



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **OVERVIEW AND SCRUTINY  
MANAGEMENT COMMITTEE** will be held in David Hicks 1  
- Civic Offices, Shute End, Wokingham RG40 1BN on  
**WEDNESDAY 20 JUNE 2018 AT 7.00 PM**

A handwritten signature in black ink, appearing to read 'Manjeet Gill', is written over a light grey rectangular background.

Manjeet Gill  
Interim Chief Executive  
Published on 12 June 2018

The role of Overview and Scrutiny is to provide independent “critical friend” challenge and to work with the Council’s Executive and other public service providers for the benefit of the public. The Committee considers submissions from a range of sources and reaches conclusions based on the weight of evidence – not on party political grounds.

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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 OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

### Councillors

Parry Batth  
Guy Grandison  
Philip Houldsworth  
Malcolm Richards

Andy Croy  
Kate Haines  
Ken Miall  
Bill Soane

Lindsay Ferris  
Mike Haines  
Ian Pittock  
Shahid Younis

### Substitutes

Alistair Auty  
John Jarvis

Rachel Burgess  
Clive Jones

Carl Doran  
Rachelle Shepherd-DuBey

ITEM NO.	WARD	SUBJECT	PAGE NO.
1.		<p><b>ELECTION OF CHAIRMAN</b> To elect a Chairman for the 2018/19 Municipal Year.</p>	
2.		<p><b>APPOINTMENT OF VICE-CHAIRMAN</b> To appoint a Vice-Chairman for the 2018/19 Municipal Year.</p>	
3.		<p><b>APOLOGIES</b> To receive any apologies for absence.</p>	
4.		<p><b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the Meeting held on 23 May 2018.</p>	5 - 10
5.		<p><b>DECLARATION OF INTEREST</b> To receive any declarations of interest.</p>	
6.		<p><b>PUBLIC QUESTION TIME</b> To answer any public questions.</p> <p>A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.</p> <p>The Council welcomes questions from members of the public about the work of this Committee.</p> <p>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 <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a></p>	
7.		<p><b>MEMBER QUESTION TIME</b> To answer any Member questions.</p>	

8.	None Specific	<p><b>SELECT COMMITTEE REPORT ON OVERVIEW AND SCRUTINY</b></p> <p>To consider the Government's response to the House of Commons Select Committee report on Overview and Scrutiny in local government.</p>	11 - 22
9.	None Specific	<p><b>OVERVIEW AND SCRUTINY MEMBER TRAINING</b></p> <p>To consider the content and format of the Overview and Scrutiny training session.</p>	23 - 26
10.	None Specific	<p><b>CONSIDERATION OF THE CURRENT EXECUTIVE AND INDIVIDUAL EXECUTIVE MEMBER DECISION FORWARD PROGRAMMES</b></p> <p>To consider the current published version of the Executive Forward Programme and the Individual Executive Member Forward Programme.</p>	27 - 36
11.	None Specific	<p><b>OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE WORK PROGRAMME 2018/19</b></p> <p>To consider the Overview and Scrutiny Management Committee work programme for 2018/19 and to prioritise items for future meetings of the Committee.</p>	37 - 40
12.	None Specific	<p><b>COMMITTEE WORK PROGRAMMES</b></p> <p>To discuss the work programmes of the Overview and Scrutiny Committees</p>	41 - 50
13.		<p><b>UPDATE REPORTS FROM CHAIRMEN OR NOMINATED MEMBER OF THE OVERVIEW AND SCRUTINY COMMITTEES</b></p> <p>For the Chairman or nominated Member of the Committee to report back in its activities including any requests to undertake reviews.</p>	

**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**

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## **MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON 23 MAY 2018 FROM 7.00 PM TO 8.35 PM**

### **Committee Members Present**

Councillors: John Kaiser (Chairman), Pauline Helliard-Symons, Ken Miall, Ian Pittock, Malcolm Richards, Bill Soane, Chris Smith and Shahid Younis

### **Other Councillors Present**

Councillors: Philip Houldsworth and Rachelle Shepherd-DuBey

### **Officers Present**

Neil Carr, Democratic and Electoral Services Specialist  
Paul Ohsan Ellis, Strategy and Commissioning Support Manager

### **85. APOLOGIES**

Apologies for absence were submitted by Parry Batth, Laura Blumenthal, Lindsay Ferris and Kate Haines.

Philip Houldsworth and Rachelle Shepherd-Dubey attended the meeting as substitutes.

### **86. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 27 March 2018 were confirmed as a correct record and signed by the Chairman.

### **87. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **88. PUBLIC QUESTION TIME**

There were no public questions.

### **89. MEMBER QUESTION TIME**

There were no Member questions.

### **90. COUNCIL PLAN PERFORMANCE MONITORING - QUARTER 4 2017/18**

The Committee considered a report, set out at Agenda pages 11 to 20, which gave details of the Council's performance against 48 performance indicators and 19 key projects. The report covered the fourth quarter of 2017/18 and gave details of end of year performance compared to the assigned targets.

The report stated that the majority of measures (71%) achieved the assigned targets (Green) whilst 15 (24%) were slightly off target (Amber) and three measures (5%) were further off target and were reported as Red. The direction of travel for the majority of measures was positive, showing an improvement in performance compared to quarter 3.

The three indicators with a Red rating were:

- Percentage of children who became subject to a Child Protection Plan for a second or subsequent time ever;
- Percentage of children leaving care who achieved permanence (being adopted or entering into a Special Guardianship Order);

- Percentage of household waste reused, recycled and composted.

The report also highlighted an indicator showing good performance, the percentage of housing stock which meets the Decent Homes Standard. In 2017/18 the percentage of homes meeting the standard stood at 99.6%.

The report explained that most of the components within the Decent Homes Standard were time-based which meant that properties complying in one year could fall out of compliance in the following year. An investment programme had been developed to ensure that, for the next three years, any property which fell out of the standard at the start of the year would be brought up to standard before the end of that year.

During the ensuing discussion, Members raised the following points and questions:

Kgs of residual household waste per household and Percentage of household waste reused, recycled and composted – Members raised a number of points and questions about performance relating to these indicators, including:

- What was the breakdown between residual waste sent to landfill and waste to energy;
- What were the cost implications of the measures proposed to move the Council to the 50% recycling target by 2020;
- Was there a net cost for the green waste service or did the service break even?
- Some Welsh Councils achieved recycling levels of 70%. Was this due to a more innovative approach or a different reporting system?
- What was the impact on recycling of the significant reduction in printed newspapers, magazines, etc?
- Could wet materials, e.g. newspapers, card, etc be recycled or were they sent to landfill?
- What were the cost and service implications of adding lids to the recycling boxes?

Members requested a further report on the waste and recycling services to address the points above. Members also agreed to develop Key Lines of Enquiry in order to ensure that key issues of interest could be addressed in detail when the report was considered by the Committee.

In relation to the key performance indicators reported, Members asked for more information on the selection of indicators and the setting of annual targets. This included details of mandatory national targets and local targets set to monitor progress against the Council's key priorities. Members also requested evidence to demonstrate that the Council was attaching SMART targets to the key indicators, i.e. targets that were specific, measurable, achievable, realistic and time-bound.

**RESOLVED** That:

- 1) the Quarter 4 2017/18 Council Plan Performance Monitoring report be noted;

- 2) the Committee receive a further report on waste and recycling services in order to address the questions raised by Members;
- 3) Members agree Key Lines of Enquiry prior to the Committee's consideration of the report on waste and recycling;
- 4) the Committee receive a further report on Performance Management setting out the rationale for each key indicator e.g. national versus local and evidence of the use of SMART targets (see also Minute 91 below).

#### **91. COUNCIL PLAN 2018/19 PERFORMANCE MONITORING RESET REPORT**

The Committee considered a report, set out at Agenda pages 41 to 46, which gave details of the proposal to develop a new Council Plan during 2018/19. As part of this process a set of 49 key actions had been agreed.

