial Services stated that the previous WBC Procurement Regulations had been 122 pages long, and significant work had already been done to 'summarise' the rules and procedures into 11 pages of the new PCRPs core instructions. When accessed via computer, there were links to working documents, guidance notes, glossaries and flowcharts to assist officers, and that officers were actively encourage to seek professional support from the central Procurement team early in any project. In relation to local suppliers, he stated that actively approaching suppliers to offer contract opportunities was expressly prohibited by law, iterating that the process of procurement had to be seen as open, fair and transparent. It was, however, permissible to widen advertising to encourage SMEs and to actively encourage local SMEs by pointing them towards the adverts for opportunities.

Richard Turner, Procurement Business Partner, Corporate, spoke about existing frameworks, stating that whilst the Council could create its own frameworks or look at other systems such as dynamic purchasing systems, the frameworks, such as Scape that was used for SDLs, were well known and vigorously controlled but difficult for SMEs to access. There was growing evidence that some of the newer frameworks created by Central Purchasing Organisations were being successful in encouraging SME participation.

In response to questions regarding extension of contracts, the Head of Commercial Services explained that extensions were only permissible to a contract if extension provisions were specifically written into the contract at the outset. Otherwise, the contract would have to be re-tendered at the end of the contract term. He went on to state that the onus would be on officers to ensure that contracts did not expire, although this was centrally monitored and reported to senior management routinely, and to be more rigorous and focused at the outset regarding criteria for drawing up contracts and awarding them after the tender process. There would be warning flags at intervals allowing officers to plan ahead. He clarified that it was not expected that all officers would be procurement experts but that the training they were given should at least enable them to actively recognise where their service activities had procurement and contracts implications that they need to plan for and, where appropriate, to seek advice and input from the professional team.

Paul Feven, Interim Head of Strategic Commissioning, stated that procurement procedures in social care had been paper based and that the new system was a great improvement, citing a centralised system with one team of commissioners sitting alongside procurement. In response to a question regarding the process when there were few bidders, the Procurement Business Partner stated that the processes would handle low levels of response and there were clear regulations to deal with the specific circumstances

for a direct award. The Head of Commercial Services reiterated these comments, stating that there would be room for checks and balances and improvements in the procedures as time went on, and that, if effort was put in to make sure the process was followed properly it would mean fewer issues then needing to be dealt with reactively.

Resolved: That

1. Kien Lac, Head of Commercial Services, be thanked for the Update on the impact of new Procurement Regulations; and
2. That his team be commended on the progress that had occurred.

43. CIVIL PARKING ENFORCEMENT (CPE)

Alison Dray, Service Manager, Highway Assets, delivered a report updating the Committee on the intention of the Council to introduce Civil Parking Enforcement (CPE), explaining that the Council was on track and that there were certain aspects she would not be able to comment on as they were subject to a tendering process. She outlined the steps in the process and indicated the methods the department were using to maximise the success of the roll-out, the key points of which included engagement in public consultation; dialogue with stake holders including the police, and a public campaign.

In response to a question regarding abuse of the parking permit system, the Service Manager stated that the current situation was a temporary one, being impacted by the works going on around the town, and that the introduction of CPE would help address this by consistent and regular patrolling. Richard Turner, Procurement Business Partner, Corporate, went on to explain that the contract would include conditions allowing for a re-organisation of hours to cover hot spot areas and times. The contract also allows for the provision of additional resources to support specific needs of Town & Parish Councils and other stakeholders, though this would have to be balanced with cost.

In regards to the cost of the scheme and fines, the Service Manager explained that most of the line marking and signage that would be required was or had been done as part of routine road improvement or maintenance. She indicated that experience of other councils showed it was better to look at fine tuning of road markings and so on when the impact of enforcement had been measured six months to a year after the start. She confirmed that monitoring and annual reporting would be part of the contract as it was important it was scrutinised. She went on to state that the level of penalties would be set by the Department of Transport and that the service should be cost neutral.

In response to a Member question regarding risk if there were to be a delay in the introduction of CPE, the Service Manager indicated that the contract was being written in such a way to reduce risk. She explained that the CPE market was a mature one, and that contractors understood the risks. In addition, there would be other parts of highway and car park enforcement that would be managed by the chosen contractor in the meantime.

The Service Manager went on to explain that the contractor would be expected to engage with stakeholders and that this included the police. She stated that some roads, such as high-speed roads like the M4, and obstructions would continue to be managed by the police.

Acting Chief Inspector Christina Berenger, Deputy LPA Commander for Bracknell and Wokingham, stated that Civil Enforcement would be the extra eyes and ears for the police,

allowing the police to focus on their main business and, as such, would have a positive impact on the whole. She indicated that it was likely that a system of community radios would be re-started in Wokingham Town Centre that would link the Council Enforcement Officers and the Police.

Members felt that communication of the new system and how it would work was essential, so Officers outlined a range of methods they would employ to raise the profile of CPE among the public and its positives. The Service Manager also clarified that there would be a mapping system that the public could use that would improve access to information

Resolved That:

1. Alison Dray, Service Manager, Highway Assets, be thanked for the Update on the introduction of CPE;
2. The Update be noted, and
3. The Committee receive an update as part of the report on the Car Parking Strategy Update due in June 2017.

