



# 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 17 JULY 2019 AT 7.00 PM**

A handwritten signature in black ink, appearing to read 'Susan Parsonage', with a long, sweeping tail stroke.

Susan Parsonage  
Chief Executive  
Published on 9 July 2019

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

Pauline Helliar-Symons (Chairman)	Alison Swaddle (Vice- Chairman)	Chris Bowring
Jenny Cheng	Andy Croy	Richard Dolinski
Paul Fishwick	Guy Grandison	Sarah Kerr
Abdul Loyes	Ken Miall	Ian Pittock
Rachelle Shepherd-DuBey		

### Substitutes

Shirley Boyt	Prue Bray	Gary Cowan
Carl Doran	Lindsay Ferris	Jim Frewin
Emma Hobbs	Barrie Patman	

ITEM NO.	WARD	SUBJECT	PAGE NO.
26.		<b>APOLOGIES</b> To receive any apologies for absence.	
27.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the Meeting held on 19 June 2019.	5 - 12
28.		<b>DECLARATION OF INTEREST</b> To receive any declarations of interest.	
29.		<b>PUBLIC QUESTION TIME</b> 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 <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a>	
30.		<b>MEMBER QUESTION TIME</b> To answer any Member questions.	
31.	None Specific	<b>TASK AND FINISH GROUP - ROADS AND OPEN SPACES</b> To consider the establishment of a Task and Finish Group to review issues relating to the adoption of new roads, open spaces and play areas.	13 - 22

<b>32.</b>	None Specific	<b>EXECUTIVE-SCRUTINY PROTOCOL</b> To consider a Protocol which sets out the practical and procedural expectations of Executive and Scrutiny Members.	<b>23 - 28</b>
<b>33.</b>	None Specific	<b>OVERVIEW AND SCRUTINY MEMBER TRAINING</b> To consider feedback from the recent Member training session and to discuss additional training opportunities.	<b>29 - 32</b>
<b>34.</b>	None Specific	<b>MANAGING THE SCRUTINY WORKLOAD</b> To consider options for managing the Overview and Scrutiny workload, including setting up an additional Overview and Scrutiny Committee.	<b>33 - 40</b>
<b>35.</b>	None Specific	<b>CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME</b> To consider the current published version of the Executive Forward Programme	<b>41 - 48</b>
<b>36.</b>	None Specific	<b>COMMITTEE WORK PROGRAMMES</b> To discuss the work programme of the Overview and Scrutiny Management Committee and Overview and Scrutiny Committees	<b>49 - 64</b>
<b>37.</b>	None Specific	<b>UPDATE REPORTS FROM CHAIRMEN OR NOMINATED MEMBER OF THE OVERVIEW AND SCRUTINY COMMITTEES</b> For the Chairman or nominated Member of the Committee to report back in its activities including any requests to undertake reviews.	

**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 19 JUNE 2019 FROM 7.00 PM TO 9.50 PM

### **Committee Members Present**

Councillors: Pauline Helliar-Symons (Chairman), Alison Swaddle (Vice-Chairman), Jenny Cheng, Andy Croy, Richard Dolinski, Paul Fishwick, Sarah Kerr, Abdul Loyes, Ken Miall, Ian Pittock, Malcolm Richards and Rachelle Shepherd-DuBey

### **Other Councillors Present**

Councillors: Emma Hobbs, Lindsay Ferris, John Halsall, John Kaiser, Imogen Shepherd-DuBey and Wayne Smith

### **Officers Present**

Neil Carr, Democratic and Electoral Services Specialist  
Robert Curtis, Transport Planning Team Manager  
Sarah Hollamby, Director of Customer and Community Services  
Emma Pilgrim, Place Clienting

### **13. ELECTION OF CHAIRMAN**

The Committee elected a Chairman for the 2019/20 Municipal Year.

**RESOLVED:** That Councillor Pauline Helliar-Symons be elected as Chairman of the Committee for the 2019/20 Municipal Year.

### **14. APOLOGIES**

Apologies for absence were submitted from Guy Grandison.

Emma Hobbs attended the meeting as a substitute.

### **15. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Committee, held on 29 May 2019, were confirmed as a correct record and signed by the Chairman, subject to the following amendments:

Page 8 – “It was suggested that services should consider reporting on a smaller number of priority indicators, **once this Committee was satisfied with the existing set of KPIs**, with other indicators reported by exception.”

Page 9 – add 5) Member training be provided before the first Overview and Scrutiny meeting in each Municipal Year.

Note: Andy Croy, Paul Fishwick, Sarah Kerr, Ian Pittock and Rachelle Shepherd-Dubey did not agree that the Minutes were a correct record in relation to Minute 9 – 2018/19 Council Plan Performance Monitoring Report.

### **16. DECLARATION OF INTEREST**

There were no declarations of interest.

### **17. PUBLIC QUESTION TIME**

There were no public questions.

### **18. MEMBER QUESTION TIME**

There were no Member questions.

## **19. FUTURE HOUSING CONSULTATION**

The Committee considered a report, set out at Agenda pages 11 to 22, which gave details of the Council proposal for a public consultation on future housing numbers in the Borough.

Councillor John Halsall (Leader of the Council) and Wayne Smith (Executive Member for Planning and Enforcement) attended the meeting to answer Member questions.

The report stated that, at its meeting on 30 May 2019, the Executive had agreed to carry out a public consultation exercise aimed at gauging residents' opinions on the Government imposed housing numbers for the Borough. The consultation would be carried out by sending a postcard or letter to every home in the Borough. Responses could be electronic via a website link or hard copy via freepost. The proposed question was "Do you support the Government imposed housing numbers?"

The report stated that the projected cost of the consultation exercise was £45k-£80k. This reflected the fact that the final cost would depend on the balance between electronic and freepost responses. The consultation was due to start on 24 June 2019 and would run for one month until 24 July.

In the ensuing discussion, Members made the following points:

As the consultation exercise was being held during the summer holiday period when families were likely to be away, was one month a sufficient timeframe? It was confirmed that the one month consultation period was felt to be acceptable as residents were being asked to respond to one simple question.

The cost of the consultation was estimated at £45k to £80k. What was the basis for this estimate? It was confirmed that the final cost of the consultation would be determined by the method of response used by residents. So, for example, if all residents responded electronically the cost would be around £39k. If all residents used the freepost option the cost would be around £100k. The cost estimate assumed a mix of response types.

What level of response to the consultation was expected? It was confirmed that a significant response was expected as residents were being asked to respond to a simple question in contrast to other, more complicated, consultation exercises. Members were encouraged to ensure that the consultation exercise was given a high profile in their wards.

Once the consultation result was in, what would be the next steps? It was confirmed that the consultation feedback would be used to lobby the Government about the proposed housing numbers. If that lobbying was unsuccessful, the Council would consider taking legal action.

Whilst the principle of consultation was agreed, would a petition also help to demonstrate the level of opposition to the proposed housing numbers? It was confirmed that the proposed consultation exercise had the benefit of being addressed to every household in the Borough. It was felt that running a petition at the same time may be confusing for residents.

How would the consultation exercise be publicised across the Borough? It was confirmed that the consultation would feature in the Borough News as well as local print and social media.

Did the National Planning Policy Framework (NPPF) contain any measures which the Council could use to argue its case with the Government? It was confirmed that the NPPF contained a clause relating to a rejection of housing numbers in “special circumstances”. This would be explored if the Council decided to take legal action against the Government. To date, there was no case law on this issue.

In light of the Member discussion, it was proposed by Pauline Helliard-Symons that the Committee recommend that the Executive consider extending the future housing consultation deadline for a short period.

On being put to the vote, the proposal was not agreed.

**RESOLVED** That:

- 1) John Halsall and Wayne Smith be thanked for attending the Meeting to answer Member questions;
- 2) the proposals for the future housing consultation be noted.

## **20. GRASS CUTTING DELIVERY UPDATE**

The Committee considered a report, set out at Agenda pages 23 to 50, which provided an update on the delivery of the grass cutting service in 2019. This followed the Scrutiny review of the service carried out in 2018.

Sarah Hollamby (Director of Customer and Locality Services) and Emma Pilgrim (Place Clienting) attended the meeting to answer Member questions.

The report stated that the Scrutiny review had made a number of recommendations to improve the service which were subsequently accepted by the Council’s Executive. An action plan had then been developed in conjunction with the Council’s contractor, Tivoli Group Ltd.

The report gave details of progress since the commencement of the planned grass cutting season in mid-March 2019. Officers had worked closely with the contractor to monitor progress and escalate potential issues before they became problematic. As a result, customer complaints were significantly lower year-on-year, with 11 justified complaints received in 2019 compared to 168 in 2018.

In order to keep Members up-to-date on progress weekly updates had been provided since the grass cutting programme commenced. The updates gave details of the areas where grass cutting was taking place and provided links to the system used for reporting issues.

In the ensuing discussion Members raised the following points:

Generally, Members were pleased with the delivery of the service in 2019, with fewer complaints and more positive feedback from residents.

In relation to KPI 6: Justified Complaints – Grass, why had the target increased from 24 complaints to 50 complaints? It was confirmed that the new target was felt to be more realistic and was more of a SMART target.

