



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE** will be held virtually on **WEDNESDAY 2 SEPTEMBER 2020 AT 7.00 PM**

A handwritten signature in black ink, appearing to read 'Susan Parsonage'.

Susan Parsonage
Chief Executive
Published on 24 August 2020

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.

Note: The Council has made arrangements under the Coronavirus Act 2020 to hold this meeting virtually via Microsoft Teams. The meeting can be watched live using the following link: <https://youtu.be/p-HRA7csZ2s>

This meeting may be filmed for inclusion on the Council’s website.

Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council’s control.



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, learn, work and grow and a great place to do business

Enriching Lives

- Champion outstanding education and enable our children and young people to achieve their full potential, regardless of their background.
- Support our residents to lead happy, healthy lives and provide access to good leisure facilities to complement an active lifestyle.
- Engage and involve our communities through arts and culture and create a sense of identity which people feel part of.
- Support growth in our local economy and help to build business.

Safe, Strong, Communities

- Protect and safeguard our children, young and vulnerable people.
- Offer quality care and support, at the right time, to prevent the need for long term care.
- Nurture communities and help them to thrive.
- Ensure our borough and communities remain safe for all.

A Clean and Green Borough

- Do all we can to become carbon neutral and sustainable for the future.
- Protect our borough, keep it clean and enhance our green areas.
- Reduce our waste, improve biodiversity and increase recycling.
- Connect our parks and open spaces with green cycleways.

Right Homes, Right Places

- Offer quality, affordable, sustainable homes fit for the future.
- Build our fair share of housing with the right infrastructure to support and enable our borough to grow.
- Protect our unique places and preserve our natural environment.
- Help with your housing needs and support people to live independently in their own homes.

Keeping the Borough Moving

- Maintain and improve our roads, footpaths and cycleways.
- Tackle traffic congestion, minimise delays and disruptions.
- Enable safe and sustainable travel around the borough with good transport infrastructure.
- Promote healthy alternative travel options and support our partners to offer affordable, accessible public transport with good network links.

Changing the Way We Work for You

- Be relentlessly customer focussed.
- Work with our partners to provide efficient, effective, joined up services which are focussed around you.
- Communicate better with you, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.
- Drive innovative digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.

MEMBERSHIP OF THE COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

Councillors

Guy Grandison (Chairman)	Oliver Whittle (Vice-Chairman)	Keith Baker
Shirley Boyt	Paul Fishwick	Graham Howe
Clive Jones	Abdul Loyes	

Substitutes

Andy Croy	Carl Doran	Pauline Helliar-Symons
Emma Hobbs	Rachelle Shepherd-DuBey	Caroline Smith

ITEM NO.	WARD	SUBJECT	PAGE NO.
20.		APOLOGIES To receive any apologies for absence.	
21.		MINUTES OF PREVIOUS MEETINGS To confirm the Minutes of the meeting held on 22 June 2020 and the Minutes of the extraordinary meeting held on 27 July 2020.	5 - 18
22.		DECLARATION OF INTEREST To receive any declarations of interest.	
23.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of this committee. Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
24.		MEMBER QUESTION TIME To answer any member questions.	
25.	None Specific	WOKINGHAM HIGHWAY MAINTENANCE To consider an update on Wokingham's highways maintenance strategy.	19 - 24

26. None Specific **VIRTUAL MEETING REVIEW** **25 - 30**
To consider a report regarding virtual meeting implementation for Council meetings and the next steps for potential hybridised meetings

27. **WORK PROGRAMME** **31 - 36**
To consider the work programme for 2020/21, including the suggested scheduling of items for future meetings

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

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MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE HELD ON 22 JUNE 2020 FROM 7.00 PM TO 9.25 PM

Committee Members Present

Councillors: Guy Grandison (Chairman), Oliver Whittle (Vice-Chairman), Keith Baker, Shirley Boyt, Paul Fishwick, Graham Howe, Clive Jones and Abdul Loyes

Officers Present

Callum Wernham (Democratic and Electoral Services Specialist), Nigel Bailey (Interim Assistant Director – Housing & Place Commissioning), Narinder Brar (Community Safety Partnership Manager) and Neil Carr (Democratic & Electoral Services Specialist)

5. APOLOGIES

There were no apologies for absence.

6. MINUTES OF PREVIOUS MEETINGS

The Minutes of the meeting of the Committee held on 6 January 2020, and the Minutes of the Extraordinary meeting held on 16 June 2020 were confirmed as a correct record and would be signed by the Chairman at a later date.