44. COMMUNITY SAFETY PARTNERSHIP

Paul Feven, Interim Head of Strategic Commissioning, delivered the annual report on the Community Safety Partnership, highlighting the four key Council priorities of:

- Increasing the effectiveness of multi-agency arrangements to encourage the reporting of domestic abuse and responding accordingly;
- Work with the Integrated Offender Management (IOM) Cohort to reduce the likelihood of repeat offending;
- Understand the needs associated with hidden crime such as hate crime, and
- Understand the issues affecting all residents and working to make them feel safer.

In response to a Member question regarding recidivism in domestic abuse, Acting Chief Inspector Christina Berenger, Deputy LPA Commander for Bracknell and Wokingham, stated that positive intervention was usually effective with first time offenders, but that this did not have a bearing on the likelihood of recidivism as repeat offenders were likely to escalate quickly to multiple offences. She explained that the preventative work carried out with victims, such as the Domestic Abuse Identification Matrix (DARIM) had been effective and that this was now being followed up with a new system for offenders. Holli Dalgliesh, Policy and Strategy Officer, indicated that Officers would be working with the whole family and offering perpetrator support.

In response to a Member question regarding low level, persistent crime such as arson and vandalism, the Deputy LPA Commander suggested that these crimes were not being reported due to a perception that nothing would be done. She went on to outline the four pillars of Neighbourhood Policing: visibility; engagement; problem-solving and building resilience, explaining how the new neighbourhood structure being rolled out in June would increase problem solving and be more effective at dealing with the type of low level, persistent crime that had a disproportionate effect on the community. She stated that the neighbourhood teams would be able to move around the Borough to address issues, helped by their release from Parking Enforcement, but that the community would have to take some level of responsibility in regard to security measures, lighting and so on.

The Deputy LPA Commander for Bracknell and Wokingham was happy to report that the reporting of hate crimes had seen an increase in 67%.

Resolved: That

1. Paul Feven, Interim Head of Strategic Commissioning, Acting Chief Inspector Christina Berenger, Deputy LPA Commander for Bracknell and Wokingham, and Holli Dalgliesh, Policy and Strategy Officer be thanked for the report on the Community Safety Partnership; and
2. The Update be noted.

45. COMMUTER PARKING TASK AND FINISH GROUP

Councillor David Sleight, Ward Member for Wokingham Without and Committee Member, delivered an update on the Commuter Parking Task and Finish Group, highlighting two key areas: prioritisation the recommendations of the task and finish group regarding commuter parking, and to consider the potential of income generation following the Crossrail Project.

In relation to the prioritisation of the community parking recommendations, Councillor Sleight indicated that Twyford should be the first priority, with Earley following as the second priority and the other stations following.

In regards to commuter parking, Councillor Sleight spoke to the issues surrounding commuters parking for up to ten hours a day on the street and taking up residential spots, and the Council priority towards sustainable transport. Members felt that this should be looked into in conjunction with the developments at the station.

Alison Dray, Strategic Co-Ordination Manager, indicated that as part of the review of the parking charges in June, all these areas would be taken into consideration and that the introduction of CPE would improve the situation. She stated that this would be brought to the Community and Corporate Overview and Scrutiny Committee in June. Councillor Sleight stated that the recommendations relating to parking charges at Winnersh Park and Ride and metered parking near railway stations would also be considered by the Parking Policy Working Group

Councillor Sleight referred to Crossrail and its impact. He stated that the revenue risk would be taken by Transport for London (TfL) with MTR Crossrail being responsible for maintaining the stations and the trains. Services East of Paddington would start in 2018, with the complete network open in 2019. He stated that Crossrail was already influencing house prices and changing travel patterns and that Twyford Station would be used more, needed a marked improvement in parking of up to 700 places and access, suggesting that there would be the possibility of generating an income stream for parking. He indicated that the access from the North was difficult and that there was no room for bus parking and turning. He suggested that the access from the South of the station was better but that there was no parking in the South.

The Committee's wished to see the parking issue at Twyford Station addressed as a matter of urgency, bearing in mind that GWR electric services from Twyford will start in December 2017, the Elizabeth Line (Crossrail) east of Paddington will open in December 2018 with these Elizabeth Line trains extended through Twyford to Reading in December 2019.

Resolved: That

1. Councillor David Sleight and Alison Dray, Strategic Co-Ordination Manager be thanked for the report and input on the update on Commuter Parking Task and Finish Group; and
2. The Update be noted.

46. WORK PROGRAMME

The Work Programme for 2017-18 was noted.

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Agenda Item 6.

TITLE	Overview and Scrutiny Refresh
FOR CONSIDERATION BY	Community and Corporate Overview and Scrutiny Committee on 19 June 2017
WARD	None Specific
DIRECTOR	Andrew Moulton, Head of Governance and Improvement Services

OUTCOME / BENEFITS TO THE COMMUNITY

Overview and Scrutiny is a key part of the checks and balances which ensure that the Council and its partners make and implement effective decisions for the benefit of all the residents of the Borough.

RECOMMENDATION

That the Committee consider the messages in the report relating to the development of an effective Overview and Scrutiny process and apply them to its work during 2017/18.

SUMMARY OF REPORT

As this is the first meeting of the Committee in the 2017/18 municipal year, the Chairman has asked for a short report reminding Members of the key aspects of Overview and Scrutiny and the factors which assist in developing a successful process.

Effective Overview and Scrutiny fulfils a number of roles. It helps to ensure that the Executive and partner organisations make robust, evidence-based decisions in the public interest. To be successful it needs to be seen as independent and impartial with the ability to challenge senior Officers, Members and senior managers in external organisations.