As a result of the recent wet weather which may be followed by significant grass growth, was the contractor prepared for the potential increase in work required? It was confirmed that regular meetings were held with the contractor to discuss resourcing. Also, contingency plans were in place to deliver additional equipment to meet extra demands on the service.

What was the timeframe for further update reports to the Committee? It was confirmed that a further update was scheduled for the end of the grass cutting season in October 2019. A further update report could also be provided before the start of next year's grass cutting season, in February 2020.

In relation to the wildflower areas across the Borough, there did not appear to be a large number of wildflowers amongst the long grass. Was there a programme for delivering more wild flowers? It was confirmed that discussions were ongoing with the contractor on this issue.

Members noted the environmental benefits arising from the additional long grass/wildflower areas and suggested that Officers hold discussions with Town and Parish Councils on this issue. Members also noted the potential health issues, e.g. hay fever, which could arise out of the introduction of additional long grass areas.

**RESOLVED** That:

- 1) Sarah Hollamby and Emma Pilgrim be thanked for attending the meeting to answer Member questions;
- 2) further update reports be submitted to the Committee in October 2019 and February 2020;
- 3) Officers be requested to hold discussions with Town and Parish Councils about the location and content of long grass/wildflower areas across the Borough.

**21. LOCAL TRANSPORT PLAN PROCESS AND INVITATION FOR COMMENTS**

The Committee considered a report, set out at Agenda pages 51 to 56, which gave details of proposals to develop the next Local Transport Plan (LTP4).

Pauline Jorgensen (Executive Member for Highways and Transport), Sarah Hollamby (Director of Customer and Locality Services) and Robert Curtis (Transport Planning Team Manager) attended the meeting to answer Member questions.

The report stated that, for LTP4 to be a success, a wide range of stakeholders should be consulted. This included Members and Town and Parish Councils.

The report set out the proposed process for developing LTP4 and requested feedback from Members on the priorities for transport in the Borough for the plan period (up to 2036). As a starting point, the report set out the five goals included in the current LTP3, viz:

- Highways Goal – delivering a safe, resilient highways network;
- Active Travel Goal – working with partners to promote walking and cycling;
- Public Transport Goal – promoting an integrated and inclusive public travel network;
- Smarter Choices and Demand Management Goal – enabling people to make informed, safe and sustainable travel decisions;
- Strategic Projects Goal – managing demand to ensure access to different destinations whilst minimising the adverse effects of congestion.

Members were requested to submit their views and suggestions via the Council's [Transportplanning@wokingham.gov.uk](mailto:Transportplanning@wokingham.gov.uk) email inbox.

In the ensuing discussion, Members made the following points:

In relation to the proposed timeframe for Member and Town and Parish Council responses, it was felt that the 31 July deadline was too short and should be extended to the end of September 2019. It was confirmed that the deadline would be extended in line with this request.

Would LTP4 include success factors to enable Members to consider progress? It was confirmed that success factors would be included in LTP4. Members requested that data on the outcomes arising from delivery of LTP3 be circulated to Overview and Scrutiny Members in order to provide context for future discussions on LTP4. It was also requested that the data be shared with Town and Parish Councils.

As the Council was due to consider a Motion on Climate Emergency, Members highlighted the need to engage with neighbouring authorities on measures such as improvements to public transport and the reduction of congestion. It was confirmed that engagement with neighbouring authorities would be part of the process for developing LTP4.

Members stressed the importance of ensuring that Climate Emergency measures were central to LTP4. These included walking and cycling infrastructure for example through the development of cycleways which provided links to schools, villages and transport hubs.

The Council had agreed previously to establish a group aimed at generating feedback from local cyclists on cycling provision across the Borough, were there plans to set up such a group? It was confirmed that further consideration would be given to this suggestion.

How did LTP4 link to the Local Plan Update? It was confirmed that the two plans were separate but must have linkages on key issues.

The Wokingham Borough Wellbeing Board had looked at the delivery of cyclepaths as part of the measures impacting on the wellbeing of residents. It was confirmed that wellbeing would be a key consideration of LTP4, for example through the development of the successful My Journey initiative.

**RESOLVED** That:

- 1) Pauline Jorgensen, Sarah Hollamby and Robert Curtis be thanked for attending the meeting to answer Member questions;

- 2) the process for developing LTP4, as set out in the report, be supported;
- 3) the extended deadline for Member submissions on LTP4 (30 September 2019) be noted;
- 4) performance data on LTP3 be circulated to Overview and Scrutiny Members and Town and Parish Councils;
- 5) further updates on the development of LTP4 be submitted to the Community and Corporate Overview and Scrutiny Committee.

## **22. GOVERNMENT STATUTORY GUIDANCE ON OVERVIEW AND SCRUTINY**

The Committee considered a report, set out at Agenda pages 57 to 92, which gave details of the Government's Statutory Guidance on Overview and Scrutiny.

The Statutory Guidance highlighted the key elements that contributed to effective Overview and Scrutiny including organisational culture, resourcing, effective communication, access to information, public engagement and support for Members.

The report reminded Members that the guidance, published in May 2019, had followed on from the House of Commons Communities and Local Government Select Committee's inquiry into Overview and Scrutiny in 2017. As Statutory Guidance, Councils must have regard to it when exercising their functions. This meant that the Council had to follow the guidance unless there was a good reason not to.

The guidance recognised that every Council had a democratic mandate and was ultimately accountable to the electorate and, also, that each Council was best placed to develop the Scrutiny arrangements that were best suited to its individual circumstances.

In the ensuing discussion, Members made the following points:

Engagement with the Executive – the guidance suggested the development of an Executive-Scrutiny Protocol in order to deal with the practical expectations of Overview and Scrutiny Committee members and the Executive, as well as cultural dynamics. It was confirmed that a draft Protocol would be submitted to the next meeting of the Committee for discussion.

Communicating Scrutiny's roll and purpose – it was confirmed that information about Overview and Scrutiny would be circulated to residents via Wokingham Borough News and local print and social media.

Support for Members – it was confirmed that Scrutiny training for Members was taking place on 26 June 2019. Further training on Budget Scrutiny would take place on 23 July. Information on further training opportunities for Members would be submitted to the next meeting of the Committee.

Election of Chairman – the guidance suggested that Councils consider electing Scrutiny Chairmen by secret ballot. It was confirmed that this issue was due to be considered by the Constitution Review Working Group at its meeting in July 2019.

Deputy Executive Members – the guidance stated that Members holding less formal Executive positions (e.g. Deputy Executive Members) should not sit on Scrutiny Committees looking at their portfolios.

In light of the Statutory Guidance, it was proposed by Pauline Helliar-Symons that Deputy Executive Members do not sit on the Overview and Scrutiny Management Committee or any other Overview and Scrutiny Committee which related to their portfolio.

On being put to the vote the proposal was agreed.

Overview and Scrutiny Work Programmes – due to the current Overview and Scrutiny workload Members suggested that consideration be given to the creation of an additional Committee, for example by splitting the Community and Corporate Overview and Scrutiny Committee into its constituent parts. It was confirmed that further consideration be given to this proposal at the next meeting of the Committee in July 2019.

**RESOLVED** That:

- 1) the Government Statutory Guidance on Overview and Scrutiny be noted;
- 2) the Committee consider a draft Executive-Scrutiny Protocol at its next meeting;
- 3) the Committee receive an update on Member training opportunities at its next meeting;
- 4) in light of the Statutory Guidance, Deputy Executive Members do not sit on the Overview and Scrutiny Management Committee or any other Overview and Scrutiny Committee which relates to their portfolio, with effect from the next round of meetings;
- 5) the Committee consider options for an additional Overview and Scrutiny Committee at its next meeting.

### **23. CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME**

The Committee considered a copy of the Executive Forward Programme, as set out on Agenda pages 93 to 98.

**RESOLVED:** That the Executive Forward Programme be noted.

### **24. COMMITTEE WORK PROGRAMMES**

The Committee considered its forward work programme and that of the Overview and Scrutiny Committees as set out on Agenda pages 99 to 114.

In the ensuing discussion, Members made the following points:

Overview and Scrutiny Management Committee: add items as discussed above.

Children's Services: consideration to be given to the following items:

- Children who are carers;
- Mental health issues;
- Northern House School;
- Feedback on Ofsted inspections.

Andy Croy suggested that the Committee consider setting up a Task and Finish Group to examine the planning rules and best practice relating to the process for adopting roads, open spaces, play areas and landscaping following new housing development. Andy stated that this issue caused concern for many residents as a result of an apparent lack of ownership of the situation once developers had moved off site. It was suggested that a report be submitted to the next meeting on the process for setting up a Task and Finish Group.

**RESOLVED** That:

- 1) the Overview and Scrutiny work programmes be amended to incorporate the items set out above;
- 2) a report be submitted to the next meeting on the proposal for a Task and Finish Group relating to the adoption of roads and other facilities following new housing development.

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

The Committee considered update reports from the Overview and Scrutiny Committees.

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

<b>TITLE</b>	<b>Task and Finish Group – Adoption of Roads and Open Spaces</b>
<b>FOR CONSIDERATION BY</b>	Overview and Scrutiny Management Committee on 17 July 2019
<b>WARD</b>	None Specific;
<b>DIRECTOR</b>	Andrew Moulton, Assistant Director Governance

## **PURPOSE OF REPORT**

To consider the establishment of a Task and Finish Group to consider current arrangements for the adoption of new estate infrastructure (roads and open spaces) following the completion of new housing developments.