The report gave details of the 49 key actions and the performance indicators identified in order to monitor progress over the year. The report also highlighted any key actions which were not supported by existing performance measures and projects. The Committee were asked to approve the proposed indicators which would then become part of the quarterly monitoring report.

During the ensuing discussion Members raised the following points and questions:

- A number of the proposed performance measures lacked detail and were not supported by SMART targets. Without clear targets it would be difficult for Members to gauge progress against the key actions;
- Performance monitoring reports should include benchmarking to enable Members to assess performance against similar authorities and best practice;
- Performance on major projects should include more detail relating to key milestones, budget under/overspends, return on investment, public consultations, etc;
- Planning applications and quality design (L&CS15) – it was felt that survey results would be a better measure of success than successfully defended appeals.
- The Committee had previously raised concerns about the tardiness of performance management information and understood that the 21<sup>st</sup> Century Council programme would deliver a more effective performance management system with more timely information for Members to consider. Would the new Council Plan reporting system deliver more timely performance information?
- Did the plans for new infrastructure across the Borough include provision of electric car charge points? How was progress on this issue being recorded and reported?

**RESOLVED** That:

- 1) the Council Plan 2018/19 Performance Monitoring Reset report be noted;

- 2) the Committee receive a further report setting out more details on the rationale for the key actions, performance indicators, associated SMART targets and their relevance to the Council Plan (see also Minute 90 above);
- 3) that consideration be given to an additional indicator relating to the delivery of infrastructure (e.g. highways and medical facilities) within the Strategic Development Locations;
- 4) that consideration be given to an additional indicator relating to the effective use of Community Infrastructure Levy (CIL) delivered in partnership by the Borough, Town and Parish Councils;
- 5) the Committee receive an update on the implementation of electric car charge points as part of new infrastructure delivery across the Borough;
- 6) the Committee receive an update on plans to provide more up-to-date information for Members as part of the performance monitoring report process.

## **92. NEW COUNCIL PLAN PROCESS 2019-24**

The Committee considered a report, set out at Agenda pages 27 to 62, which gave details of the process agreed by Council for the development and approval of a new Council Plan for the period 2019 to 2024.

The report stated that the Council had approved the Council Plan review at its meeting on 22 March 2018. Appended to the report were a number of presentation slides which outlined the Council's approach to the creation of the new "Borough Plan" and the collaborative approach to be adopted.

The presentation slides highlighted the importance of working with partners such as the police, health sector, business community, towns and parishes and voluntary sector in order to develop a shared plan and a joined up approach to implementation.

The report highlighted the key features of an effective plan, viz:

- Customer focussed (data driven);
- Outcome based (real delivery for customers);
- Mobilises all available assets (working with partners);
- Aligned with Budgets (rationing and deliverability);
- Underpinned by Service Delivery Plans (deliverability);
- Supported by strategies (alignment/constraints);
- Performance monitoring (measuring achievement).

The report set out the proposed timeline for the development of the new plan. This included evidence gathering, engagement with stakeholders, development of performance indicators and effective governance arrangements. It was proposed that the new plan be approved by the Council in early 2019.

During the ensuing discussion Members raised the following points and questions:

- Members supported the proposal for a more collaborative approach to the development of the new Council Plan;

- More effective joining up with partners could include more sharing of assets and data;
- The consultation process for the new plan should drill down to understand the views of individual businesses, schools, health and voluntary sector organisations;
- It was noted that the Chief Executive would be attending the July meeting of the Committee and would be able to give further details about progress relating to the new Council Plan;
- Members requested a further report covering the Project Plan for developing the new Council Plan and an opportunity to consider the draft plan prior to approval by the Executive and Council in early 2019.

**RESOLVED** That:

- 1) the process for developing the new Council Plan be noted;
- 2) the proposals to develop a new plan in collaboration with partners and stakeholders be supported;
- 3) the Committee receive further a report giving details of the Project Plan for the new Council Plan;
- 4) the Committee consider the draft Council Plan prior to its submission to the Executive and Council in 2019;
- 5) the Chief Executive be asked to provide a further update on the new Council Plan at the Committee's meeting in July 2018.

**93. CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME**

The Committee considered a copy of the Executive Forward Programme as set out on Agenda pages 63 to 68.

In the ensuing discussion Members raised the following points:

- Gorse Ride Estate Regeneration – it was felt that progress on this scheme should be considered as part of the 2018/19 work programme;
- Joint Central and Eastern Berkshire Draft Minerals and Waste Plan – it was felt that this item should be considered by the Committee prior to submission to the Executive;
- Wokingham Borough 0 to 25 Special Education Needs and Disability (SEND) Strategy 2017/19 – it was felt that the draft strategy should be considered by the Children's Services Overview and Scrutiny Committee;
- Sites to be declared surplus for disposal – it was felt that the relevant sites should be considered by the Committee as part of the progress report on the Local Plan Update.

**RESOLVED** That:

- 1) the Executive Forward Programme be noted:

- 2) the Overview and Scrutiny work programmes be update to include the items raised by Members at the meeting.

#### **94. COMMITTEE WORK PROGRAMMES**

The Committee considered its forward work programme and that of the Overview and Scrutiny Committees as set out on Agenda pages 69 to 80.

**RESOLVED** That:

- 1) the Overview and Scrutiny Committee work programmes be noted;
- 2) the work programmes be updated to include the items raised by Members during the meeting.

#### **95. UPDATE REPORTS FROM CHAIRMEN OR NOMINATED MEMBER OF THE OVERVIEW AND SCRUTINY COMMITTEES**

The relevant Chairman provided updates on recent issues considered by the Committees and future Agenda items.

Children's Services Overview and Scrutiny Committee – Pauline Helliard-Symons reported on the Committee's meeting held on 22 May 2018 as follows:

- The training session was deferred to the September 2018 meeting;
- Draft Primary Place Strategy – no report had been received;
- Care leavers Council Tax exemption – a further report had been requested;
- SEND Strategy – no report had been received;
- Annual conversation with Ofsted – Ofsted had provided positive feedback, e.g. in relation to support for schools and the quality of social care staff;
- Schools causing concern – four Members had attended.

Health Overview and Scrutiny Committee – Ken Miall confirmed that the meeting scheduled for 4 June had been cancelled.

**RESOLVED:** That the update reports be noted.

# Agenda Item 8.

<b>TITLE</b>	<b>Select Committee Report – Government Response</b>
<b>FOR CONSIDERATION BY</b>	Overview and Scrutiny Management Committee on 20 June 2018
<b>WARD</b>	None Specific
<b>LEAD OFFICER</b>	Andrew Moulton, Assistant Director, Governance

## **OUTCOME / BENEFITS TO THE COMMUNITY**

Overview and Scrutiny is one of the checks and balances which ensure that the Council and its partners make and implement effective decisions. It is a key element in the decision making process which ensures transparency and accountability.

## **RECOMMENDATION**

The Committee is requested to:

- 1) consider the Government's response to the Select Committee report on Overview and Scrutiny in local government (Annex A);
- 2) consider any initial feedback to the Government on the points set out at Annex A;
- 3) consider how Members would like to engage with the Government in the proposed stakeholder engagement relating to the new national guidance on Overview and Scrutiny;
- 4) consider any issues arising which impact on the operation of Overview and Scrutiny at Wokingham Borough Council.

## **SUMMARY OF REPORT**

The House of Commons Select Committee for Communities and Local Government published its report on the effectiveness of Overview and Scrutiny in local government in December 2017. The Committee considered the report at its meeting on 9 January 2018.

A number of the Select Committee's recommendations called for Government action. In March 2018 the Government published its response to the Select Committee's report. The Government's response is set out at Annex A.

Members are requested to consider the Government's response, discuss the next steps and consider any implications for the operation of Overview and Scrutiny at the Council.