Overview and Scrutiny should also be able to consider evidence from a number of different sources such as Executive Members, Officers, residents, service users, local businesses and external experts. Triangulation of a range of evidence enables the Overview and Scrutiny Committee to carry out robust challenge which increases confidence in key decisions and important service changes. Executive Members and Officers should welcome this type of challenge as part of their roles.

The report highlights a number of examples where Overview and Scrutiny was ineffective and the subsequent impact on vulnerable residents and organisational reputations. It also sets out a number of factors associated with effective and non-effective scrutiny.

The report also highlights key questions which Members and Officers should use in any self-assessment of the Council's Overview and Scrutiny function.

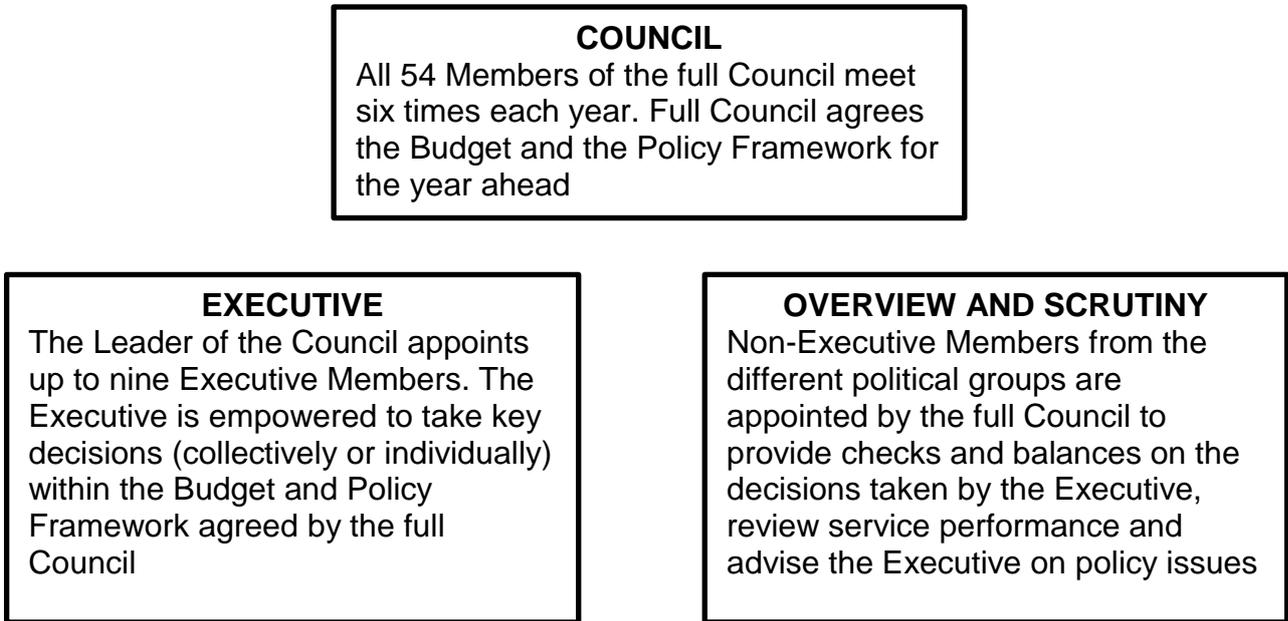
Background

As this is the first meeting of the Committee in the 2017/18 municipal year, the Chairman has asked for a short report reminding Members of the key aspects of Overview and Scrutiny and the factors which assist in developing a successful process.

The role of Overview and Scrutiny can be summarised as:

- Being a “critical friend” - holding the Executive to account by pre and post scrutiny of decisions and “calling in” any decisions causing concern.
- Policy development and review – participating in the development of new policies and reviewing the effectiveness of existing policies.
- Performance monitoring – driving improvement in services by reviewing key indicators which underpin delivery of the Council’s Vision, priorities and plans.
- External scrutiny of public services such as health, crime reduction and community safety and flood risk management.
- Engaging with residents and community groups to ensure that their concerns are heard and are reflected in the Overview and Scrutiny work programme.

Diagram: WBC - Council, Executive and Overview and Scrutiny



When Scrutiny Fails

The need for effective Overview and Scrutiny in local government has been highlighted following a number of major service failures. These include poor care and high mortality rates at the Mid Staffordshire NHS Foundation Trust, child sexual exploitation in Rotherham and major governance failures in Tower Hamlets relating to divisive community politics and mismanagement of public money through the allocation of

Council grants. In each of these cases an Overview and Scrutiny Committee was in place but was unable or unwilling to identify and highlight concerns which could have led to corrective action.

Commons Select Committee 2017

In response to these cases, in January 2017, the Communities and Local Government Select Committee launched an inquiry into Overview and Scrutiny in local government. The inquiry aimed to assess whether Overview and Scrutiny arrangements were working effectively and whether local communities were able to contribute to and monitor the work of local Councils. The terms of reference of the inquiry focused on the following issues:

- Whether Scrutiny Committees in local authorities are effective in holding decision-makers to account;
- The extent to which Scrutiny Committees operate with political impartiality and independence from Executives;
- How Scrutiny Chairmen, Scrutiny Members and items for investigation are selected;
- The potential for local authority Scrutiny to act as a voice for local service users;
- The support given to the Scrutiny function by political leaders and senior officers;
- The effectiveness and importance of the Scrutiny of external organisations.