## **RECOMMENDATION**

That the Committee consider the proposal to establish an Infrastructure Adoption Task and Finish Group with the suggested Terms of Reference set out at Annex A to the report.

## **EXECUTIVE SUMMARY**

At its meeting on 19 June 2019, the Committee considered a suggestion from Councillor Croy about the establishment of a Task and Finish Group to consider the current legal and planning framework relating to the adoption of estate infrastructure (roads, play areas, open spaces and landscaping following the completion of new housing developments.

Councillor Croy stated that this issue caused great concern amongst residents as a result of an apparent lack of ownership once developers had moved off site. The proposed Task and Finish Group would examine current arrangements and gather evidence from residents, community groups and Town and Parish Councils. It would also review examples of best practice across the country.

The Council's Constitution enabled the Committee to set up task and Finish Groups to consider specific Scrutiny issues.

Proposed Terms of Reference are set out at Annex A to the report.

A background briefing on the current legal, planning and operational framework is set out at Annex B to the report.

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

### Other Financial Information

None

### Stakeholder Considerations and Consultation

The process and timeframe for adopting new estate infrastructure can be confusing for residents. On a number of occasions residents have been frustrated by delays and the need to progress-chase. A Call for Evidence will be used to generate stakeholder views on the process.

### Timeline for Next Steps

It is proposed that the Task and Finish Group produce a report for submission to the November 2019 meeting of the Committee.

### List of Background Papers

None

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<b>Telephone No.:</b> 0118 974 6058	<b>Email:</b> neil.carr@wokingham.gov.uk
<b>Date:</b> 8 July 2019	<b>Version No.:</b> 1

## Overview and Scrutiny - Task and Finish Group

### Adoption of Roads and Open Spaces

#### Terms of Reference

**Purpose of Review:** To consider the process for adopting new infrastructure following the completion of new housing development (roads, play areas, open spaces, etc.).

#### Key Objectives

1. To consider the Council's current approach to the adoption of new estate infrastructure
2. To consider the current legal framework within which the Council operates
3. To consider the views of local stakeholders – residents, community groups and Town and Parish Councils
4. To consider the views of housing developers
5. To consider examples of best practice across the country
6. To consider how progress on adoption is monitored and reported and produce a report with recommendations for improvement

#### BACKGROUND:

At its meeting on 19 June 2019, the Committee considered a proposal from Councillor Croy to establish a Task and Finish Group to examine current arrangements for the adoption of roads, open spaces, play areas and landscaping following the completion of new housing developments. Councillor Croy stated that this issue caused concern for many residents as a result of an apparent lack of ownership of the situation once developers had moved off-site. It was suggested that a Task and Finish Group could examine the current legal framework and look at examples of best practice across the country before reporting back with recommendations for improvement.

## **INFORMATION GATHERING:**

### **Witnesses to be invited**

<b>Name</b>	<b>Organisation/Position</b>	<b>Reason for Inviting</b>
WBC Officers and Members	WBC – lead Officers and Members responsible for enforcement of relevant legal agreements	To understand the legal framework, progress to date and options for the future
Residents, community groups, Town and Parish Councils	Various	Call for Evidence to obtain views and to examine any customer feedback
Experts/representatives from other local authorities	Various	To give details of current best practice and examples of innovative arrangements

### **Information to be obtained from**

<b>Organisation</b>	<b>Information to be Requested</b>
Various Local Authorities	Benchmarking exercise to ascertain best practice
Government	Guidance on legal provisions and best practice

## **TIMESCALE:**

**Starting:** July 2019

**Ending:** November 2019

## **REPORTING ARRANGEMENTS:**

<b>Body</b>	<b>Date</b>
Overview and Scrutiny Management Committee	November 2019
Executive	January 2020

**Terms of Reference agreed by:**

Overview and Scrutiny Management Committee.

**Members of the Task and Finish Group:**

Councillors

## **Briefing Note: Adoption of Roads and Public Open Spaces Following the Completion of New Housing Developments**

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### Highways

#### Legal Powers and Adoption Processes

##### Section 38, Highways Act 1980

Wokingham Borough Council secures the adoption of highways within new developments through Section 38 of the Highways Act 1980. Under this section of the Act, developers enter into a voluntary agreement with the Council which sets out their obligations to construct the roads to an agreed standard, maintain them for an agreed maintenance period, and provide a bond to cover the cost of the works should the developer become unable to complete them. Once these obligations have been discharged, the Council will adopt the roads as publicly maintainable highway.

WBC seeks to adopt highways fronting more than five units, as these roads are considered as being of sufficient public utility. Planning approval is required prior to entering a S38 agreement, and the requirement for a S38 is secured by planning condition.

The process of completing a S38 agreement is technically rigorous, with checks, inspections and road safety audits taking place throughout to ensure each stage of construction meets Council requirements. Technical acceptance, based on plans submitted and revised in communication with an allocated S38 officer, must also be given by WBC before an agreement application can be progressed.

Once the agreement has been signed and the works substantially completed, the S38 officer will inspect the site, and, when satisfied that the highway is constructed to an acceptable standard, will issue a Provisional Certificate of Completion. This triggers a reduction in the bond and initiates a maintenance period which will last for a minimum of twelve months. During this time, the developer retains responsibility for maintaining the highway and should carry out any necessary remedial works identified by the officer. Adoption will be delayed if the developer fails to complete the remedial works adequately by the end of the formal maintenance period. Once the maintenance period is reached, any identified works are completed to a satisfactory standard, and any electrical

certificates and as built drawings are provided, a Final Certificate of Completion will be issued confirming adoption. At this stage, any remaining bond value will also be released. It is important to note that sewers must also be adopted by a local Water Authority prior to or simultaneously with the highway adoption.

For some highway items, a commuted sum may be required from the developer. This is a one-off payment towards ongoing maintenance of certain assets by WBC, e.g. structures, traffic signals, culverts, etc. Where this is necessary it will be discussed with the developer and set out in the S38 agreement.

#### Section 278, Highways Act 1980

The construction of new housing developments may also involve works on existing highway, for example, accesses into new developments or works on public highway to mitigate the impact of the new development during or after construction. In these cases, developers may enter into a separate Section 278 agreement or a combined S38/S278 agreement. The process for these agreements is similar to that of S38 agreements in terms of technical checks and inspections, the provision of a bond, and payment of commuted sums where needed. The requirement to undergo a maintenance period before adoption by the Council also applies. However, no S278 works on public highway may commence until the agreement is signed and the necessary Streetworks licence is applied for and approved.

Some minor highway works may instead be covered by a Minor Works Agreement or licence arrangement, if acceptable to WBC. The maintenance period for Minor Works Agreements is a minimum of twenty-four months rather than twelve.

#### Section 106, Town and Country Planning Act 1990

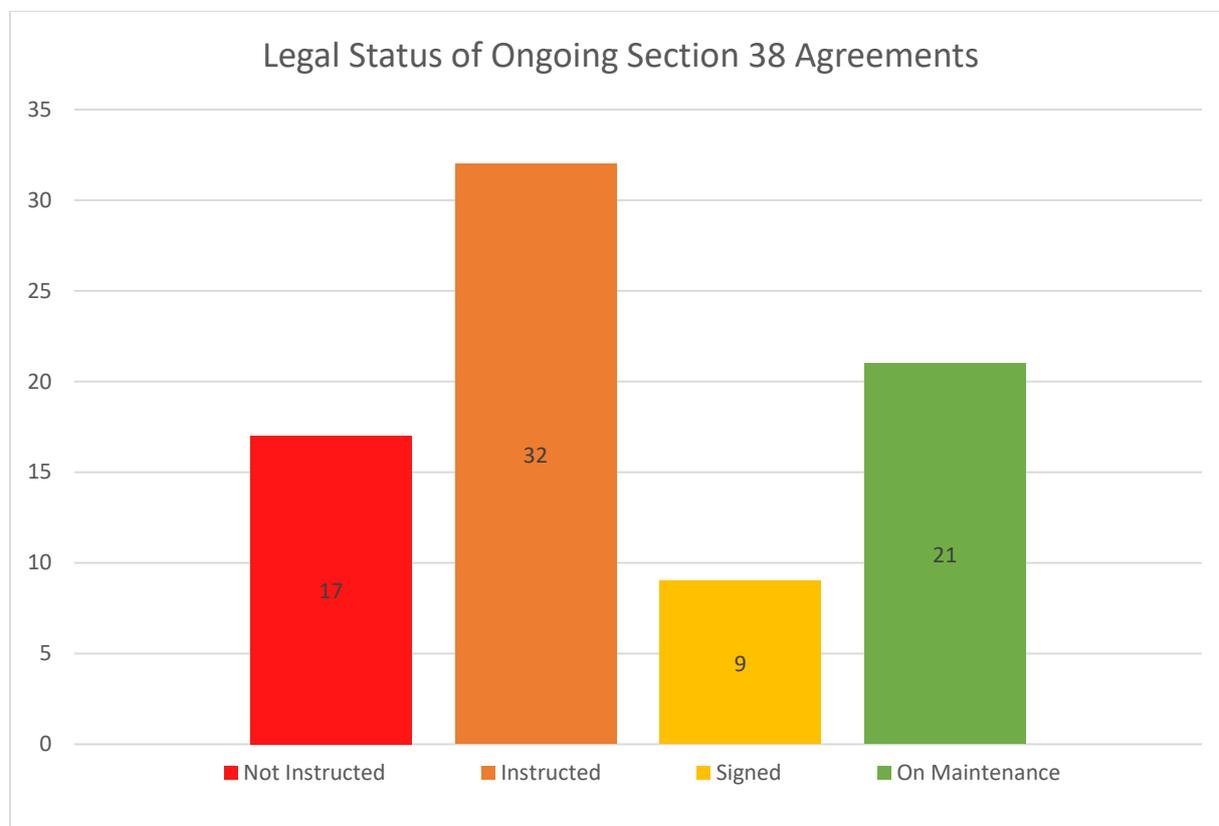
Should a developer not wish to enter into a Section 38 agreement, the Council instead secures the completion of an agreement under Section 106 of the Town and Country Planning Act 1990. This obliges the developer to construct the road to a satisfactory standard, pay for the Council to inspect the site and provide for a Management Company to be set up to manage the ongoing maintenance of the estate roads, footways and verges to an agreed maintenance regime once complete.