## Background

The House of Commons Select Committee for Communities and Local Government published its report on the effectiveness of Overview and Scrutiny in local government in December 2017. The report highlighted a number of key issues as set out below:

- The most significant factor in determining the effectiveness of Overview and Scrutiny is the organisational culture of the Council in question. A positive culture, with support from senior Members and Officers, can deliver an effective scrutiny process. However, when this does not happen, Scrutiny can become marginalised which risks damage to the Council's reputation and missed opportunities to improve service outcomes.
- A number of mechanisms can be used to develop a more positive culture including measures to balance the relationship between the Executive and Scrutiny functions. These include a change in the line of accountability, with Overview and Scrutiny Committees reporting to full Council rather than the Executive.
- The role of Scrutiny Chairmen is crucial and it is essential that Chairmen are viewed as a key part of the decision making process, rather than as a form of political patronage. In order to strengthen the role of Scrutiny Chairmen it proposed that a number of Councils take part in a pilot scheme to consider the impact of elected Chairmen on the effectiveness of Scrutiny.
- Organisational culture also impacts upon another aspect of effective Scrutiny – access to the information that Scrutiny Committees need to carry out their work. There are concerns about the withholding of information from Scrutiny and the overzealous classification of information as commercially sensitive.
- There is a concern that, in many authorities, supporting the Executive is the over-riding priority and that the skills and experience of support Officers is not always sufficient to meet the demands of the Scrutiny function. In this regard the role of Statutory Scrutiny Officer should be strengthened.
- Scrutiny Committees are ideally placed to review any public services in their area but there can sometimes be a conflict between commercial and democratic interests, with commercial providers not always recognising that they have entered into a contract with a democratic organisation with a necessity for public oversight. It is recommended that Scrutiny powers in this area are strengthened to, at least, match the powers relating to local health bodies.
- There are significant concerns about the public oversight of Local Enterprise Partnerships (LEPs) and it is recommended that Councils be able to monitor the performance and effectiveness of LEPs through the Scrutiny process.

The Government published its response to the Select Committee report in March 2018 (Annex A). A summary of the main responses is set out below:

- The Government plans to issue new statutory guidance to Councils on Overview and Scrutiny (the previous guidance was issued in 2006);

- The Government agrees that Overview and Scrutiny Committees should report to the full Council meeting rather than the Executive, mirroring the relationship between Select Committees and Parliament;
- The Government guidance will make clear that support officers should be able to operate independently and provide impartial advice to Scrutiny Members;
- The Government aims to continue discussions about the election rather than appointment of O&S Chairmen, but it does not support a pilot scheme. The Government notes that Councils already have the power to elect O&S Chairmen;
- The Government does not accept the recommendations relating to additional resources for the scrutiny function believing that these matters are best left to local discretion;
- The Government agrees that there should be clear and transparent oversight of Local Enterprise Partnerships (LEPs).

The Government also supports measures to encourage greater public participation in the scrutiny process. At its meeting in January 2018 the Management Committee discussed potential measures to increase the profile of Overview and Scrutiny and to encourage residents to participate in the process. These included:

- Greater engagement/briefing with Town and Parish Councils – Towns and Parishes were invited to suggest items for review as part of the 2018/19 work programming process. A suggestion from Finchampstead Parish Council on the state of roads and footpaths was included in the work programme;
- Briefings for local newspapers and other media outlets – it is proposed to arrange an interview between the Management Committee Chairman and local media representatives;
- Increased use of digital engagement and social media – details of upcoming meetings, call-ins and requests for Scrutiny items are communicated via the Council's social media outlets;
- Increased presence of Scrutiny on the Council's website – discussions are ongoing to review the Overview and Scrutiny pages on the Council's website;
- Scrutiny articles in the Wokingham Borough News – an item on Overview and Scrutiny will be included in the Summer 2018 Wokingham Borough News;
- Closer working with the Council's Communications team – ongoing discussions are taking place in relation to the points set out above.

## **Next Steps**

Feedback from the Government indicates that the new Overview and Scrutiny guidance to local authorities will be issued at the end of 2018. Civil servants responsible for drafting the guidance are keen to listen to the views of Scrutiny practitioners. Consequently, it is likely that the Government will invite practitioners to submit views and take part in round-table discussions.

Members are asked to consider any initial feedback following the publication of the Government's response and to indicate if Members wish to be involved in any engagement/round-table sessions prior to the publication of the new statutory guidance at the end of 2018.

Members are requested to consider the Government's response to the select Committee's findings at to discuss any implications for the operation of Overview and Scrutiny at Wokingham Borough Council.

## 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)	NA	NA	NA
Next Financial Year (Year 2)	NA	NA	NA
Following Financial Year (Year 3)	NA	NA	NA

### **Other financial information relevant to the Recommendation/Decision**

To be considered as part of the discussions.

### **Cross-Council Implications**

Overview and Scrutiny impacts on all Council services and the work of key partners.

### **List of Background Papers**

Reports to Overview and Scrutiny on the Select Committee Inquiry and report.

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<b>Date</b> 11 June 2018	<b>Version No.</b> 1



# **Government Response to the Communities and Local Government Committee First Report of Session 2017-19 on the Effectiveness of Local Authority Overview and Scrutiny Committees**

Presented to Parliament  
by the Secretary of State for  
Housing, Communities and Local Government  
by Command of Her Majesty

March 2018

CM 9569



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# **Government Response to the Communities and Local Government Committee First Report of Session 2017–19 on the Effectiveness of Local Authority Overview and Scrutiny Committees**

## **Introduction**

In September 2017, the Communities and Local Government Select Committee relaunched the inquiry into the effectiveness of local authority overview and scrutiny committees that had been started by its predecessor earlier that year. The Select Committee published its report on 15 December 2017: <https://publications.parliament.uk/pa/cm201719/cmselect/cmcomloc/369/36902.htm>.

The Government will be looking at further ways to extend and improve transparency and is grateful both to the Committee for its consideration of the effectiveness of overview and scrutiny committees and to all those organisations and individuals who provided oral and written evidence.

Scrutiny can play a vital role in ensuring local accountability on a wide range of local issues. It is one of the key checks and balances in the system and the Government is committed to ensuring councils are aware of its importance, understand the benefits effective scrutiny can bring and have access to best practice to inform their thinking.

The Government firmly believes that every council is best-placed to decide which scrutiny arrangements suit its individual circumstances, and so is committed to ensuring that they have the flexibility they need to put those arrangements in place.

The Government is pleased the Select Committee acknowledges overview and scrutiny is functioning effectively in many local authorities and that committees are playing a key role in helping executives develop and review policy. The Government accepts, however, that in some councils scrutiny is not functioning as well as might be expected.

The Select Committee has made a number of recommendations, most, but not all, of which are for the Government to consider. The response in the following pages addresses only those recommendations aimed at the Government.

## **Recommendation 1: Proposed revisions to Government guidance on scrutiny committees (Page 7)**

- a) That overview and scrutiny committees should report to an authority's Full Council meeting rather than to the executive, mirroring the relationship between Select Committees and Parliament.**
- b) That scrutiny committees and the executive must be distinct and that executive councillors should not participate in scrutiny other than as witnesses, even if external partners are being scrutinised.**
- c) That councillors working on scrutiny committees should have access to financial and performance data held by an authority, and that this access should not be restricted for reasons of commercial sensitivity.**

- d) That scrutiny committees should be supported by officers that are able to operate with independence and offer impartial advice to committees. There should be a greater parity of esteem between scrutiny and the executive, and committees should have the same access to the expertise and time of senior officers and the chief executive as their cabinet counterparts.**
- e) That members of the public and service users have a fundamental role in the scrutiny process and that their participation should be encouraged and facilitated by councils.**

### **Government Response:**

The Government acknowledges that the current guidance was issued in 2006 and is happy to ensure it is updated. New guidance will be published later this year.