These questions provide a useful framework for self-evaluation of the Council's Scrutiny arrangements. The Centre for Public Scrutiny (CfPS) has put forward other key questions which help Members to focus on the effectiveness of Overview and Scrutiny, as follows:

- How do I know that the Council and its partners will be able to identify significant problems quickly and take appropriate action?
- Does Overview and Scrutiny have access to accurate, timely information which enables Members to challenge statements about the quality of a service?
- Do Council Officers and partner organisations agree and accept that this is the role of Overview and Scrutiny?

As the CfPS states, elected Scrutiny Members have a unique credibility and legitimacy to exercise this role. It is about Scrutiny Members asking the questions to assure themselves that there are systems in place which ensure that they will be able to trust the data they receive, to know that it is recording the right things, to know that major issues are not being ignored and to know that emerging risks are recognised and acted upon without delay.

Analysis of Issues

Submissions to the Select Committee identified the factors which underpin successful Overview and Scrutiny and factors which weaken the process, as follows:

Factors where Scrutiny has worked well:

- Timely, quality information
- Political support and senior Officer buy-in
- Member interest and curiosity
- Less formal approaches such as private sessions
- Task and Finish Groups.

Factors where Scrutiny has not worked so well:

- Lack of access to, or late information
- Wavering commitment from Executive and senior Officers
- Insufficient Member skill or experience
- Formal, public sessions where Member and Officer candour becomes an issue.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	N/A	N/A	N/A
Next Financial Year (Year 2)	N/A	N/A	N/A
Following Financial Year (Year 3)	N/A	N/A	N/A

Other financial information relevant to the Recommendation/Decision

None

List of Background Papers

None

Contact Neil Carr	Service Governance and Improvement Services
Telephone No 0118 974 6058	Email neil.carr@wokingham.gov.uk
Date 8 June 2017	Version No. 1

TITLE	Strategic Review of Voluntary Sector Services
FOR CONSIDERATION BY	Corporate Overview and Scrutiny on 19 th June 2017
WARD	None specific
DIRECTOR	Judith Ramsden, Director of People Services
LEAD MEMBER	Mark Ashwell

OUTCOME / BENEFITS TO THE COMMUNITY

- Currently many Providers are struggling with annual grant funding, making it difficult to plan for the future. This review will provide the opportunity for a longer term contractual arrangement, supporting sustainability and market development within the sector
- The review will deliver a clear and improved 'offer' from the voluntary and community sector that delivers against a range of priorities and outcomes which have been jointly developed by the Council and the sector.
- The partnership arrangement with the voluntary sector will provide clarity on how the council and voluntary sector will work together as strategic partners in the delivery of key outcomes for Wokingham's residents.

RECOMMENDATION

For members of the Committee to note the commencement of a Strategic Review of Voluntary and Community Sector services funded by Wokingham Council which includes the following elements :

- The development of a co-produced Partnership Agreement between Wokingham Borough Council and local voluntary and community sector providers including the key priorities and outcomes required for service delivery
- A strategic review of voluntary and community sector funded services including the further development of commissioned services with established outcomes for Wokingham's residents
- The continued direction of travel from the award of grants to voluntary sector providers to the award of contracts.

SUMMARY OF REPORT

Project Overview

Wokingham Borough Council (WBC) is committed to a council-wide approach to a partnership with voluntary and community organisations that secures the value the sector brings to the residents of Wokingham as well as offering sustainable support to individual organisations within the sector.

This strategic review of voluntary sector services will measure and enhance the value the sector brings to the residents of Wokingham; assist the sustainability of voluntary

sector services and ensure that services are commissioned against a set of jointly developed priorities and outcomes.

Deliverable elements from the review include:

- The introduction of measurable outcomes for each commissioned or grant funded voluntary sector service
- The establishment of a clear relationship between the council's continued grant funding of a voluntary sector service and the achievement of measurable outcomes
- A programme of outcome focussed reviews of current investments in the voluntary sector (where an appropriate set of measurable outcomes will be determined for each service)
- Transitional support arrangements for any current service which is recommended for decommissioning or where grant funding will not be renewed
- The increased use of contracts rather than grants for voluntary sector services
- The development of investment priorities to help shape future commissioning of voluntary sector services

In summary, the "deliverables" are:

- Development of a co-produced Partnership Agreement
- Establishing priorities and outcomes for future investment in preventative services within adult and children's social care
- A programme of outcome focussed reviews of current investments in the voluntary sector.

BACKGROUND

The components of the Strategic Review reflect good practice being administered by local authorities across the country including:

- Increased use of contracts rather than grants for voluntary sector services
- Increased focus on developing measurable outcomes for service providers to achieve in order to focus on the difference made to the service user
- Forming a clear link between the council's view of an individual provider's quality of service to the achievement of these outcomes
- Ensuring that future commissioning/procurement of services conducted by the council and any continued grant payments are determined by the measurement and achievement of outcomes

Within Wokingham, the council needs to strengthen our work and engagement with the voluntary and community sector in order to ensure the sector is aware of our key priorities and outcomes, how we intend to commission against these outcomes and the timescales for our commissioning plans. Voluntary sector organisations also need to be supported through periods of change in order to build capacity and sustainability.