#### Section 219 – 225, Highways Act 1980 (Advance Payments Code)

WBC also operates the Advance Payments Code (APC) under Sections 219-225 of the Highways Act 1980. Within six weeks of a developer submitting a building regulations application, the Council will serve notice on the developer requesting a bond to cover the cost of the new road works in the event that the developer cannot complete the works. This is to protect property purchasers from incurred costs in such a scenario, and applies to sites of more than five units regardless of whether the developer intends to enter into a S38 agreement or not. The obligation to secure the bond is triggered by the commencement of works to the buildings fronted by the highway. Failing to provide a bond at this point constitutes a criminal offence. The completion of a S38 agreement discharges the obligation to secure an APC bond. For roads intended to remain private, the obligation can be discharged under Section 219(4) of the Act once the Council is satisfied that the road has been constructed to the required standard.

## Current Situation

As of 4<sup>th</sup> July 2019 there are 79 ongoing Section 38 agreement applications being managed by WBC. Some of these are for individual parcels within the same development e.g. Shinfield West, and Arborfield Garrison. A breakdown of the current status of S38 applications is as follows:



**Not Instructed** – a Section 38 application has been submitted, but the plans have not yet achieved technical acceptance and Legal Services have not been instructed to take any action.

**Instructed** – Legal Services have been instructed to progress with drafting the agreement and preparing engrossments in communication with the developer’s solicitors.

**Signed** – the S38 agreement has been signed by all parties and sealed by WBC. The works have not yet been completed to the point where a Provisional Certificate of Completion can be issued.

**On Maintenance** – a Provisional Certificate has been issued. The minimum twelve-month maintenance period during which the developer retains responsibility for the site is underway, or WBC is awaiting the completion of remedial works/sewer adoption/other outstanding issues requiring attention ahead of adoption.

## Approaches and Best Practice

### Legacy Sites

From September 2018 to March 2019, a taskforce was set up with a specific focus to progress long-outstanding S38 agreements towards highways adoption by identifying what actions needed to be taken and proceeding with them. As a result, three of these sites, with S38 agreements dating from 2004, 2009 and 2013, have now been adopted, and progress is continuing to be made with others. Issues preventing adoption have included delays to the adoption of the sewers and outstanding street lighting and remedial works.

### Process Improvements

A number of measures and improvements have recently been implemented with a view to streamlining the adoption process:

1. An upfront deposit of £20,000 or 2% of the overall fee, whichever is higher, has been introduced for applicants to enter into S38 and S278 agreements, ahead of any technical review. This ensures that officer time taken to conduct these reviews has been paid for even if the agreement is later abandoned, and acts as an incentive for developers to complete agreements.
2. The application form has been updated and is continuing to be reviewed to request more details from developers. This will result in higher quality applications at the outset and save time through removing the need to go back and forth with the developer for further drawings and information.
3. All agreement applications are monitored through a regularly updated spreadsheet. This has recently been revised to include target dates to flag where parts of the process are stalling and require attention. Agreement progress is also reviewed in monthly team meetings where any issues are highlighted, discussed, and escalated where necessary.
4. A formalised APC policy with input from Legal Services has also been produced for inclusion in the upcoming Highway Design Guide. Increased emphasis on the code has already led to bonds being secured for two developments. Implementing the code also acts as a leverage tool where Section 38 agreements have stalled, as the completion of a S38 agreement discharges the obligation to provide an APC bond.

## Public Open Spaces

### Legal Powers and Adoption Process

Open spaces within new housing developments are adopted under the terms of an agreement made under Section 106 of the Town and Country Planning Act 1990. This provides for the construction of the scheme to WBC specification and sets out the procedure for adoption.

The developer notifies the Council when the works are completed. WBC then inspects to confirm that construction has followed planning approval and meets the obligations of the S106 agreement. If the scheme has not been built in line with planning approval or if remedial work is required, this can delay the adoption process significantly.

Once the Council is satisfied that there are no outstanding issues, an independent safety audit for Play Areas is required from the developer, and, where necessary, a water safety risk assessment for SuDs (Sustainable Drainage Systems) within the public open space. Any items flagged up by these reports then need to be addressed.

At this stage, allotments are normally transferred to the town or parish council. Once other open space schemes are deemed complete, the commencement of a twelve-month maintenance period is agreed, during which time the developer/owner remains responsible for maintaining the scheme in accordance with a planning approved landscape management plan and carrying out any necessary remedial work. At the end of the twelve months, WBC inspects again to confirm that the scheme has been adequately maintained and that no further remedial work is needed. A further safety audit is required for Play Areas at the end of the maintenance period. Once satisfied, WBC then instructs the legal transfer. At this point, a final commuted sum figure for ongoing maintenance is also confirmed. A back-to-back twelve-month maintenance phase is standard practice in landscaping contracts.

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<b>TITLE</b>	<b>Executive-Overview and Scrutiny Protocol</b>
<b>FOR CONSIDERATION BY</b>	Overview and Scrutiny Management Committee on 17 July 2019
<b>WARD</b>	None Specific;
<b>DIRECTOR</b>	Andrew Moulton, Assistant Director Governance

## **PURPOSE OF REPORT**

To consider a draft Protocol which sets out practical expectations for Executive and Overview and Scrutiny Members in addition to the positive culture which underpins effective Scrutiny.

## **RECOMMENDATION**

That the Committee:

- 1) consider the draft Executive-Overview and Scrutiny Protocol, appended to the report;
- 2) consult on the approved draft with the Executive and Corporate Leadership Team;
- 3) consider and agree a final version of the Protocol at the meeting in September 2019.

## **EXECUTIVE SUMMARY**

At its meeting on 19 June 2019 the Committee considered the Government's Statutory Guidance on Overview and Scrutiny. The guidance referred to measures which ensure early and regular engagement between the Executive and the Overview and Scrutiny Committees.

The guidance stated that effective Scrutiny involved looking at issues that could be politically contentious. It was, therefore, inevitable that, at times, the Executive was likely to disagree with the findings or recommendations of a Scrutiny Committee. In order to strengthen the relationship between Executive and Overview and Scrutiny a number of Councils had developed a Protocol which defined the relationship and provided clarity on what was expected from both parties through the Scrutiny process. Often the value of such a Protocol lay in the dialogue that underpinned its development.

The Committee requested that a draft Protocol be developed for consideration by the Committee followed by engagement and consultation with the Executive. The final Protocol would then be implemented, monitored and reviewed on a regular basis.

The draft protocol is appended to the report for Members to consider.

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

### Other Financial Information

Effective Scrutiny can help to deliver financial savings across the organisation by identifying more efficient systems and processes.

### List of Background Papers

Government Statutory Guidance on Overview and Scrutiny

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<b>Date:</b> 8 July 2019	<b>Version No.:</b> 1

## **Wokingham Borough Council**

### **DRAFT Executive – Overview and Scrutiny Protocol – 2019**

#### **Aims**

1. The aim of the protocol is to clarify the relationship between the Executive and the Overview and Scrutiny Committees in order to ensure the smooth conduct of Overview and Scrutiny business and to encourage effective communication between Scrutiny and Executive Members. This will lead to more effective scrutiny of and support for the Executive, resulting in better outcomes for the residents of the Borough.

#### **General Principles**

2. The Council's Constitution (Para. 6.1.1) sets out the key functions of Overview and Scrutiny, viz:
  - Holding the Executive to account;
  - Policy Development and Review;
  - Performance Monitoring;
  - External Scrutiny (of partners, contractors and arm's length organisations).

Effective delivery of these functions requires an organisational culture which recognises the important role that Overview and Scrutiny plays and lays the foundations for it to succeed.

3. Executive and Overview and Scrutiny functions should maintain high standards of public accountability, transparency and respect. Relations between the Executive and Overview and Scrutiny should not be confrontational but be a positive and constructive collaboration in order to secure improved outcomes for the residents of the Borough.
4. Overview and Scrutiny Members will work together with the Executive in a bi-partisan environment and aim to adopt a non-adversarial but challenging approach in order to identify improvements and add value.