- a) The Government notes the evidence supplied to the Committee. Updated guidance will recommend that scrutiny committees report to the Full Council.
- b) The Government accepts the need to limit the executive's involvement in the scrutiny meetings. Updated guidance will make clear that members of the executive should not participate in scrutiny other than as witnesses.
- c) Scrutiny committees already have powers to access documents and updated guidance will stress that councils should judge each request to access sensitive documents on its merits and not refuse as a matter of course. We will also have discussions with the sector to get a better understanding of the issues some scrutiny committees appear to have in accessing information and whether there are any steps the Government could take to alleviate this.
- d) Updated guidance will make clear that support officers should be able to operate independently and provide impartial advice. It will also stress the need for councils to recognise and value the scrutiny function and the ways in which it can increase a council's effectiveness. However, the Government believes that each council should decide for itself how to resource scrutiny committees, including how much access to senior officers is appropriate to enable them to function effectively.
- e) The Government fully believes that local authorities should take account of the views of the public and service users in order to shape and improve their services. Scrutiny is a vital part of this, and scrutiny committees should actively encourage public participation. Updated guidance will make this clear.

**Recommendation 2: That DCLG works with the Local Government Association and Centre for Public Scrutiny to identify willing councils to take part in a pilot scheme where the impact of elected chairs on scrutiny's effectiveness can be monitored and its merits considered (Paragraph 35).**

### **Government Response:**

The Government will give further consideration to this recommendation.

The Government fully accepts that the chair of a scrutiny committee can have a great impact on its effectiveness. As the then Minister told the Select Committee at the oral evidence session on 6 November 2017, a chair needs to have the requisite skills, knowledge and acumen to take on the functions and achieve the outcomes that the scrutiny committee needs to achieve.

The Government also accepts that, in some instances, the election, rather than the appointment, of a chair might help ensure that the right individual is ultimately selected, but feels that this is a decision for every council to make for itself - we note that the Select Committee is "wary of proposing that [election] is imposed upon authorities by Government".

A local authority is already free to elect a chair if it wishes, and the updated guidance will recommend that every council bears this in mind when deciding on a method for selecting a chair.

The Government is happy to explore with the sector how best to establish the impact of elected chairs on scrutiny committees' effectiveness, but is not yet convinced that running pilot schemes is the best way to achieve this. The Government will therefore discuss this recommendation with the sector, including the Local Government Association and Centre for Public Scrutiny, and write to the Select Committee on this matter when we publish updated guidance.

**Recommendation 3: Councils should be required to publish a summary of resources allocated to scrutiny, using expenditure on executive support as a comparator (Paragraph 62)**

**Government Response:**

The Government does not accept this recommendation.

Many councils do not have dedicated scrutiny support staff - officers work on issues and engage with committees as part of the flow of business - so this would make quantifying the support that scrutiny committees receive very difficult. In the Government's view, the quality of the support is the more important issue.

The Government firmly believes that each individual authority is best-placed to decide for itself how to support scrutiny most effectively.

**Recommendation 4: That the Government extend the requirement of a Statutory Scrutiny Officer to all councils and specify that the post-holder should have a seniority and profile of equivalence to the council's corporate management team. To give greater prominence to the role, Statutory Scrutiny Officers should also be required to make regular reports to Full Council on the state of scrutiny, explicitly identifying any areas of weakness that require improvement and the work carried out by the Statutory Scrutiny Officer to rectify them (Paragraph 65).**

**Government Response:**

The Government does not accept this recommendation.

As the then Minister outlined during the oral evidence he gave to the Select Committee, decisions about the allocation of resources for the scrutiny function are best made at a local level. Each council is best-placed to know which arrangements will suit its own individual circumstances. It is not a case of one size fits all.

The key requirement for effective scrutiny is that the culture of the council is right. Where councils recognise the benefits effective scrutiny can bring, and put in place suitable arrangements, it is working well. Local authorities with a strong culture of scrutiny may invite regular reports to full council on the state of scrutiny in the council and this idea will be reflected in the updated guidance.

**Recommendation 5: The Department to put monitoring systems in place and consider whether the support to committees needs to be reviewed and refreshed. We invite the Department to write to us in a year's time detailing its assessment of the value for money of its investment in the Local Government Association and on the wider effectiveness of local authority scrutiny committees (Paragraph 76).**

**Government Response:**

The Government does not accept this recommendation. Local authorities are independent bodies and it is for them to ensure that their scrutiny arrangements are effective.

The Government firmly believes that every council should be able to access the training it needs to carry out its functions effectively, and recognises that Government itself has a role to play in making this happen. That is why we provide funding to the Local Government Association for sector-led improvement work. It should be noted that this funding is to support local authorities on a wide range of improvement work. It is not purely to assist with overview and scrutiny.

The funding is determined annually and for 2017/18 is £21 million. The package of work that is funded from the grant is set out in a jointly agreed Memorandum of Understanding between the Department and the Local Government Association, which is refreshed annually to ensure that it remains relevant to the sector's needs.

The Government is, of course, very keen to ensure that this funding provides value for money and that local authorities feel that the training on offer serves their needs. To this end, the Department has quarterly performance monitoring and review meetings with the Local Government Association, which are chaired by the Director-General for Local Government and Public Services.

The Government notes that not all the councillors who provided evidence to the Select Committee felt that the scrutiny training provided was as effective as they would have liked, and that the Local Government Association wrote to the Committee on 20 December 2017 to provide more information on the feedback it received on its support work.

The Government will ensure that the 2018/19 Memorandum of Understanding with the Local Government Association clearly sets out our expectation that they remain responsive to feedback they receive to ensure all training, including scrutiny training, remains relevant and effective.

**Recommendation 6: Scrutiny committees must be able to monitor and scrutinise the services provided to residents. This includes services provided by public bodies and those provided by commercial organisations. Committees should be able to access information and require attendance at meetings from service providers and we call on DCLG to take steps to ensure this happens (Paragraph 90).**

**Government Response:**

Updated guidance will remind councils of the requirements set out in regulations that allow scrutiny members to access exempt or confidential documents in certain circumstances. As mentioned in response to the Select Committee's recommendation on guidance, the Department will also have discussions with the sector to get a better understanding of the issues some scrutiny committees appear to have in accessing information and whether there are any steps the Government could take to alleviate this.

In terms of service providers' attendance at meetings, when councils are tendering contracts with external bodies they should carefully consider including requirements to ensure they are as open and transparent as appropriate. Ultimately, however, it is up to each council to decide how best to hold to account those who run its services.

**Recommendation 7: The Government to make clear how LEPs are to have democratic, and publicly visible, oversight. We recommend that upper tier councils, and combined authorities where appropriate, should be able to monitor the performance and effectiveness of LEPs through their scrutiny committees. In line with other public bodies, scrutiny committees should be able to require LEPs to provide information and attend committee meetings as required (Paragraph 96).**

#### **Government Response:**

The Government agrees on the importance of clear and transparent oversight of Local Enterprise Partnerships (LEPs). The Industrial Strategy made clear the continuing important role of LEPs in delivering local economic growth.

The MHCLG Non-Executive Director Review (published in October 2017), looked at a range of governance issues for LEPs. The Review made a series of recommendations that we have accepted in full and are now implementing. As part of this we have published guidance for LEPs on a range of issues including publication of agenda and papers for LEP Board meetings. This will make the proceedings of LEPs more transparent for local people.

The National Assurance Framework for LEPs states that democratic accountability for the decisions made by the LEP is provided through local authority leader membership of LEP Boards. In places where not all local authorities are represented directly on the LEP board it is important that their representatives have been given a mandate through arrangements which enable collective engagement with all local authority leaders. Many LEPs already go much further in allowing democratic scrutiny of their decision making.

The MHCLG Non-Executive Director Review into LEP governance and transparency explored the extent to which scrutiny was embedded into LEP decision making. The review acknowledged that each LEP had their own arrangements to reflect: legal structure, the complexity and needs of the locality and local requirements to ensure value for money; engagement; and democratic accountability. The Review concluded that it was not appropriate to be prescriptive on the specific arrangements that all LEPs needed to adopt due to the variation in LEP operating models.