Clive Jones queried whether there had been any update to the football foundation grant for Cantley Park. Officers would seek clarification regarding this from the relevant Director.

Clive Jones queried whether there had been a good turnout to the Member survey relating to the initial development of the Borough Design Guide. Nigel Bailey, Interim Assistant Director - Housing & Place Commissioning, confirmed that there had been a low Member response to this initial survey. It was agreed that the survey be re-sent to Members to gather initial opinions.

7. DECLARATION OF INTEREST

There were no declarations of interest.

8. PUBLIC QUESTION TIME

There were no public questions.

9. MEMBER QUESTION TIME

There were no Member questions.

10. COMMUNITY SAFETY PARTNERSHIP UPDATE

The Committee received and reviewed a report, set out in agenda pages 15-52, which gave an annual update on the work of the Community Safety Partnership (CSP).

Narinder Brar, CSP Manager, noted a number of highlights contained within the agenda report. The CSP had worked throughout the year with its members to manage crime and disorder within the Borough. Partnership working included the police, fire and probation services, whom were working cohesively to review the next steps of the partnership work plan. 2019 had seen a new Chair of the CSP, Superintendent Felicity Parker, begin work alongside a recently appointed and experienced permanent CSP manager.

A variety of recorded crimes had seen decreases including residential burglary and antisocial behaviour, whilst drug possession and vehicle related crime had seen increases

within the Borough. The CSP's 4th domestic homicide review was currently being undertaken. These reviews were an instrument to investigate any serious fatalities within the Borough, and it was hoped that this specific review was to include in the summer of 2020. A successful anti-drug operation, Operation Oedipus, had been undertaken to deploy surveillance teams within the Borough. Various quantities of drugs had been seized within the locality as a direct result of this operation.

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

- Was the 'Kicks' project happening throughout the Borough? Officer response – The 'Kicks' project had been implemented in different locations around the Borough, including within schools on a weekly basis. Sessions were open to all and free of charge whilst being run by qualified coaches. The sessions were designed to offer wider engagement with young people about issues such as drugs, antisocial behaviour and exploitation. Officers would provide Members with details regarding the locations on offer within the Borough for children to participate in sessions;
- How was the 'Kicks' scheme funded, what were the plans for the scheme, and how was success measured? Officer response – The scheme was funded threefold by Tenant Services, the CSP and by the Sports & Leisure team. Funding was secured until 31 March 2021, and currently an online football gaming programme had been set up to comply with government guidelines on social distancing. Success was measured by a variety of KPIs which the 'Kicks' team were required to report back on periodically;
- How had the virtual 'Kicks' programme been received? Officer response – This programme was in its early stages, and safeguarding procedures regarding connecting with children in an online environment had only just been put in place. Officers would report back on the success of this programme;
- What were the underlying reasons for the increase in numbers of domestic abuse reports? Officer response - Domestic abuse could be a hidden crime, and on average a victim would be subject to around 35 offences before seeking support. This increase in reporting was seen as a positive as it was showing that more people had confidence to seek help and trust in the support network that was available. This trend was being seen on a national scale;
- How many children were on the EMRAC radar? Officer response – These figures could be provided to Members outside of the Committee;
- What were the underlying reasons behind the increase in reported drug related offences and vehicle thefts? Officer response – These increases were mainly based on an increased focus on policing activity whereby there had been more of a police emphasis on these areas within the locality. In addition, as Loddon Valley Police Centre was located within the locality, if any offender turned up in possession of drugs it was recorded as a drug offence. Regarding the vehicle thefts, as Wokingham was an affluent Borough with a high level of car ownership, offenders were travelling into the Borough to target specific high performance vehicles;
- As domestic abuse cases could see a rise as children returned back to school, was the CSP ready to work with partners to support victims? Officer response – The CSP

had weekly meetings with Berkshire Women's Aid, Thames Valley Police and two neighbouring Borough Officials. This enabled the CSP to closely monitor the local situation, and there was a stable picture at present. Capacity had been increased across the partnership to enable a swift response to any increases in demand. Information regarding help and support regarding domestic abuse had been placed with food parcels;