#### **Working Together**

5. In seeking agreement to this protocol, it is acknowledged that there are different rights and roles of both Overview and Scrutiny and Executive Members but that both are committed to developing an effective relationship. This will involve, but not be limited to:
  - Frequent and honest dialogue between Executive Members and Overview and Scrutiny Members;
  - Regular discussions regarding Executive and Overview and Scrutiny work programmes;

- Opportunities for Overview and Scrutiny involvement in pre-decision scrutiny and policy development and review;
- Maintaining effective formal and informal reporting structures;
- Respecting the confidential nature of any exempt/confidential discussions that may take place.

## **Work Programmes**

6. Generally, the Overview and Scrutiny Committees are able to scrutinise any issue which affects the Borough or its residents. At the start of each calendar year the Overview and Scrutiny Management Committee begins the process of developing work programmes for each of the Scrutiny Committees for the upcoming Municipal Year.
7. The Leader of the Council, Executive Members and the Corporate Leadership Team are consulted on potential issues to be included within the work programme. The final content of the work programmes is decided by the Overview and Scrutiny Management Committee. Additional items may be added to the work programmes during the year.
8. In determining items to be included in the work programmes, Overview and Scrutiny Members will apply the selection criteria set out in the Constitution as follows:
  - Items of local and, preferably, current concern;
  - Items linked to the Council's corporate objectives (e.g. Council Plan);
  - Items not being reviewed elsewhere;
  - Items capable of being influenced by the Committee;
  - Items of manageable scope: sufficient size to warrant a Scrutiny review;
  - Items which can be scrutinised within available resources.
9. Overview and Scrutiny Members will review the Executive Forward Programme and the Individual Executive Member Decision Forward Programme on a regular basis in order to identify potential items for review.
10. Biannual discussions will be held between the Chairman of the Overview and Scrutiny Management Committee, the Leader of the Council and the Group Leaders to ensure that there is clarity on the work programmes and that any matters arising are addressed. Similar discussions will be held with the Council's Chief Executive.

## **Scrutiny Process**

11. The Council's Constitution (Paragraph 6.1.5) sets out the process for carrying out the Scrutiny role. Overview and Scrutiny Committees may:
  - Question Members of the Executive and/or Committees and Officers of the Council about their decisions and/or performance;

- Make requests for information from external organisations and partners authorities;
  - Seek independent expert advice or appoint specialist advisers;
  - Appoint non-voting co-opted members as necessary;
  - Gather information informally by working individually or in small Task and Finish Groups.
12. Once a Scrutiny review topic has been agreed the relevant Executive Member and Director will be informed of the terms of reference. The Executive Member and Director will also be invited to attend the Committee meeting when the final review report is considered.
  13. When a Scrutiny review report is approved for submission to the Executive or Council, the relevant Executive Member and Director will be invited to submit comments on the report, including which recommendations they accept. For each recommendation accepted they will set out how and when it will be implemented. For each recommendation that is not accepted reasons will be given.
  14. The relevant Overview and Scrutiny Committee Chairman may attend the relevant meeting of the Executive to introduce the Scrutiny report.
  15. The Executive or Council will consider any Scrutiny review report within two months of receipt. Details of decisions made by the Executive or Council will be circulated to all members of the Council.

### **Access to Information**

16. In addition to their individual rights as Members, Overview and Scrutiny Members have additional rights to see documents relating to:
  - Any business that has been transacted at a public or private meeting of the Executive, or its Committees;
  - Any decision taken by an individual Member of the Executive or by an Officer in accordance with Executive arrangements.
17. Relevant documents must be provided within 10 days of a request from an Overview and Scrutiny Member. There is a limitation on such requests in relation to draft documents, exempt or confidential information (unless relevant to a Scrutiny review) and advice from a political adviser. If the Executive decides not to provide information requested it must provide reasons.

### **Call-In**

18. The Call-In process will be used in exceptional circumstances, where five non-Executive Members believe that a decision was not taken in line with the following principles:
  - Proportionality (action proportionate to the desired outcome);

- Due consultation and the taking of professional advice from Officers;
- Human rights will be respected and considered at an early stage in the decision-making process;
- A presumption in favour of openness;
- Clarity of aims and desired outcomes;
- For Executive decisions, details of options taken into account and the reasons for decisions will be recorded.

19. The relevant Overview and Scrutiny Committee cannot overturn the decision that has been called in. It may either concur with the decision (in which case it will take immediate effect) or refer it back to the Executive for further consideration, including any recommendations from Scrutiny Members.

### **Communication and Publicity**

20. It is important that the work of the Overview and Scrutiny Committees receives broad publicity in order to ensure that residents and community groups are able to engage with the process. Scrutiny support Officers will work with the Council's Communications Team to coordinate Calls for Evidence and Press Releases relating to the work of the Committees. Social media and the Council's website will be utilised whenever possible. Liaison will take place with Executive Members and Directors as necessary to ensure clear and consistent communications.

### **Monitoring and Review**

21. The Council's Monitoring Officer and Scrutiny Officer will monitor compliance with the protocol in liaison with Executive and Overview and Scrutiny Members and the Corporate Leadership Team. Any matters arising will be reported to Council through the Annual Overview and Scrutiny report.

<b>TITLE</b>	<b>Overview and Scrutiny Member Training</b>
<b>FOR CONSIDERATION BY</b>	Overview and Scrutiny Management Committee on 17 July 2019
<b>WARD</b>	None Specific;
<b>DIRECTOR</b>	Andrew Moulton, Assistant Director Governance

## **PURPOSE OF REPORT**

To consider feedback on the Overview and Scrutiny Member training session held on 26 June 2019 and to discuss options for future training sessions.

## **RECOMMENDATION**

That the Committee:

- 1) consider feedback on the recent Scrutiny Members training session;
- 2) discuss future Member training requirements and agree a list of priority training sessions to be delivered during 2019/20.

## **EXECUTIVE SUMMARY**

At its meeting on 19 June 2019 the Committee considered the Government's Statutory Guidance on Overview and Scrutiny. The guidance referred to the importance of Member training which should be provided to enable Members to carry out their Scrutiny roles effectively.

Members attended an Overview and Scrutiny induction training session on 26 June 2019. The training provided an introduction for new Members and a refresher for more experienced Members. A further training session on Budget Scrutiny will be held on 22 July 2019 as a precursor to Scrutiny of the WBC Budget, to be carried out by the Community and Corporate Overview and Scrutiny Committee.

The report gives details of further Scrutiny training opportunities and invites Members to consider training priorities for the remainder of the 2019/20 Municipal Year.

## **Background**

Overview and Scrutiny Committees play a key role in holding the Executive to account, reviewing issues of local importance, shaping policy and improving performance. In order to carry out these different roles effectively Scrutiny Members need to understand the context of their work and the powers they have to effect change.

Effective Scrutiny must be a whole council responsibility and not left to a few Members in scheduled meetings. It needs to be strong on prioritisation, develop strategic work programming and engage in evidence-based objective enquiry. It must have measurable impact on policy shaping, decision making, value and quality of Council services.

An important aspect of Member development involves their role, in Overview and Scrutiny, in ensuring that the Council's plans and priorities are delivered. Members also want Scrutiny to play a role in policy development, holding service leaders to account and reviewing issues of importance to local communities. To achieve this, Scrutiny Members need to develop a shared understanding on the role and capability of Scrutiny and to be strong on prioritisation, work programming and the quality of their Scrutiny activities in measuring performance and delivery.

Members attended an Overview and Scrutiny training session on 26 June 2019. The training provided an introduction for new Members and a refresher for more experienced Members. The training session covered the following range of issues:

- Giving Scrutiny Members an increased understanding of the role and potential impact of scrutiny of scrutiny and its role within the Council;
- Understanding how Scrutiny can have significant impact in supporting Council performance;
- Exploring how Scrutiny can better add value to policy-shaping, decision-making and service delivery in the future;
- Considering how Scrutiny sets its priorities to focus on 'big-ticket' and key strategic matters;
- Understanding core questioning skills and techniques essential in effective scrutiny.

Feedback on the training session was generally very positive. A further training session on Budget Scrutiny will be held on 22 July 2019 as a precursor to Scrutiny of the WBC Budget, to be carried out by the Community and Corporate Overview and Scrutiny Committee. The Budget Scrutiny session will be open to all Members.

In addition to the training sessions referred to above, there are a range of additional sessions which could be delivered to support and develop Members' Scrutiny knowledge and skills. Examples of additional training modules delivered by the Centre for Public Scrutiny include:

- Chairing skills and Scrutiny leadership – covering team building, understanding the role and purpose of Scrutiny, focusing on outcomes and questioning skills;

- Performance management – understanding different performance management systems and the ways in which Scrutiny can use performance information and data to influence its work;
- Children’s safeguarding and Scrutiny – understanding the relevant legislation, roles and functions and learning lessons from key inspection reports and inquiries;
- Scrutiny of Adult Social Care – understanding the changing cost, demography and risk issues and the importance of working with health providers and partners in the care and voluntary sector;
- Health Scrutiny – understanding the changing relationship between Councils and the NHS, integration of health and social care and the role of Scrutiny in providing democratic challenge and accountability;
- Effective questioning skills – how to plan and prepare, un-pack issues and select the correct questioning techniques;
- Scrutinising Partner/Commercial Organisations – understanding the partnership landscape and complexities around Scrutiny of commercial/arm’s length ventures.