The Government committed in the Industrial Strategy White Paper to reviewing the roles and responsibilities of LEPs and to bringing forward reforms to leadership, governance, accountability, financial reporting and geographical boundaries. Working with LEPs, the Government committed to set out a more clearly defined set of activities and objectives in early 2018. MHCLG will write to the Select Committee following the conclusion of this Ministerial review into LEPs to provide an update.

**Recommendation 8: We are concerned that effective scrutiny of the Metro Mayors will be hindered by under-resourcing, and call on the Government to commit more funding for this purpose. When agreeing further devolution deals and creating executive mayors, the Government must make clear that scrutiny is a fundamental part of any deal and that it must be adequately resourced and supported. (Paragraph 104)**

**Government Response:**

The Government accepts this recommendation.

At the Budget it was announced that the government will make available to mayoral combined authorities with elected mayors a £12 million fund for 2018-19 and 2019-20, to boost the new mayors' capacity and resources. Combined Authorities could use some of this resource to ensure that scrutiny and accountability arrangements within the CAs are effectively resourced and supported.

Further to this, the recent Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, developed with assistance from the Centre for Public Scrutiny and the National Audit Office, provides for the rules of operation for local overview and scrutiny and audit committees to robustly hold combined authorities and mayors to account. The order ensures that there are strong scrutiny arrangements in place consistently across every combined authority area and sets out clear requirements, strengthened appropriately to match the new powers and budgets being devolved, for the arrangement of overview and scrutiny and audit committees in all combined authorities.

Combined authorities are subject to existing relevant legislation applying to local authorities, including the strong finance and audit requirements around ensuring value for money and sustainability. Local democratic accountability, including through the scrutiny of directly-elected mayors, is a crucial and fundamental aspect of devolution.

# Agenda Item 9.

<b>TITLE</b>	<b>Overview and Scrutiny - Member Training</b>
<b>FOR CONSIDERATION BY</b>	Overview and Scrutiny Management Committee on 20 June 2018
<b>WARD</b>	None Specific
<b>LEAD OFFICER</b>	Andrew Moulton, Assistant Director, Governance

## **OUTCOME / BENEFITS TO THE COMMUNITY**

Overview and Scrutiny is one of the checks and balances which ensure that the Council and its partners make and implement effective decisions. It is a key element in the decision making process which ensures transparency and accountability.

## **RECOMMENDATION**

The Committee is recommended to:

- 1) confirm the date for the 2018 Member training session as 23 July 2018;
- 2) consider the content and format for the training session and any specific issues to be included;
- 3) consider a potential review of the grass cutting service as a case study for consideration at the training session.

## **SUMMARY OF REPORT**

Each year the Council delivers an Overview and Scrutiny training session for Members. The training provides an introduction to Overview and Scrutiny for new Members and a refresher for more experienced Members. The session allows Members to discuss any perceived strengths and weaknesses relating to the existing Overview and Scrutiny function and to brainstorm ideas for improvement.

The report sets out a number of potential dates for the training session and asks Members to consider any specific issues for inclusion in the session.

The report also sets out the range of issues covered in previous sessions to facilitate the Member discussion at the meeting.

## **Background**

As part of the annual Member training programme a session is delivered on Overview and Scrutiny. The session provides a useful introduction for Members who are new to Overview and Scrutiny and a refresher for more experienced Members. It also allows Members to consider potential improvements to the Scrutiny function and to learn from best practice elsewhere.

In order to ensure that the training session is effective, Members are requested to consider any specific issues for inclusion in the session. As an aide memoire, a brief summary of issues considered in previous training sessions is set out below.

## **Fundamentals of Effective Scrutiny**

- “Critical friend” challenge to the Executive
- “Independent-minded” Members leading the Scrutiny process
- Driving improvement in public services – internal and external
- Identifying efficiencies and new ways of working
- Supporting the development of new policies
- Channelling the “voice” of residents and community groups.

## **Work Programming**

- Shortlisting and prioritising topics for consideration during the year
- Reflecting local needs, concerns and priorities
- Involving local stakeholders – residents, community groups, Towns/Parishes
- Focus on big issues – Council Plan, 21CC, Ofsted reports, health changes
- .....but allow flexibility to respond to new or urgent issues, e.g. flooding.

## **Effective Overview and Scrutiny Meetings**

- The role of the Chairman
- Effective preparation – developing key lines of enquiry (KLOEs)
- Active listening and effective questioning techniques
- Understanding data and performance management information
- The importance of SMART targets
- Making effective recommendations and following up.

## **Different Methods of Scrutiny**

- Reports to Overview and Scrutiny Committees
- Leader and Executive Members attend to discuss priorities
- Task and Finish Groups
- Individual Member initial research on specific issues
- Briefings to Members outside the formal Committee setting
- Joint reviews with neighbouring authorities.

## **Carrying Out a Scrutiny Review**

- Identifying the topic – can Scrutiny add value?
- Designing the review – terms of reference/desired outcomes
- Gathering the evidence – residents/service users/experts/best practice
- Discussing findings with relevant Executive Member
- Final report - making effective recommendations using “SMART” principles
- Monitoring implementation and measuring outcomes.

## **External Scrutiny**

- Crime and Disorder – Section 19 of the Police and Justice Act 2006 - Scrutiny has the power to scrutinise the Community Safety Partnership and liaise with the Thames Valley Police and Crime Panel
- Health – under the Health and Social Care Act 2001 and subsequent legislation Scrutiny has the power to scrutinise local health matters to ensure equal access to services and to be consulted on “substantial variations” to services
- Flood and water management – under the Flood and Water Management Act 2010, Scrutiny has the power to scrutinise the operations of the Lead Local Flood Authority (WBC)
- Local Enterprise Partnership and arm’s length service providers – as discussed in the recent Select Committee report.

## **Call-In**

- A legal power of Scrutiny to seek a review of an Executive or Individual Executive Member decision made, but not yet implemented
- A Call-In request requires support from at least five Members
- The role of Scrutiny is to consider whether the decision was taken in line with the principles of good decision making – proportionality, due consultation, human rights, openness and clarity of aims and desired outcomes
- Scrutiny can refer the matter back but cannot change the original decision.

## **Proposed Date and Format**

Feedback from members of the Committee indicates that the most suitable date for the training session is Monday 23 July. Members are requested to confirm the date, with a proposed start time of 7pm. Previous training sessions have included presentations, Q&Q, small group discussions and practical exercises. It is proposed to follow a similar pattern for the 2018 session.

## **Case Study**

As set out elsewhere on the Agenda, the Committee has been requested to carry out a review of the Council’s grass cutting service. It is suggested that part of the training session focus on the steps involved in carrying out such a review including developing the terms of reference, engagement with the public and other stakeholders, a list of key witnesses and drafting the final report with recommendations to the Executive.

## 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)	NA	NA	NA
Next Financial Year (Year 2)	NA	NA	NA
Following Financial Year (Year 3)	NA	NA	NA

### Other financial information relevant to the Recommendation/Decision

None

### Cross-Council Implications

Overview and Scrutiny impacts on all Council services and the work of key partners.