- Was the CSP seeking out best practice when working with Berkshire Women's Aid? Officer response – Yes, the CSP worked with partners Thames Valley wide and were in regular contact. The CSP also looked for different approaches on a national level, and were actively looking for innovative ways to improve service provision;
- Would the domestic homicide report be circulated once complete? Officer response – Yes, the CSP has a duty to publish the findings of these reports;
- Was there any provisional date for the 'Only fools carry knives' event? Officer response – Not currently, however once a provisional date had been agreed this would be circulated;
- Would the localities team have a greater presence at neighbourhood action groups in the future? Officer response – Yes, there was a greater focus on neighbourhood working and the localities team would have a better attendance in the future;
- Was there a breakdown of where targeted religious offences had taken place? Officer response – Not currently, Officers would try to provide a more detailed breakdown;
- Was additional police presence in the town centres being considered to combat antisocial behaviour? Officer response – Town centres were hotspots for antisocial behaviour, and there were town centre policing teams who were being as visible as possible. Partnerships with businesses and licensed premises' were important to increase engagement with the community and to educate these businesses on how to report instances of antisocial behaviour;
- How were the CSP working with schools to educate on drug use prevention? Officer response – The CSP could never do enough to raise awareness in this area and this had to be an ongoing focus. There was a safeguarding board that teachers could use to contact for advice, in addition to a multi-agency hub that teachers could use to raise specific concerns. The CSP were engaging with schools via relatable sources such as through social media. Peer on peer sessions were a good way to create discussion around this topic in a relatable way;
- Could the CSP return to the Committee with an update this municipal year, including the progress made on keeping children away from drugs? Officer and Chairman's response – An update would be taken to the committee in approximately 6 months' time.

RESOLVED That:

- 1) Narinder Brar be thanked for attending the Committee;
- 2) The Committee be provided with additional details on the location of 'Kicks sessions on offer;

- 3) The Committee be provided with information regarding how many children were currently on the radar of the EMRAC team;
- 4) The Committee be provided with details on how the virtual 'Kicks' sessions had been received;
- 5) The Committee be informed of the provisional date of the 'Only fools carry knives' event;
- 6) The Committee be provided with a more detailed breakdown of specific religious targeted crime, including the areas of the Borough where they had been reported;
- 7) An update, including progress on keeping children away from drugs, return to the Committee in approximately 6 months' time.

11. BURIAL GROUND CAPACITY UPDATE

The Committee received and reviewed a report, set out in agenda pages 53-50, which gave an overview of burial ground provision within the Borough.

Nigel Bailey, Interim Assistant Director - Housing & Place Commissioning, highlighted several areas of the report and associated Annex A. Unfortunately, the ongoing Covid 19 pandemic had made this area even more relevant. There were approximately 1000 cremation plots and 340 full burial plots within the borough currently. The pandemic had seen increases of approximately 35 to 40 additional deaths within the Borough per week, and the service wanted to ensure that there were sufficient plots for those families who requested either a full burial or a cremation plot. Additional Muslim burial plots were due to be provided, in addition to a number of general burial plots.

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

- Was the autumn review proposed to return to the Committee, including an update on the proposed crematorium? Officer response – Yes, an update including any progress relating to the proposed crematorium would be brought back to the Committee for overview;
- How many additional Muslim burial plots were proposed, and where would they be located? Officer response – Between 250 to 300 additional Muslim burial plots were expected to be provided, and Officers were looking at a variety of areas across the Borough in which to house this extra capacity. The plots would be spread across a variety of Borough locations;
- Was there any update on the proposed Borough crematorium? Officer response – Proposals were work in progress at this time, and no decision had been made regarding this provision. Officers were exploring options for a green crematorium, including facilities for woodland burials in addition to a proportion of full burial plots. Neighbouring crematorium facilities were not believed to be at capacity currently, however this would be looked into in more detail as work progressed;
- How many burials were currently taking place within the Borough per week? Officer response – Approximately 2 to 3 burials were taking place within the Borough per week, which was a significant drop to numbers seen pre-pandemic;

- When would the definitive number of burial plots be known? Officer response – 340 plots were expected to be provided, the variation in numbers would come from which plots were available for use all year round and which were only suitable outside of the winter months;
- Had Officers earmarked particular areas for environmentally friendly woodland burials? Officer response – An area adjacent to the proposed crematorium was being explored for woodland burials.

RESOLVED That:

- 1) Nigel Bailey be thanked for attending the Committee;
- 2) A further update be taken to the Committee in autumn, including any progress relating to the proposed crematorium and additional burial plot provision.