The Local Government Association also runs Member training courses including a two day residential course on Effective Scrutiny. Potential training modules can be tailored to suit the specific needs of Members and can be combined with more hands on support as necessary. Initially, the cost of additional training for Members can be met from the corporate training budget. Longer term requirements should be considered as part of a wider discussion on resourcing and support for Overview and Scrutiny.

#### **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)	£900 per session	Yes	Revenue
Next Financial Year (Year 2)	£900 per session	Yes	Revenue
Following Financial Year (Year 3)	£900 per session	Yes	Revenue

#### **Other Financial Information**

Member training sessions cost around £900. Additional training events could initially be funded from the corporate training budget.

#### **List of Background Papers**

None

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<b>Date:</b> 8 July 2019	<b>Version No.:</b> 1

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<b>TITLE</b>	<b>Managing the Scrutiny Workload</b>
<b>FOR CONSIDERATION BY</b>	Overview and Scrutiny Management Committee on 17 July 2019
<b>WARD</b>	None Specific
<b>DIRECTOR</b>	Andrew Moulton, Assistant Director, Governance

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

Developing an efficient and effective Overview and Scrutiny function which can hold the Executive to account and ensure that residents' concerns and priorities are addressed.

## **RECOMMENDATION**

That the Committee:

- 1) considers the options in the report to manage the Overview and Scrutiny workload for 2019/20;
- 2) receive a further report at the next meeting, if necessary, with detailed proposals including any implications for political balance arrangements.

## **SUMMARY OF REPORT**

Between 2013 and 2015, the Council's Scrutiny function comprised the Management Committee and four Overview and Scrutiny Committees, viz:

- Children's Services Overview and Scrutiny Committee
- Community Partnerships Overview and Scrutiny Committee
- Corporate Services Overview and Scrutiny Committee
- Health Overview and Scrutiny Committee

In 2015, after a review of Committee workloads, the Management Committee recommended to Council that the Community Partnerships and Corporate Services Overview and Scrutiny Committees be merged to form the current Community and Corporate Overview and Scrutiny Committee.

At the Management Committee meeting on 19 June 2019, Members considered the current workloads of the Overview and Scrutiny Committees and noted that a number of significant issues would be considered over the coming year. These included the major Scrutiny review of the Council's Budget process and the potential declaration of a Climate Emergency.

In order to manage the Scrutiny workloads effectively Members requested a report setting out potential options for addressing the additional workload in 2019/20 and future years.

## Background

The present Overview and Scrutiny Committee structure of an overarching Overview and Scrutiny Management Committee and three Overview and Scrutiny Committees, (Children's Services, Community and Corporate Services and Health) was agreed by the Council in July 2015.

Between 2013 and 2015 the Scrutiny structure had comprised the Overview and Scrutiny Management Committee and four Overview and Scrutiny Committees: Children's Services, Community Partnerships, Corporate Services and Health. In 2015, the remit of the Community Partnerships and Corporate Services Committees was merged into one.

The situation in 2019 is that a number of major Scrutiny issues have arisen which will put the existing structure under pressure. These include the detailed Scrutiny review of the Council's Budget and the implications of a potential Climate Emergency declaration which will impact on every public service across the Borough.

The Management Committee is able, under its Terms of Reference, to propose amendments to the composition and Terms of Reference of Overview and Scrutiny Committees to the Council on the basis of political proportionality, (Para 6.1.4(a) of the Council's Constitution).

Chapter 1.1.4 of the Council's Constitution also states that the Monitoring Officer will monitor and review the operation of the Constitution to ensure that its aims and principles are given full effect.

## Analysis of Issues

In light of the Overview and Scrutiny workload issues, highlighted above, there appear to be three options to address the current situation.

**Option 1** – establish an additional Overview and Scrutiny Committee. This may be achieved by splitting the Community and Corporate Overview and Scrutiny Committee back into its constituent parts, i.e. reverting back to a Community Partnerships and a Corporate Services Overview and Scrutiny Committee.

The current 2019/20 Overview and Scrutiny Committee work programmes are appended to the report. As an example, the workload of the Community and Corporate Overview and Scrutiny Committee has been divided into two sections to give an indication of the responsibilities and workload of two Committees rather than one.

**Option 2** – maintain the current Overview and Scrutiny structure and set up more time-limited Task and Finish Groups to tackle specific issues. A report, elsewhere on the Agenda, gives an example of a Task and Finish Group which could be established to look at the issues relating to the adoption of roads and open spaces following the completion of new housing development.

**Option 3** – maintain the current Overview and Scrutiny structure and rigorously review the work programmes to ensure that the Committees focus on a smaller number of key priorities during the year and in future years.

### Analysis of Issues

Establishing another Overview and Scrutiny Committee would require additional resourcing in terms of additional meetings, research, report writing, etc. Members will recall the discussion relating to the Government’s Statutory Guidance on Overview and Scrutiny in relation to resourcing. The guidance stated that: “ultimately it is up to each authority to decide on the resource it provides, but every authority should recognise that creating and sustaining an effective Scrutiny function requires them to allocate resources to it”.

Other implications relating to setting up another Committee include:

- further work on adjusting the political balance arrangements across all Committees;
- reference to the Constitution Review Working Group in relation to updating the Council’s Constitution;
- additional costs relating to the Chairman’s annual Special Responsibility Allowance (£2.5k) and the costs of arranging and servicing additional meetings.

### 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)	£2,500	No	Revenue
Next Financial Year (Year 2)	£2,500	No	Revenue
Following Financial Year (Year 3)	£2,500	No	Revenue

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

The Chairmen of the Overview and Scrutiny Committees receive a Special Responsibility Allowance of £2,500 per annum. There would also be additional costs in printing Agenda, Member expenses, staffing, etc. These costs would be absorbed within existing budgets.

#### Reasons for considering the report in Part 2

None

#### List of Background Papers

Council’s Constitution - Section 6

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<b>Date</b> 8 July 2019	<b>Version No.</b> 1

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## OVERVIEW AND SCRUTINY WORK PROGRAMMES 2019/20

### 1. Overview and Scrutiny Management Committee

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 future priorities and monitor performance against key targets
3.	Scrutinising the development of the new Borough Plan together with the underpinning priorities and the Quarterly Performance Management Report
4.	Reviewing implementation of the Council's 21 <sup>st</sup> Century Council programme and the successor Continuous Improvement Programme
5.	Scrutinising the implications of Climate Emergency for the Borough and the Council's proposed Action Plan for a net-zero carbon Borough
6.	Scrutinising the impact of Brexit on the Borough
7.	Reviewing progress of the council's Grounds Maintenance service following the Committee's Scrutiny review in 2018
8.	Reviewing the Government's updated Statutory Guidance on the operation of Overview and Scrutiny and considering the implications for WBC
9.	Scrutinising the Council's Economic Development Strategy and the impact of the Thames Valley Berkshire Local Enterprise Partnership
10.	Scrutinising the Council's approach to public consultation and compliance with its statutory duties under the Equality Act 2010
11.	Approving the annual Overview and Scrutiny report to Council
12.	Undertaking Call-In reviews of Executive decisions
13.	Appointing Task and Finish Groups as appropriate
14.	Reviewing the effectiveness of the Overview and Scrutiny function and the underpinning support and training provided for Officers and Members

## 2. Children's Services Overview and Scrutiny Committee

1.	Monitoring the effective delivery of safeguarding services, including social worker recruitment, retention and training
2.	Reviewing services that contribute to the achievement of the Council's Vision and priorities for children and young people
3.	Reviewing progress in relation to narrowing the gap in educational attainment for children from disadvantaged backgrounds
4.	Reviewing key Children's Services performance indicators and major projects
5.	Reviewing school performance indicators and Ofsted reports
6.	Scrutinising the performance of any schools causing concern
7.	Reviewing the allocation of school places across the Borough
8.	Monitoring the impact of the 21 <sup>st</sup> Century Council change programme and the successor Continuous Improvement Programme on Children's Services
9.	Scrutinising progress of key strategic initiatives such as the Multi Agency Safeguarding Hub (MASH)
10.	Considering the annual report of the Corporate Parenting Board
11.	Reviewing the Education Vision Strategy
12.	Reviewing the Strategy for children with special educational needs and disabilities
13.	Input into new policies through pre-decision scrutiny of draft proposals relating to Children's Services
14.	Call-In of Executive decisions relating to Children's Services
15.	Appointing Task and Finish Groups as appropriate