### List of Background Papers

None

<b>Contact</b> Neil Carr	<b>Service</b> Democratic Services
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<b>Date</b> 11 June 2018	<b>Version No.</b> 1

# WOKINGHAM BOROUGH COUNCIL EXECUTIVE FORWARD PROGRAMME

THIS DOCUMENT IS A “NOTICE” IN ACCORDANCE WITH  
THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)(MEETINGS AND ACCESS TO INFORMATION)(ENGLAND)  
REGULATIONS 2012

## Executive Forward Programme - June to September 2018

Updated 12 June 2018

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why / Explanation for any deferment of item
<b>Executive Meeting 28 June 2018</b>						
27 WBC1017	<b>Comprehensive and Efficient Library Service</b> Purpose: To ensure that the Council is continuing to meet its statutory obligations in providing a Library Service	Executive		Interim Director of Environment - Josie Wragg/ Mark Redfearn	Executive Member for Environment - Norman Jorgensen	N/A
WBC1011	<b>Wokingham Primary School Places Strategy 2018</b> Purpose: To determine the future sufficiency of primary school places across the Borough and where a deficiency is projected recommend remedial action.	Executive	Primary School Place Strategy 2018	Interim Director of People Services - Paul Senior, Director of Corporate Services - Graham Ebers/ Piers Brunning	Executive Member for Children's Services - Pauline Helliard-Symons	N/A Deferred from May Executive in order to enable input from the Children's Services Overview and Scrutiny Committee
WBC1027	<b>Shareholders' Report</b> Purpose: To consider various items related to the business of the council owned companies, including their trading position.	Executive		Director of Corporate Services - Graham Ebers/ Kajal Patel	Executive Member for Finance - Julian McGhee-Sumner	N/A
WBC1018	<b>Joint Central and Eastern</b>	Executive		Interim Director of	Executive Member	N/A

Agenda Item 10.

	<p><b>Berkshire Draft Minerals and Waste Plan</b> Purpose: To agree that the Joint Central and Eastern Berkshire Draft Minerals and Waste Plan can proceed to public consultation in summer 2018.</p>			Environment - Josie Wragg, Director of Corporate Services - Graham Ebers/ Ian Church	for Business, Economic Development and Strategic Planning - Stuart Munro, Executive Member for Environment, Leisure and Libraries - Norman Jorgensen	This item has been deferred from the May meeting in order that additional information and clarification can be sought relating to the proposed site allocations in Wokingham Borough, included in the Draft Central and Eastern Berkshire Joint Minerals and Waste Plan
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### Executive Meeting 26 July 2018

WBC1023	<p><b>Residents Parking Protocol</b> Purpose: To review the current residents' parking protocol and consider the adoption of a new protocol for resident parking in the Borough</p>	Executive		Interim Director of Environment - Josie Wragg/ Clare Lawrence	Executive Member for Highways and Transport - Keith Baker	N/A This item has been deferred from the July Executive in order to allow consultation to be undertaken and responses to be fully considered
WBC1025 28	<p><b>SDL Community Facility, North Wokingham Matthewsgreen</b> Purpose: To agree a contract with Kings Church Wokingham for the lease of a community centre</p>	Executive	Lease Contract	Interim Director of Environment - Josie Wragg/ Rebecca Bird	Executive Member for Business, Economic Development and Strategic Planning - Stuart Munro	N/A Deferred from the June Executive in order to allow further negotiations with the community centre provider
WBC1026	<p><b>Health and Safety Annual Report 2017/18</b> Purpose: To consider the Council's internal health and performance during 2017/18 and agree the health and safety priorities for 2018/19</p>	Executive	Health and Safety Annual Report 2017/18	Director of Corporate Services - Graham Ebers/ Veronica Glenister	Executive Member for Environment - Norman Jorgensen	N/A

**The Executive will not be holding a meeting in August therefore there are no items programmed for this month**

### Executive Meeting 27 September 2018

**CHANGES MADE TO PREVIOUSLY PUBLISHED VERSIONS**

<b>Ref No.</b>	<b>Subject for Decision</b>	<b>Decision to be taken by</b>	<b>Original Schedule Date</b>	<b>Contact Details (Director/ Author)</b>	<b>Responsible Lead Member</b>	<b>Explanatory notes</b>
WBC1013	<b>Sites to be Declared Surplus for Disposal</b> To consider recommendations regarding the declaration of sites as surplus and grant authority for further feasibility work to be undertaken prior to disposal	Executive		Director of Corporate Services - Graham Ebers/ Dee Maddox-Hinton	Executive Member for Business and Economic Development and Regeneration - Stuart Munro	This item has been deferred from the May meeting in order for feasibility works to be completed. Date tbc
29 WBC1019	<b>Local Plan Update: Site Evidence Update</b> To approve a public consultation on the draft analysis of development constraints and opportunities that exist in the areas of Grazeley, Barkham Square and Twyford/Ruscombe.	Executive		Interim Director of Environment - Josie Wragg, Director of Corporate Services - Graham Ebers/ Ian Church	Executive Member for Business, Economic Development and Strategic Planning - Stuart Munro	This item has been deferred from the May meeting in order that additional information and clarification can be sought about the evidence gathering on sites undertaken so far, that will help to inform the Local Plan Update alongside other technical studies and consultation activity. Date tbc
WBC1022	<b>The Wokingham Borough 0 to 25 Special Education Needs and Disability (SEND) Strategy 2017 to 2019</b> To consider a strategy that sets out the key actions necessary to improve services to children and young people with Special Education Needs and Disabilities	Executive	28 Jun 2018	/ Piers Brunning	Executive Member for Children's Services - Pauline Helliar-Symons	This item was deferred from the June meeting in order that further work could be undertaken on the Strategy. Date tbc
WBC1006	<b>Parking Strategy 2018-2022</b> To consider the draft Parking Strategy and agree to proceed to formal consultation	Executive	29 Mar 2018	Interim Director of Environment - Josie Wragg/ Matt Gould	Executive Member for Highways and Transport - Keith Baker	To allow the Parking Strategy to be considered together with other policy and strategy documents being developed by the Council. Date tbc Decision due date for Executive changed from 29/03/2018 to 31/05/2018. Reason: To provide time to refine content of





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**WOKINGHAM BOROUGH COUNCIL  
INDIVIDUAL EXECUTIVE MEMBER DECISIONS FORWARD PROGRAMME**

THIS DOCUMENT IS A “NOTICE” IN ACCORDANCE WITH  
THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)(MEETINGS AND ACCESS TO INFORMATION)(ENGLAND)  
REGULATIONS 2012

**Individual Executive Member Forward Plan - June**

Updated 12 June 2018

Ref No.	Subject for Decision	Decision to be taken by	List of documents to be submitted to the Decision maker for consideration and Background documents	Contact Details (Director/ Author)	Statement as to whether the item is likely to be considered in private and if so the reasons why/ Explanation for any deferment of item
IMD 2018/23	<p><b>Revised National Planning Policy Framework Consultation</b> <i>Purpose:</i> To consider Wokingham Borough's response to the government consultation on the draft revised National Planning Policy Framework. <b>Date 4 Jun 2018</b> <b>Meeting Room and Time SF4 at 9:00am.</b></p>	Executive Member for Business, Economic Development and Strategic Planning - Stuart Munro	IEMD report Appendix A: Summary of draft revisions Appendix B: Recommended response	Interim Director of Environment - Josie Wragg/ Ian Bellinger	N/A N/A
IMD 2018/26	<p><b>Response from the Western Berkshire housing market area authorities to Slough Borough Council</b> <i>Purpose:</i> To consider a joint response from the Western Berkshire housing market area authorities to the request from Slough Borough Council to assisting in meeting housing needs. <b>Date 4 Jun 2018</b> <b>Meeting Room and Time SF4, 9.10am</b></p>	Executive Member for Business, Economic Development and Strategic Planning - Stuart Munro	IEMD report	Interim Director of Environment - Josie Wragg/ Ian Bellinger	N/A N/A