The review provides opportunities for the council to build a stronger strategic partnership with providers, as well as share and discuss its overall direction of travel for services. It is vital that Wokingham's voluntary sector is clear about the council's commissioning

intentions so that they are able to develop and adapt in order to respond to the identified needs of our service users.

The “Partnership Agreement” referred to in this report is key to delivering these objectives. The agreement seeks to revitalise the dialogue between the council and the voluntary and community sector, outlining core values and principles and agreed ways of working together as strategic partners. Officers are currently working closely with INVOLVE and a Task and Finish Group of commissioned providers in order to develop a draft agreement.

This is also an opportunity for the council to collate rich intelligence about the services it commissions to inform not only funding decisions but also future service design and explore opportunities for joint commissioning with other local authorities and CCG’s.

The outline project plan is attached as **Appendix 1** with key steps and timescales.

Commissioning for outcomes

Wokingham’s voluntary sector provides a range of valued services to the residents of the borough, either grant funded or formally contracted by the council. During a period of reducing public expenditure, it is critical that the council’s investment is focused upon services that deliver upon the strategic priorities determined by the council as well as successfully deliver a positive impact upon the lives of Wokingham’s residents.

All future commissioning or grant funding of voluntary sector services will establish measurable outcomes that the provider is required to achieve in order to be deemed successful in achieving service objectives.

The appropriate measurable outcomes for each service will be determined as part of a phased series of reviews, each focused on a particular contracted or grant funded voluntary sector service.

Reviews of services

This Strategic Review follows a series of individual provider reviews conducted in 2015 within adult social care. A mixture of contracted and grant funded services were included. The reviews primarily focused on the *quality* of individual services, feedback from customers and key stakeholders, whilst at the same time identifying areas of potential duplication or opportunities for collaboration between providers.

The reviews proposed within this report will continue to explore quality and customer feedback, but will also be focused on determining (a) the core priorities and outcomes that services need to deliver in order to be effective and (b) whether the services we commission and grant fund are focused on delivering these.

In advance of the reviews commencing, officers have ensured that existing arrangements (including grant funded services) have been extended to enable the review to take place during 17/18. Extensions of contracts or grants will be up to a period of one year, as appropriate. The council will retain the flexibility to implement a range of potential outcomes of the reviews including issuing three month termination notices in the event that decommissioning is appropriate.

The review process

Reviews will be undertaken in two main phases with Phase 1 from June – September 2017 and Phase 2 from October 2017- January 2018.

The Strategic Review process overall commenced in January 2017. The June commencement date has enabled the development of the partnership agreement and the development of service priorities and outcomes, all of which are part of the framework on which the reviews are founded. Timing also enables the formation of the People strategy and commissioning function to be developed with a launch date of June 2017.

Each review of an individual voluntary/community sector service will follow this outline process which should be approximately *three months* in duration:

Meeting 1

This will be the core part of the service review and will cover the following areas:

- Service description and aims
- Governance arrangements
- Monitoring arrangements
- Outcomes identified, monitored and delivered
- Customer, carer and stakeholder feedback
- Potential opportunities for strategic alignment/partnerships with other providers
- Alignment to the Council's priorities and outcomes

Commissioning Analysis

Officers will consider the review material and propose recommendations for the service under consideration.

Meeting 2

The outcome of the review will be communicated to the provider via the second meeting.

The impact on the provider, customers and stakeholders will be carefully considered and, where changes are proposed, officers will recommend a transitional arrangement pertinent to the particular nature of the service. Recommendations will be focused on the appropriate service future for the next 2-3 year period, with transitional steps therefore where appropriate e.g. transitional contract for year one, market procurement in year 2.

Each individual service review will lead to recommendations covering a wide spectrum of options including:

- No change – continue with existing arrangements
- Reduce/increase the scope of the service
- Identification of performance issues that need to be resolved via an improvement plan
- Move from grant funded arrangements to contracted arrangements (*see Approach*)

to future commissioning and procurement)

- Increased or reduced grant funding
- Expose the service to external competition
- Decommission the service

The potential outcomes of the review will be discussed with providers in the interest of transparency and partnership. A draft review timetable will also be available, setting out the proposed timescales.

The impact on the provider, customers and stakeholders will be carefully considered and, where changes are proposed, officers will recommend a transitional arrangement pertinent to the particular nature of the service. Recommendations will be focused on the appropriate service future for the next 2-3 year period, with transitional steps therefore where appropriate e.g. transitional contract for year one, market procurement in year 2. In the case of service decommissioning, providers will be given notice between 3-6 months as well as support in finding alternative funding sources.

Review approach to commissioning and procurement

Where individual service review recommendations include commissioning and procurement activity, officers will ensure that:

- The commissioning approach is proportionate to the scale and nature of the service being commissioned e.g. small scale services will have appropriate requirements regarding performance monitoring
- Any recommended procurement is phased following the review outcome so that the procurement activity can be managed effectively and efficiently.
- Any procurement for small-scale funding will also be proportionate e.g. very light-touch process for procurement under 50k.
- Voluntary sector organisations are supported to competitively bid for contracts, thereby promoting sustainability, capacity and ensuring that we protect our local specialist provision under our duties outlined in the Care Act. To aid this, there will be 'how to bid' workshops for providers.

As part of the 21st Century Council, this project will be led by the People strategy and commissioning function.