### 3. Community and Corporate Overview and Scrutiny Committee

1.	Reviewing the work of the Community Safety Partnership, the effectiveness of local policing and fire and rescue services
2.	Exercising the Council's flood risk management responsibilities by monitoring flood risk activities and partnership working with Towns and Parishes
3.	Scrutinising the delivery of the Strategic Development Locations (SDLs) and progress relating to the Local Plan Update and the Five Year Land Supply
4.	Reviewing the Assets Review Programme and the operation of the Council's Property Portfolio Investment Fund
5.	Reviewing the effectiveness of the Council's partnerships with Town and Parish Councils and the voluntary sector
6.	Scrutinising the Voluntary Sector Commissioning Strategy
7.	Scrutinising burial capacity across the Borough and the Council's plans to ensure adequate future capacity
8.	Scrutinising the Council's Localities service and measures to develop closer working relationships with Town and Parish Councils
9.	Scrutinising the Council's Budget development process and the emerging Budget for 2020/21
10.	Scrutinising the Wokingham Town Centre Regeneration Programme, including the Safety and Financial Audits relating to the Market Place highways project
11.	Scrutinising service and policy developments relating to the Council's public facing services and its in-house support services
12.	Reviewing highways and transport issues including highways contracts, customer service, car parking, Bus Strategy and cycling infrastructure
13.	Reviewing the Business Case supporting the development of the Coppid Beech Park and Ride site
14.	Scrutinising the implementation and impact of Civil Parking Enforcement across the Borough
15.	Scrutinising the Council's Housing Services to ensure that the needs of local residents and communities are being met
16.	Scrutinising the operation and performance of the Council-owned companies and shared service arrangements

#### 4. Health Overview and Scrutiny Committee

1.	Monitoring health and social care outcomes and the performance of the local NHS Foundation Trusts
2.	Reviewing progress on the integration of health and social care services
3.	Monitoring progress relating to the development of community hubs
4.	Considering reports and updates from Wokingham Healthwatch
5.	Reviewing the provision of community mental health services
6.	Considering updates on the work of the Wokingham Clinical Commissioning Group (CCG)
7.	Reviewing access to primary care services within the Strategic Development Locations
8.	Joining West Berkshire, Reading, Oxfordshire and Buckinghamshire Councils in joint scrutiny of the Buckinghamshire, Oxfordshire and Berkshire West Sustainability and Transformation Plan
9.	Call-In of Executive decisions relating to adult social care
10.	Input into new policies through pre-decision scrutiny of draft proposals relating to adult social care
11.	Appointing Task and Finish Groups as appropriate

# 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 - July to October 2019

Updated 09 July 2019

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
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41 Executive Meeting 25 July 2019						
WBC1046	<b>Shareholders' Report</b> Purpose: To consider various items related to the business of the council owned companies, including their trading position	Executive		Deputy Chief Executive - Graham Ebers/ Kajal Patel	Executive Member for Finance and Housing - John Kaiser	N/A
WBC1053	<b>Health and Safety Annual Report 2018/19</b> Purpose: To consider the Council's health and safety performance during 2018/19 and agree the health and safety priorities for 2019/20	Executive	The Annual Health and Safety Report 2018-19	Deputy Chief Executive - Graham Ebers/ Veronica Glenister	Executive Member for Finance and Housing - John Kaiser	N/A
WBC1055	<b>Award of Street Cleansing Contract to Volker Highways</b> Purpose: To approve the variation of the Street Cleansing Contract to Volker Highways from 1 April 2020	Executive	Reports - Part 1, Part 2 and Appendices	Director of Locality and Customer Services - Sarah Hollamby/ Peter Baveystock	Executive Member for Environment and Leisure - Parry Bath	N/A Yes - it is likely that part of the report will be considered at a private meeting of the Executive. This is because it is likely that the report will contain information which is

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
						commercially sensitive and relates to the financial and business affairs of a person
WBC1056	<b>Transport for the South East Proposal to Government Consultation</b> Purpose: To agree a response to the Transport for the South East (TfSE) who are consulting on the exact terms of a proposal to Government requesting statutory status for TfSE	Executive		Director of Locality and Customer Services - Sarah Hollamby/ Robert Curtis	Executive Member for Highways and Transport - Pauline Jorgensen	N/A
42 WBC1076	<b>Treasury Management - Outturn report</b> Purpose: To consider the Treasury Management Outturn report and recommend it to Council for approval	Executive		Deputy Chief Executive - Graham Ebers/ Martin Jones	Deputy Leader of the Council - John Kaiser	N/A
WBC1077	<b>Capital Monitoring 2019/20 - end of June 2019</b> Purpose: To consider the 2019/20 Capital Monitoring Report to the end of June 2019	Executive	See attached Appendix A, Capital Monitoring Summary Report to June 2019	Deputy Chief Executive - Graham Ebers/ James Sandford	Executive Member for Finance and Housing - John Kaiser	N/A
WBC1078	<b>Revenue Budget Monitoring Report FY2019/20 - Quarter 1</b> Purpose: To inform Executive of the revenue budget expenditure to date, the forecast outturn position and estimate of balances as at 30 June 2019	Executive		Deputy Chief Executive - Graham Ebers/ Mark Thompson	Executive Member for Finance and Housing - John Kaiser	N/A
WBC1079	<b>Compulsory Purchase Order</b>	Executive		Deputy Chief	Executive Member	N/A

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
	Purpose: To consider the making of a CPO to achieve the regeneration of Wokingham Town Centre			Executive - Graham Ebers/ Damon Emes	for Regeneration - Charlotte Haitham Taylor	Yes - it is likely that part of the report will be considered at a private meeting of the Executive. This is because it is likely that the report will contain information which is commercially sensitive and relates to the financial and business affairs of a person
WBC1080 43	<b>Polehampton Community Facility / Twyford Library</b> Purpose: For an 'in principle' decision to support the creation of a community hub in Twyford	Executive		Director of Locality and Customer Services - Sarah Hollamby/ Mark Redfearn	.Leader of the Council - John Halsall	N/A
<b>The Executive will not be holding a meeting in August therefore there are no items programmed for this month</b>						
<b>Executive Meeting 26 September 2019</b>						
WBC1047	<b>Shareholders' Report</b> Purpose: To consider various items related to the business of the council owned companies, including their trading position	Executive		Deputy Chief Executive - Graham Ebers/ Kajal Patel	Executive Member for Finance and Housing - John Kaiser	N/A
WBC1052	<b>Voluntary Sector Commissioning Strategy</b> Purpose: To consider a proposal to commission prevention services for vulnerable adults and children	Executive	Business case for procurement of services that support vulnerable adults and children within the community	Deputy Chief Executive - Graham Ebers/ Jenny Lamprell	Executive Member for Health, Wellbeing and Adult Services - Charles Margetts	N/A This item was deferred from the July meeting in order that further consultation on the Strategy could be undertaken
WBC1022	<b>The Wokingham Borough 0 to 25 Special Education Needs and Disability (SEND) Strategy 2017 to 2019</b>	Executive	The report and the strategy	Director of Children's Services - Carol Cammiss/ UllaKarin Clark	Executive Member for Children's Services - UllaKarin Clark	N/A This item was deferred from July in order that further consultation can take place

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
	Purpose: 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 Meeting 31 October 2019

44	WBC1045 <b>Council Plan 2019/20 - 2024/25</b> Purpose: To consider the Wokingham Borough Council strategic plan which sets out the agreed vision, priorities and key actions to be delivered, in partnership, over the next five years to achieve improved outcomes for residents of Wokingham borough.	Executive		Deputy Chief Executive - Graham Ebers/ Paul Ohsan Ellis, Louise Griffin	.Leader of the Council - John Halsall	N/A This report was deferred from the June meeting in order to enable further engagement to take place with Members and staff
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### EXECUTIVE FORWARD PROGRAMME CHANGES MADE TO PREVIOUSLY PUBLISHED VERSIONS

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

John Halsall	Leader of Council
John Kaiser	Deputy Leader of the Council and Executive Member for Finance and Housing.
Stuart Munro	Business, Economic Development
UllaKarin Clark	Children's Services
Gregor Murray	Climate Emergency
Parry Bath	Environment and Leisure
Charles Margetts	Health, Wellbeing and Adult Services
Pauline Jorgensen	Highways and Transport
Wayne Smith	Planning and Enforcement
Charlotte Haitham Taylor	Regeneration

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
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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 6053 or by emailing [democratic.services@wokingham.gov.uk](mailto:democratic.services@wokingham.gov.uk)

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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 - July 2019**

Updated 09 July 2019

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 2019/19	<p><b>Wokingham Borough Council response to Arborfield and Barkham Draft Neighbourhood Plan Consultation</b></p> <p><b>Purpose:</b> To agree Wokingham Borough Council's formal response to the Arborfield and Barkham Draft Neighbourhood Plan Consultation.</p> <p><b>Date 2 Aug 2019</b> <b>Meeting Room and Time FF14 2 August 2019 - 12.30pm</b></p>	Executive Member for Planning and Enforcement - Wayne Smith		Director of Locality and Customer Services - Sarah Hollamby, Deputy Chief Executive - Graham Ebers/ James McCabe	N/A

**Members of the Executive:-**

John Halsall  
John Kaiser  
Stuart Munro  
UllaKarin Clark  
Gregor Murray  
Parry Batth  
Charles Margetts  
Pauline Jorgensen  
Wayne Smith  
Charlotte Haitham Taylor

Leader of Council  
Deputy Leader of the Council and Executive Member for Finance and Housing.  
Business, Economic Development  
Children's Services  
Climate Emergency  
Environment and Leisure  
Health, Wellbeing and Adult Services  
Highways and Transport  
Planning and Enforcement  
Regeneration

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Note:

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## **DRAFT WORK PROGRAMMES 2019/20**