IMD 2018/24	<b>Discretionary Housing Payment Policy 2018/2019</b> <b>Purpose:</b> That the Executive Member for Finance considers the Draft Policy amendments to the Discretionary Housing Payment Policy to be implemented from April 2018. <b>Date 14 Jun 2018</b> <b>Meeting Room and Time LG F4 16.00</b>	Executive Member for Finance and Corporate Resources - Julian McGhee-Sumner	DWP DHP Guidance Manual Updated March 2018; DWP Circular S1/2018; Revised WBC DHP Policy; EIA;	Director of Corporate Services - Graham Ebers/ Andrew Kupusarevic	N/A
IMD 2018/25	<b>Local Welfare Provision Policy 2018 / 2019</b> <b>Purpose:</b> That the Executive Member for Finance consider the draft Policy amendments to the Local Welfare Provision Policy be implemented from April 2018. <b>Date 14 Jun 2018</b> <b>Meeting Room and Time LGF 4 16.10</b>	Executive Member for Finance and Corporate Resources - Julian McGhee-Sumner	Local Welfare Provision Review (November 2014); WBC's revised LWP policy; EIA;	Director of Corporate Services - Graham Ebers/ Andrew Kupusarevic	N/A
 IMD 2018/27	<b>Western Rail Link to Heathrow</b> <b>Purpose:</b> Response to Network Rail Consultation on Western Rail Link to Heathrow <b>Date 28 Jun 2018</b> <b>Meeting Room and Time WSP Room, 9.30am</b>	Executive Member for Highways and Transport - Keith Baker	Response to Network Rail Consultation	Interim Director of Environment - Josie Wragg/ Tom Beck	N/A
<b>JULY</b>					
IMD 2018/28	<b>Duty to Cooperate: SHMA Methodology</b> <b>Purpose:</b> To consider a memorandum of understanding between the Berkshire local authorities on the Berkshire (including South Bucks) Strategic Housing Market Assessment (SHMA) <b>Date 9 Jul 2018</b> <b>Meeting Room and Time FF13, 3pm 9 July 2018</b>	Executive Member for Business, Economic Development and Strategic Planning - Stuart Munro		Interim Director of Environment - Josie Wragg/ Ian Bellinger	N/A Not applicable

### CHANGES MADE TO PREVIOUSLY PUBLISHED VERSIONS

Ref No.	Subject for Decision	Decision to be taken by	Original Schedule Date	Contact Details (Director/ Author)	Explanatory notes
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**Members of the Executive:-**

Charlotte Haitham Taylor	Leader of Council
Julian McGhee-Sumner	Deputy Leader of the Council, Finance and Corporate Resources
Richard Dolinski	Adult Social Care, Health and Wellbeing
Stuart Munro	Business and Economic Development and Strategic Planning
Pauline Helliar-Symons	Children's Services
Norman Jorgensen	Environment, Leisure and Libraries
Keith Baker	Highways and Transport
Pauline Jorgensen	Housing
Simon Weeks	Planning and Enforcement
Philip Mirfin	Regeneration

**Note:**

Unless the matter has been listed as being likely to be discussed in private, copies of the reports associated with the above decisions will be available no earlier than five days before the meeting at the Council Offices, Shute End, Wokingham; on the Council's website; by contacting a member of the Democratic Services Team on 0118 974 6054 or by emailing [democratic.services@wokingham.gov.uk](mailto:democratic.services@wokingham.gov.uk)



<b>TITLE</b>	<b>Overview and Scrutiny Management Committee Work Programme 2018-19</b>
<b>FOR CONSIDERATION BY</b>	Overview and Scrutiny Management Committee on 20 June 2018
<b>WARD</b>	None Specific
<b>LEAD OFFICER</b>	Andrew Moulton, Assistant Director, Governance

## **OUTCOME / BENEFITS TO THE COMMUNITY**

Effective Overview and Scrutiny helps to improve services, holds decision makers to account and engages with local communities. In so doing it helps to demonstrate that the Council and other public service providers are open and transparent and are delivering high quality, value for money services.

## **RECOMMENDATION**

The Committee is requested to:

- 1) Consider its work programme for 2018/19 (Annex A) and prioritise items for consideration at future meetings;
- 2) consider the inclusion of additional items in the 2018/19 work programme.

## **SUMMARY OF REPORT**

Effective work programming is a Member-led process aimed at shortlisting and prioritising issues of community concern together with issues arising out of the Council Plan and major policy or service changes. It aims to:

- reflect local needs and concerns;
- prioritise topics for scrutiny which have the most impact or benefit;
- involve local residents and stakeholders;
- be flexible enough to respond to new or urgent issues.

As this is the first meeting of the Committee following the Annual Meeting of the Council, Members are requested to review the existing work programme and confirm or amend previous priorities.

## Background

At its meeting in March 2018, the Committee approved its work programme for 2018/19 (Annex A). Items from the work programme have been allocated to future meetings (Annex B). At the meeting in July 2018 the Leader of the Council and the Interim Chief Executive will be in attendance to discuss challenges and priorities for the year ahead. As this is the first meeting of the Committee since the Annual Meeting of the Council, Members are requested to review the work programme and confirm any additional items for inclusion.

## Scrutiny Request – Grounds Maintenance

Members will also be aware of the levels of negative feedback relating to the operation of the Council's grass cutting service. The Committee has received a request to carry out a review of the service and make appropriate recommendations to the Council's Executive. Members are requested to consider the Scrutiny request and discuss the most suitable process for carrying it out. In relation to another item on the Agenda (Member Training) it is suggested that the upcoming Member training session use this potential review as a case study. Members will recall that, following a joint procurement exercise with RBWM, the Grounds Maintenance contract was awarded to ISS Facility Services with the contract to run from April 2016 to September 2026.

## 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	NA	NA
Next Financial Year (Year 2)	0		
Following Financial Year (Year 3)	0		

### Other financial information relevant to the Recommendation/Decision

None

### List of Background Papers

None

<b>Contact</b> Neil Carr	<b>Service</b> Corporate Services
<b>Telephone No</b> 0118 974 6058	<b>Email</b> neil.carr@wokingham.gov.uk
<b>Date</b> 11 June 2018	<b>Version No.</b> 1.0

## Overview and Scrutiny Management Committee - Work Programme

1.	Development of the Overview and Scrutiny Work Programmes and coordination of the work of the Overview and Scrutiny Committees
2.	Discussions with the Leader, Executive Members and Chief Executive to identify priorities and monitor performance against key targets
3.	Monitoring of the Council Plan and the Corporate Peer Review Action Plan
4.	Reviewing the quarterly Council Plan Performance Management report
5.	Reviewing implementation of the Council's 21 <sup>st</sup> Century Council programme
6.	Monitoring Strategic Development Location (SDL) delivery, progress relating to the Local Plan Update and the 5 year land supply
7.	Reviewing the proposed £500m investment in infrastructure (including the SCAPE contract)
8.	Reviewing the Assets Review Programme and the operation of the Council's Property Portfolio Investment Fund
9.	Reviewing the Council's annual Budget Engagement exercise
10.	Monitoring the operation and performance of Council-owned companies
11.	Reviewing the introduction of the General Data Protection Regulations
12.	Monitoring the outcomes delivered by the Thames Valley Berkshire Local Enterprise Partnership
13.	Reviewing the effectiveness of Planning processes relating to the implementation of planning conditions and tree preservation orders
14.	Monitoring the Council's compliance with the Equality Act 2010
15.	Approval of the annual Overview and Scrutiny report to Council
16.	Call-In review of Executive decisions
17.	Appointing Task and Finish Groups to investigate issues of local interest
18.	Reviewing the effectiveness of Overview and Scrutiny and the underpinning support and training provided for Members

## Annex B

DATE OF MEETING	ITEM	PURPOSE OF REPORT
<b>18 July 2018</b>	<b>Discussion with Leader and Chief Executive</b>	To discuss challenges and priorities for 2018/19 with the Leader of the Council and the Chief Executive – including an update on the new Council Plan
	<b>Performance Management – Key Indicators</b>	Following discussion at the May meeting – an update on key indicators and SMART targets to underpin the new Council Plan
	<b>Equality Act 2010</b>	To consider an update on the measures taken by the Council to ensure compliance with the Act
	<b>Executive and IEMD Forward programme</b>	To consider upcoming Executive and Individual Executive Member Decision items