Decision-making and oversight

For all contracts over the EU threshold, (£589,000) approval for individual service review recommendations will be sought from the Executive in accordance with the Procurement and Contract Procedure rules. For contracts below this threshold, the Executive are asked to delegate this decision to the relevant Director and Lead Member.

The Leader of the Council, as voluntary sector champion, will be provided with regular briefings on the progress of the Strategic Review.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that

Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	Yes	Revenue
Next Financial Year (Year 2)	£0	Yes	Revenue
Following Financial Year (Year 3)	£0	Yes	Revenue

Other financial information relevant to the Recommendation/Decision
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N/A

Contact: Paul Feven, Interim Head of Strategic Commissioning.	Service People
Telephone No 0118 974 6188	
Date	Version No. 1.0

Project Outline

Key steps	Outcome	Actions	Deadline
Revitalise dialogue with the Voluntary and Community Sector (VCS) with engagement with INVOLVE	Clarity on how WBC and the VCS will work together as strategic partners through a co-produced partnership agreement	Launch event with VCS to introduce the strategic review project Task and Finish Group to develop partnership agreement	Mar 2017 Mar – May 17
Confirm priorities for investment and outcomes sought from services Carry out a programme of individual voluntary sector service reviews	A more robust and sustainable local sector WBC and VCS work in partnership to maximise the use of community resources Reviews inform how existing services meet identified priorities, VFM, and deliver outcomes Identify opportunities for organisations to collaborate, share resources and jointly aid future sustainability	Consult with VCS on priorities & outcomes and approach to service reviews Priorities and outcomes confirmed Phase 1 reviews Decisions for Phase 1 recommendations Phase 2 reviews Decisions for Phase 2 recommendations	Mar – May 17 May 2017 June – Sept 17 Sept/Oct 17 Oct – Jan 18 Feb 18

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TITLE	Flood Risk Management Update
FOR CONSIDERATION BY	The Corporate and Community Overview and Scrutiny Committee – 19 June 2017
WARD	All
STRATEGIC DIRECTOR	Josie Wragg
LEAD MEMBER	Norman Jorgensen, Executive Member for Environment

OUTCOME

To inform Members of the progress made with the Lead Local Flood Authority's (LLFA) duties under the Flood and Water Management Act (FWMA) 2010 during 2016/17.

RECOMMENDATION

The committee is asked to comment on the issues highlighted in the report, specifically progress in implementing Wokingham Borough Council's responsibilities under the Flood and Water Management Act 2010.

SUMMARY OF REPORT

Flood risk management is a key responsibility of Wokingham Borough Council in its role as the Lead Local Flood Authority (LLFA) following the introduction of the Flood and Water Management Act (FWMA) in 2010. The LLFA has been gradually progressing with the implementation of its new responsibilities whilst continuing to deliver existing drainage services. This report provides an update to Members on the progress made during 2016/17. The next 12 months will also see further progress which will be reported back to the Overview and Scrutiny committee next year.

Background

During the financial year 2016/17, the Flooding and Drainage team made significant progress in fulfilling Wokingham Borough Council's statutory obligations as Lead Local Flood Authority (LLFA) under the Flood and Water Management Act (FWMA) 2010. The primary responsibility as an LLFA is to manage the coordination of surface water and groundwater flood risk in order to protect residents from flooding. In order to progress with this responsibility, a number of elements have been addressed over the past 12 months including:

- Production of numerous Section 19 Flood Investigation reports
- Progression with the development of a Flood Asset Register under Section 21 of the FWMA 2010
- Confirmation of the Wokingham specific Land Drainage Byelaws
- Development of a flood warden group
- Progression of the Highways Flood Alleviation programme
- Collaboration with the University of Reading on flood risk studies
- Development of the Shinfield Surface Water Management Plan

- Adoption and implementation of the SuDS Strategy
- Capital Drainage Projects and revenue works
- Designation of flood risk structures
- Completion of the Local Flood Risk Management Strategy action plan

1. Section 19 Flood Investigation Reports

On becoming aware of a “flooding incident” defined by the council as “causing internal property flooding or the closure of a road”, Section 19 of the FWMA requires LLFA’s to investigate which Risk Management Authorities (RMA’s) have relevant flood risk management functions, and whether each of these RMA’s has exercised, or is proposing to exercise, those functions in response to a flood. The results of these investigations should be published and the relevant RMA’s notified.

In 2016/17 the council conducted four flood investigation reports for three locations in Winnersh and one for the flooding of Sandford Lane, all of which flooded following a severe weather event on 15th September 2016. The reports made various recommendations for RMAs including Thames Water, the Parish Councils, Wokingham Borough Council and the residents. The reports are now available to read on the COUNCIL website, under the ‘Flooding and Drainage’ section <http://www.wokingham.gov.uk/community-and-safety/emergencies/drainage-and-flooding/>

2. Section 21 Asset Register

Under Section 21 of the FWMA the LLFA has a duty to maintain a register of features or structures within the borough that, in the opinion of the Authority, could affect flood risk. The LLFA must also maintain a record, aligned to the register, of information regarding the ownership and state of repair of each feature or structure. The register and record will help the council develop more informed maintenance regimes which can take account of assets important for managing flood risk. It will also help to establish where the borough’s drainage and watercourse systems are, allowing for quicker identification of the responsible authority in incidences of flooding. Similarly to other LLFA’s, it has been decided that the council will put this information together in the form of a Geographical Information System (GIS) map layer that can be viewed on community maps by staff and residents. This work is on-going.