**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
50	<b>Climate Emergency</b>	To discuss progress on the development of the Council's Climate Emergency response with the Executive Member	Response to Council Motion	Neil Carr
	<b>Equality Act 2010</b>	To consider the annual report on the Council's response to its duties under the Equality Act	Work Programme	Neil Carr
	<b>Proposed KPIs for 2019/20</b>	To consider the proposed Key Performance Indicators for 2019/20. Also, Children's Services to attend to discuss Red indicators	Work Programme/ Committee request	Louise Griffin
	<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>16 October 2019</b>	<b>Council Plan</b>	To consider the new Council Plan	Work Programme	Laura Callan
	<b>Grass Cutting – Review of the 2019 programme</b>	To consider an update on the 2019 grass cutting service following the Scrutiny review in 2018	Work Programme	Peter Baveystock
	<b>Update on the Collection of Food Waste</b>	To consider a six-month update on the collection of food waste which commenced in April 2019	Work Programme	Peter Baveystock
	<b>Street Cleansing Update</b>	To consider an update on the new arrangements for street cleansing	Work Programme	Peter Baveystock
	<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>27 November 2019</b>	<b>Half Year Review of O&amp;S Work Programmes</b>	To consider progress against the O&S work programmes, implementation of agreed Scrutiny recommendations and the impact/effectiveness of O&S	Work Programme	Neil Carr
	<b>Discussion with CEX and Leader of the Council</b>	To consider progress in 2019/20 and future priorities	Work Programme	Neil Carr
	<b>Continuous Improvement Programme</b>	To consider an update on progress relating to the Council's Continuous Improvement Programme	Work Programme	Graham Ebers
	<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 2019/ 2020 WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
17 September 2019	<b>Children's Services Performance Indicators</b>	To receive an update and monitor Children's Services performance measured by local indicators	Standing item	Children's Services / Carol Cammiss
	<b>Schools Performance Indicators and Ofsted Reports</b>	To receive information on schools' performance and to review recent Ofsted reports. The report will include primary exams results.	Standing item	Children's Services/ Jim Leivers
	<b>Adult Education 2020-2023 (TBC)</b>	To receive information on the provision of adult education in the Borough	To comment and make suggestions	Children's Services/ Jim Leivers
	<b>Continuous Improvement Plan Update</b>	To receive an update on the service's continuous improvement plan	Update report	Children's Services/ Carol Cammiss
	<b>Ofsted Inspection Outcomes and Action Plan</b>	To receive a report giving feedback on the recent Ofsted inspection and the action plan.	To review the Ofsted findings	Children's Services/ Carol Cammiss
	<b>SEND Strategy and Action Plan</b>	To review the revised SEND Strategy and the action plan	To comment and make suggestions	Children's Services/ Jim Leivers
	<b>CSO&amp;S Forward Plan</b>	To consider the forward programme of the Committee	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> <li>To receive and update about Northern House School</li> </ul>	Standing item	Children's Services / Jim Leivers
<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
<b>19 November 2019</b>	<b>Children's Services Performance Indicators</b>	To receive an update and monitor Children's Services performance measured by local indicators	Standing item	Children's Services / Carol Cammiss
	<b>Schools 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> <li>To consider the GCSE and A-Level results</li> </ul>	Standing item	Children's Services / Jim Leivers
	<b>JSNA Update</b>	To receive the Joint Strategic Needs Assessment update report	To review and make comments.	Children's Services/ Carol Cammiss
	<b>Youth Offending Service</b>	To receive an update on the Youth Offending Service, including preventative services and early help.	Monitoring report	Children's Services/ Carol Cammiss
	<b>CSO&amp;S Forward Plan</b>	To consider the forward programme of the Committee	Standing item	Democratic Services / Luciane Bowker
	<b>Schools Causing Concern – Part 2</b>	To receive information about any school(s) causing concern	Standing item	Children's Services / Jim Leivers

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
<b>21 January 2020</b>	<b>Children's Services Performance Indicators</b>	To receive an update and monitor Children's Services performance measured by local indicators	Standing item	Children's Services / Carol Cammiss
	<b>School Performance Indicators and Ofsted Reports</b>	To receive information on schools' performance, and to review recent Ofsted Reports.	Standing item	Children's Services / Jim Leivers
	<b>Children's Social and Leisure Activities and Sport Take Up in the Borough</b>	To receive information about the take up of sports and leisure activities by children in the Borough.	Monitoring report	Locality and Customer Services
	<b>CSO&amp;S Forward Plan</b>	To consider the forward programme of the Committee	Standing item	Democratic Services / Luciane Bowker
	<b>Schools Causing Concern – Part 2</b>	To receive information about any school(s) causing concern	Standing item	Children's Services / Jim Leivers
<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
<b>17 March 2020</b>	<b>Children's Services Performance Indicators</b>	To receive an update and monitor Children's Services performance measured by local indicators	Standing item	Children's Services / Carol Cammiss

	<b>School Performance Indicators and Ofsted Reports</b>	To receive information on schools' performance, and to review recent Ofsted Reports	Standing item	Children's Services / Jim Leivers
	<b>Permanent/Fixed Term Exclusions and Part Time Tables</b>	To receive a report outlining the current situation.	To receive and update make recommendations.	Children's Services/ Carol Cammiss
	<b>CSO&amp;S Forward Programme</b>	To consider the forward programme of the Committee	Standing item	Democratic Services / Luciane Bowker
	<b>Schools Causing Concern – Part 2</b>	To receive information about any school(s) causing concern	Standing item	Children's Services / Jim Leivers

Items for which the date is to be confirmed:

- Young Carers
- Children and Young People's Mental health

## COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
2 September 2019	<b>Civil Parking Enforcement</b>	To update the Committee on the civil parking enforcement within the Borough.	Work Programme	Geoff Hislop/Clare Lawrence
	<b>Bus Strategy</b>	To consider the current bus strategy within the Borough	Committee Request/Work Programme	Clare Lawrence
	<b>Work Programme</b>	To consider the work programme for the Committee for 2019/20	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>24 September 2019 (Extraordinary)</b>	<b>Budget Scrutiny</b>	To scrutinise the Council's Budget setting process and the draft Budget for 2020/21	Work Programme	Bob Watson/Graham Ebers
	<b>Work Programme</b>	To consider the work programme for the Committee for 2019/20	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>30 October 2019 (Extraordinary)</b>	<b>Budget Scrutiny</b>	To scrutinise the Council's Budget setting process and the draft Budget for 2020/21	Work Programme	Bob Watson/Graham Ebers
	<b>Flood Risk Management</b>	To consider an update on the Council's plans and partnership working with local stakeholders	Work Programme	Francesca Hobson
	<b>Work Programme</b>	To consider the work programme for the Committee for 2019/20	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
<b>25 November 2019</b>	<b>Budget Scrutiny</b>	To scrutinise the Council's Budget setting process and the draft Budget for 2020/21	Work Programme	Bob Watson/Graham Ebers
	<b>Work Programme</b>	To consider the work programme for the Committee for 2019/20	Standing Item	Democratic Services

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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
<b>4 December 2019 (Potential Extraordinary meeting)</b>	<b>Borough Design Guide</b>	To receive an update on the development of the new Borough Design Guide.	Committee Request	Clare Lawrence
	<b>Review of Burial Ground Capacity</b>	To review the capacity of burial grounds within the Borough	Work Programme	Peter Baveystock
	<b>Work Programme</b>	To consider the work programme for the Committee for 2019/20	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
<b>6 January 2019</b> (Date potentially moved from 13 <sup>th</sup> January)	<b>Budget Scrutiny</b>	To scrutinise the Council's Budget setting process and the draft Budget for 2020/21	Work Programme	Bob Watson/Graham Ebers
	<b>Work Programme</b>	To consider the work programme for the Committee for 2019/20	Standing Item	Democratic Services

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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
<b>13 January 2019</b> (TBC)	<b>Work Programme</b>	To consider the work programme for the Committee for 2019/20	Standing Item	Democratic Services

## HEALTH OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
15 July 2019	Reducing loneliness and social isolation	Update	To understand the work being undertaken to reduce social isolation and loneliness	
	Health Consultation Report	Challenge item	Challenge item	Democratic Services
	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough

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DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
4 September 2019	Health Consultation Report	Challenge item	Challenge item	Democratic Services
	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough

<b>DATE OF MEETING</b>	<b>ITEMS</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
<b>20 November 2019</b>	<b>Health Consultation Report</b>	Challenge item	Challenge item	Democratic Services
	<b>Healthwatch update</b>	Challenge item	Challenge item	Healthwatch Wokingham Borough

<b>DATE OF MEETING</b>	<b>ITEMS</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>RESPONSIBLE OFFICER / CONTACT OFFICER</b>
<b>20 January 2020</b>	<b>Health Consultation Report</b>	Challenge item	Challenge item	Democratic Services
	<b>Healthwatch update</b>	Challenge item	Challenge item	Healthwatch Wokingham Borough

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
4 March 2020	Health Consultation Report	Challenge item	Challenge item	Democratic Services
	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough

**Currently unscheduled topics:**

- Draft Quality Accounts (April 2020)
  - Berkshire Healthcare NHS Foundation Trust
  - Royal Berkshire Hospital NHS Foundation Trust
  - South Central Ambulance NHS Foundation Trust
- Update on work of Clinical Commissioning Group
- Discharge of patients from hospital and Better Care Fund

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