DATE OF MEETING	ITEM	PURPOSE OF REPORT
<b>19 September 2018</b>	<b>Discussion with Executive Members</b>	To discuss challenges and priorities for 2018/19 with Executive Members
	<b>Waste and Recycling</b>	Following discussion at the May meeting, to consider a report on waste and recycling issues
	<b>General Data Protection Regulations</b>	To consider an update on the implementation of the regulations and any implications for Members
	<b>Executive and IEMD Forward programme</b>	To consider upcoming Executive and Individual Executive Member Decision items
	<b>Reports from O&amp;S Chairmen</b>	Standing Item

## **DRAFT WORK PROGRAMME 2018/19**

**Please note that the Work Programme is a 'live' document and subject to change at short notice. The information in this Work Programme, including report titles is draft and is subject to approval by the Overview and Scrutiny Management Committee.**

**The Overview and Scrutiny Committees will consider their work programmes at the first meeting in the new Municipal Year.**

## OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
18 July 2018	<b>Discussion with Leader and Chief Executive</b>	To discuss challenges and priorities for 2018/19 with the Leader of the Council and the Chief Executive – including an update on the new Council Plan	Work Programme	Neil Carr
	<b>Performance Management – Key Indicators</b>	Following discussion at the May meeting – an update on key indicators and SMART targets to underpin the new Council Plan	Follow up item	Paul Ohsan.Ellis
	<b>Equality Act 2010</b>	To consider an update on the measures taken by the Council to ensure compliance with the Act	Work Programme	Paul Ohsan.Ellis
	<b>Executive and IEMD Forward programme</b>	To consider upcoming Executive and Individual Executive Member Decision items	Standing Item	Democratic Services
	<b>Reports from O&amp;S Chairmen</b>	Standing Item	Coordination of Committees	Committee Chairmen
	<b>Work Programmes</b>	To consider the individual Work Programmes for the Committees in 2018/19	Coordination of Committees	Democratic Services

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>CONTACT OFFICER</b>
<b>19 September 2018</b>	<b>Discussion with Executive Members</b>	To discuss challenges and priorities for 2018/19 with Executive Members	Work Programme	Neil Carr
	<b>Waste and Recycling</b>	Following discussion at the May meeting, to consider a report on waste and recycling issues	Follow up item	Pete Baveystock
	<b>General Data Protection Regulations</b>	To consider an update on the implementation of the regulations and any implications for Members	Work Programme	Andrew Moulton
	<b>Executive and IEMD Forward programme</b>	To consider upcoming Executive and Individual Executive Member Decision items	Standing Item	Democratic Services
	<b>Reports from O&amp;S Chairmen</b>	Standing Item	Coordination of Committees	Committee Chairmen
	<b>Work Programmes</b>	To consider the individual Work Programmes for the Committees in 2018/19	Coordination of Committees	Democratic Services

## CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
<b>18 September 6pm</b>	<b>One Hour Training Session before the Committee meeting</b>	To update Members on Children's Services roles, context, legislative framework, performance and key challenges	O&S Member development	Paul Senior/Lisa Humphreys
<b>18 September</b>	<b>Children's Services Performance Indicators</b>	<ul style="list-style-type: none"> <li>• To receive an update and monitor Children's Services performance measured by local indicators</li> </ul>	Standing item	Carol Cammiss
	<b>Policy Update from the Executive Member for Children's Services</b>	<ul style="list-style-type: none"> <li>• To receive an update and to monitor the development of policies in Children's Services</li> </ul>	Standing item to monitor Policy development	Executive Member for Children's Services
	<b>Social Worker – Recruitment and Retention</b>	<ul style="list-style-type: none"> <li>• To consider an update on the recruitment and retention strategy</li> </ul>	Progress Report	Lisa Humphreys / Carol Cammiss
	<b>Update on the MASH</b>	<ul style="list-style-type: none"> <li>• To consider progress including evidence from partner organisations</li> </ul>	Progress Report	Lisa Humphreys
	<b>Childcare Sufficiency Strategy</b>	<ul style="list-style-type: none"> <li>• To consider a 6 month update</li> </ul>	Efficacy of the strategy	Children's Services

	<b>Corporate Parenting Board Annual Report</b>	<ul style="list-style-type: none"> <li>To consider the Annual Report</li> </ul>	Standing Item	Lisa Humphreys
	<b>Placements within the Borough</b>	<ul style="list-style-type: none"> <li>To update Members on the numbers/benefits of placing children within the Borough</li> </ul>	Progress Report	Lisa Humphreys
	<b>Education Vision Strategy</b>	<ul style="list-style-type: none"> <li>To review the proposed Education Vision Strategy</li> <li>To receive an update on the work undertaken by the Wokingham Learning Partnership</li> </ul>	Progress report	Patricia Davies
	<b>Draft Primary Place Strategy</b>	<ul style="list-style-type: none"> <li>To receive information in relation to the plans for the Primary Place Strategy</li> </ul>	Sufficiency of primary school places	Piers Brunning/ Children's Services
	<b>SEND Strategy</b>	<ul style="list-style-type: none"> <li>To review the Special Educational Needs and Disability Strategy</li> </ul>	To inform and make recommendations	Children's Services
	<b>Data on Demand for Services</b>	<ul style="list-style-type: none"> <li>To brief Members on levels of demand (and trends) for Children's Services</li> </ul>	Increasing Member awareness	Lisa Humphreys / Carol Cammiss
	<b>CAMHS Update</b>	<ul style="list-style-type: none"> <li>To brief Members on CAMHS service data and emerging service issues</li> </ul>	Increasing Member awareness	Lisa Humphreys
	<b>School Performance Indicators and Ofsted Reports</b>	<ul style="list-style-type: none"> <li>To receive information on schools' performance, and to review recent Ofsted Reports</li> </ul>	Standing item	Patricia Davies
	<b>Children's Services O&amp;S Committee Forward Programme</b>	<ul style="list-style-type: none"> <li>To consider the forward programme of the Committee</li> </ul>	Standing item	Democratic Services / Luciane Bowker

	<b>Schools causing concern – Part 2</b>	<ul style="list-style-type: none"><li>• To receive information about any school(s) causing concern</li></ul>	Standing item	Patricia Davies
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## COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
<b>10 September 2018</b>	<b>Flood Risk Management</b>	To consider an update on flooding issues and partnership working with Towns, Parishes and community groups	Work Programme	Francesca Hobson
	<b>Public Protection - Shared Service and Fees and Charges</b>	To consider the effectiveness of the Public Protection Shared Service and the process for setting fees and charges	Work Programme	Clare Lawrence
	<b>Unauthorised Encampments</b>	To consider progress following the introduction of the new Thames Valley Police Protocol	Work Programme	Simon Price
	<b>Work Programme</b>	To consider the work programme for the Committee for 2018/19	Standing Item	Democratic Services

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>CONTACT OFFICER</b>
<b>5 November 2018</b>	<b>Town Centre Regeneration</b>	To consider an update on the Wokingham town centre regeneration and the impact on shops and businesses	Work Programme	Bernie Pich
	<b>Civil Parking Enforcement</b>	To consider an update on Civil Parking Enforcement after the first year of the new arrangements	Work Programme	Clare Lawrence
	<b>Parking Strategy</b>	To consider the impact of the Council's new Parking Strategy	Work Programme	Clare Lawrence/Matt Gould
	<b>Work Programme</b>	To consider the work programme for the Committee for 2018/19	Standing Item	Democratic Services

## HEALTH OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
<b>16 July 2018</b>	<b>Air Quality</b>	To receive an update on air quality in the Borough	Work Programme	Environmental Health/ Public Health
	<b>Health Consultation Report</b>	Challenge item	Challenge item	Democratic Services
	<b>Healthwatch update</b>	Challenge item	Challenge item	Healthwatch Wokingham Borough

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### Currently unscheduled topics:

- Draft Quality Accounts (April 2019)
  - Berkshire Healthcare NHS Foundation Trust
  - Royal Berkshire Hospital NHS Foundation Trust
  - South Central Ambulance NHS Foundation Trust
- Weekend 'bed blocking'
- Progress of Community Health and Social Care implementation

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