3. Land Drainage Byelaws

As an LLFA the council are able to make byelaws to ensure the effective operation of land drainage across the Borough. Currently, the council has powers under the Land Drainage Act 1991 but these only relate to works within a watercourse or ditch. Wokingham specific Byelaws could give the council control over a wider area outside of the ditch line and extending up to 8m from the top of the bank. Not only would this have clear benefits in terms of protecting the natural floodplain of smaller watercourses and ditches but it would also assist with providing a ‘buffer zone’ for biodiversity.

After an extensive consultation period and an official objection from the National Farmers Union (NFU), Defra confirmed the byelaws for Wokingham at the end of March 2017. Since then, officers have been putting measures in place to ensure that

the land drainage byelaws can be used to ensure the proper running of ordinary watercourses in the borough and the most appropriate development within or near flood plains.

4. Flood Wardens

Officers have facilitated the development of a group of 30 flood wardens from flood risk areas across the borough. The flood wardens have been feeding information back to the council regarding drainage issues, which assist with resolving matters before the problems cause flooding. The wardens will also feedback information to the council during flood events so that we are better able to coordinate a response.

5. Strategic Development Locations

Officers are investigating the potential for flood betterment as part of the North and South Wokingham Distributor Roads. In relation to the South Wokingham Distributor Road, early indications suggest that bunds will be the most appropriate form of flood mitigation. The bunds will provide some form of betterment to existing properties near to the Tesco's along the Finchampstead Road, as well as further downstream. Officers have also set up an infrastructure steering group in order to ensure that the most appropriate SuDS features are being installed across the borough.

6. Highways Flood Alleviation Programme

The council are undertaking a Highways Flood Alleviation Programme which will involve reducing flooding to highways infrastructure across the borough. Following the closure of a number of sections of road during the 2013/14 floods, the council set aside a fund to conduct various schemes to ensure that key highway infrastructure remains open during heavy rain. Officers are currently progressing with schemes for the A327 (between Shinfield and Arborfield) Loddon Bridge Roundabout (junction between B3270 and A329) and a section of the A321 Wargrave Road immediately south of Henley. The works involve large scale drainage maintenance and replacement combined with ditch clearance and road raising (where necessary). It is hoped that by 2018/19, these schemes will have been completed.

7. Collaboration with the University of Reading

Officers are working with a number of students at the University of Reading on water related studies which will provide the council with more accurate and detailed information about flood risk and water quality across the borough. As part of their third year dissertation module, students are investigating issues such as pollution within the surface water run-off from the M4, public perceptions of flood risk in the borough, and the impact of development on flood risk.

8. Development of a Surface Water Management Plan for Shinfield

Officers are undertaking a Surface Water Management Plan for Shinfield in order to understand the mechanisms of surface water flooding in the area, the results of which will help the council to develop an application to central government for funding to help fund flood alleviation works in Shinfield.

9. SuDS Strategy

Following consultation the adoption of the council's SuDS Strategy took place on 27 January 2017, and has introduced a set of local standards/requirements from developers in terms of flood risk and drainage on new development sites, including

the provision of a drainage strategy and a detailed maintenance plan at the outline planning application stage. Officers are ensuring that developers follow the local standards when preparing their flood risk assessments and drainage strategies for new developments.

10. Designation of structures

Over the last 12 months officers have formally designated a number of features/structures within the borough that could have an impact on flood risk if significant changes are made to them. This means that the owner of the feature/structure is unable to do anything to it without the previous consent of the LLFA. Furthermore, the feature/structure will be shown as a designated structure on the local land charges register so that any successive owner is aware of the significance of it in terms of flood risk.

11. Capital drainage schemes

A number of capital drainage schemes have been completed over the past year to reduce surface water flood risk to roads and properties within the borough. For example, drainage improvement works have taken place at Wellingtonia Roundabout and Heath Close in Wokingham and Church Lane in Shinfield.

12. Revenue Works

- 28,688 gullies across the borough were cleared over the last 12 months.
- 6,948 of which were cleared twice a year.

13. Local Flood Risk Management Strategy Action Plan

The FWMA 2010 requires LLFAs to develop, maintain, apply and monitor a strategy for dealing with local flood risk management. The last time the Overview and Scrutiny Panel were updated about flooding issues in early 2016, the strategy was still in a very early form. Since then, the strategy was formally adopted by the council following an extensive public consultation. The associated action plan provides actions to be completed in a specific time frame. Actions include development of an asset register, production of surface water management plans, and the development of a flood warden group, to name a few examples. Officers are nearing completion of this action plan and are hoping to get it signed off by the Executive in the summer of 2017.

List of Background Papers
The Flood and Water Management Act 2010 http://www.wokingham.gov.uk/community-and-safety/emergencies/drainage-and-flooding/

Contact Francesca Hobson	Service Highways & Transport
Telephone No x6569	Email Francesca.hobson@wokingham.gov.uk
Date 21/04/2017	Version No. 1

Agenda Item 9.

TITLE	Parking Working Group Update
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee – 14 June 2017
WARD	Borough Wide
DIRECTOR	Josie Wragg, Interim Director of Environment
LEAD MEMBER	Chris Bowring, Executive Member for Highways and Transport

OUTCOME / BENEFITS TO THE COMMUNITY

Borough wide review of the councils parking strategy will ensure the councils approach to parking is aligned with its strategic vision and priorities, while ensuring advancements in parking technologies and innovation can be considered and promoted when appropriate.

RECOMMENDATION

Members note and provide comment on the progress and process underway as proposed within the report.

SUMMARY OF REPORT

The report provides a summary update on the production of a new borough wide parking strategy and indicative timescales for its development and ultimate adoption.

Background

The borough has a Parking Plan adopted by the Executive in 2011. The 2011 plan provides the current basis upon which parking decisions and the execution of plans are determined. Early in 2017 a “root and branch” review of the boroughs parking policies and strategies was requested by members. Subsequently a member and officer Parking Strategy Working Group chaired by Cllr Oliver Whittle has been established since February 2017, and a fortnightly meeting cycle established (subject to availability). The proposed programme for this group consists of regular group sessions over 2017 at which members will be encouraged to discuss and define policy, supported by officers, with respect to parking in the borough.

Initial Programme of meeting subjects (subject to revision)

1. Scoping Meeting
2. The Purpose of Parking
3. Worker & Rail Commuter Parking
4. Supporting Regeneration & Thriving Business Workshop
5. Taxis, Loading & Blue Badge
6. Park & Ride
7. Verge & Pavement Parking
8. Revenue Protection

9. School Gate Parking
10. Bicycle, Motorcycle, Car Club and Electric Vehicle Parking
11. Parking at Leisure Facilities and other public services (hospitals)
12. Disruptive Markets and Technologies.

Working Group Responsibilities and key Milestones

The overarching role of the group is to consider all parking issues, both on street and off street across the borough and to provide a steer to officers to enable the setting of updated policies relating to parking and the production of an updated Parking Strategy for the borough.

- ⇒ To review and agree the ongoing development of the Parking Strategy
- ⇒ To prepare a update report for Overview and Scrutiny (June 2017)
- ⇒ Parking Strategy to be completed in Draft by end of December 2017
- ⇒ To oversee consultation of Parking Strategy, including pre-consultation with the group
- ⇒ To provide a reference point for officers when considering responses to consultation and finalising the Parking Strategy
- ⇒ Early 2018 to secure Executive Approval for formal consultation of the proposed Parking Strategy
- ⇒ Following revisions to the Draft Parking Strategy from formal consultation, progress formal adoption of Parking Strategy policy via Executive in 2018

Governance and reporting during evolution of Parking Strategy



FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the shortfall	Revenue or Capital?
Current Financial Year (Year 1)	0	0	0
Next Financial Year (Year 2)	0	0	0
Following Financial Year (Year 3)	0	0	0

Other Financial Information Relevant to the Recommendation/Decision

There are no cost implications at this time. Should the strategy develop where it leads to a cost or savings to the council this will be reported in the Executive report.

Cross-Council Implications (how does this decision impact on other council services, including properties and priorities?)

Parking has cross cutting themes, however until the strategy is developed it is premature to state the impact of the new parking strategy

List of Background Papers

2011 Parking Plan available on Council website:
<http://www.wokingham.gov.uk/parking-road-works-and-transport/transport-and-roads-guidance-and-plans/?assetdet91f252ff-550d-4cfa-a838-92ef2cb5f83c=391503&categoryesct91f252ff-550d-4cfa-a838-92ef2cb5f83c=9259>

Contact Matthew Gould	Service Highways and Transport
Telephone No 0118 974 3727	Email matthew.gould@wokingham.gov.uk
Date 28 April 2017	Version No. 2

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COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE
Work Programme from September 2017

**Please note that the work programme is a 'live' document and subject to change at short notice.
The information in this work programme is subject to approval at the Committee meeting scheduled for
19 June 2017**

*The order in which items are listed at this stage may not reflect the order they subsequently appear on the agenda / are dealt with
at the scrutiny meeting.*

All Meetings start at 7.00pm in the Civic Offices, Shute End, Wokingham, unless otherwise stated.

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
4 Sept 2017	Cycling Lanes	To consider the impact of new cycle lanes across the Borough and cycling safety issues including an update on the extension of new cycle lanes after the completion of Phase 4	Requested by the Chairman and Vice-Chairman at Jan 9 2017 meeting	Alex Deans/David Wilby
	Wokingham Town Centre Regeneration	To consider an update on the progress towards and impact of the Wokingham Town Centre Regeneration	Requested by the Chair and Vice Chair May 2017	Bernie Pich
	Highway & Transport Service Initiatives 2017	General update on improvements and initiatives including improved programming and co-ordination of all planned works including the major distribution roads, and an update on highway maintenance repairs in 2017 and an update on the sound proof barriers along the M4.	Requested by the Committee 21 November 2016	Alex Deans
	Work Programme	To consider the work programme for the committee for 2017/2018 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
9 Nov 2017	To review the potential impact of changes to the Right to Buy policy	To consider an update on the Government's Right to Buy proposals included in the Housing and Planning Act 2016, including levies	Requested by the Committee on 13 March 2017	Simon Price
	21st Century Council	To consider an update presentation/report on the 21 st Century Council Change Programme	Requested by the Committee on 9 Jan 2017	Andy Couldrick/ Heather Thwaites
	Unauthorised encampments	To consider an update on Unauthorised Encampments in the Borough in 2017 and the response to the ideas and feedback from Members. A comparison to the previous year with explanation for differences	Requested by the Committee 21 November 2016	Jude Whyte
	Work Programme	To consider the work programme for the committee for 2017/2018 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

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