12. WORK PROGRAMME 2020/21

The Committee received and reviewed a report, set out in agenda pages 59 to 64, which outlined the proposed work programme for the Committee for the 2020/21 municipal year.

The Chairman proposed that an extraordinary meeting be organised for the end of July, in order to begin the Committee's review of the community response to the Covid 19 pandemic.

Members requested that the chairman of the Wokingham BAME forum be invited to the extraordinary July Committee meeting, for an open discussion on the work of the forum and how the Committee and wider Membership of the Council could support and assist this work.

Members noted that the 2021-24 Medium Term Financial Plan (MTFP) would require a variety of additional extraordinary meetings. Officers would look to keep a similar schedule to that undertaken in the 2019/20 municipal year.

Members agreed to form a task and finish group to look at the provision of public and green travel within the Borough.

Members prioritised road repairs specifically out of the highways issues contained within the work programme, to be taken to the September Committee.

Members requested that an initial update be taken to the extraordinary July Committee regarding the Council's community response to the Covid 19 pandemic. This would include topics such as the community hub, staff redeployment programme, business and charity response, and housing services response. A follow up item would then be taken to the September meeting of the Committee.

The Chairman suggested that an additional meeting be scheduled for the end of September, to begin to look at the MTFP 2021-23 and the Council's property investment scheme.

RESOLVED That:

- 1) An extraordinary meeting be scheduled for the end of July, to include an initial update on the community response to the Covid 19 pandemic, and to receive an update from the BAME forum Chairman;
- 2) The Committee set up a task and finish group to look at public and green transport provision within the Borough;
- 3) The September Committee include an item on road repairs within the Borough, and a follow-up item on the Council's community response to the Covid 19 pandemic;
- 4) An extraordinary meeting be scheduled for the end of September in order to begin the Committee's look at the 2021-24 MTFP. An additional item regarding the Council's property investment programme would also be taken to this meeting;
- 5) Additional meetings would be required throughout the 2020/21 municipal year in order to properly scrutinise the 2021-24 MTFP, in line with the additional meetings held for the 2019/20 municipal year.

**MINUTES OF A VIRTUAL MEETING OF THE
COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE
HELD ON 27 JULY 2020 FROM 7.00 PM TO 9.28 PM**

Committee Members Present

Councillors: Guy Grandison (Chairman), Keith Baker, Shirley Boyt, Paul Fishwick, Graham Howe, Clive Jones and Abdul Loyes

Other Councillors Present

Councillors: Parry Batth

Officers Present

Nigel Bailey (Interim Assistant Director – Housing & Place Commissioning), Neil Carr (Democratic & Electoral Services Specialist), Keeley Clements (Director: Communities, Insight & Change), Mark Redfearn (Head of Localities Service) and Callum Wernham (Democratic and Electoral Services Specialist)

Others Present

Ramnik Saund (BME Forum Chairman)

13. APOLOGIES

An apology for absence was submitted from Oliver Whittle.

14. DECLARATION OF INTEREST

A declaration of interest was submitted from Paul Fishwick. Paul stated that he had a prejudicial interest in agenda item 18, on the grounds that he was a Director of a business within the Borough and had received a business grant as part of the business relief response relating to the Covid-19 pandemic. Paul stated that he would leave the meeting for the duration of this item, and take no part in the discussion or vote for this item.

A declaration of interest was submitted from Abdul Loyes. Abdul stated that he had a personal interest in agenda item 17, on the grounds that he was a member of the BME forum. Abdul stated that he would keep an open mind regarding this item, and was open provide an insight into the working of the forum for the benefit of the Committee.

15. PUBLIC QUESTION TIME

There were no public questions.

16. MEMBER QUESTION TIME

There were no Member questions.

17. BME FORUM UPDATE

The Committee received and received a report, set out in agenda pages 9 to 18 and supplementary pages 3 to 6, which gave an update on the work carried out by the BME forum.

Mark Redfearn, Keeley Clements, Parry Batth (Vice Chairman of the BME forum), and Ramnik Saund (Chair of the BME forum) attended the meeting to answer Member queries.

The report set out the work and achievements of the forum since its inception including celebrating black history month, promoting health and wellbeing within the BME community, liaison with the Local Police Area Commander to answer questions and

queries from the BME community on an annual basis, and monitoring of performance of BME pupils within Wokingham Borough Council (WBC) schools.

The direction of the forum was driven by the forum Members, and the forum acted as a critical friend to the Council. The forum met 4 times annually, and celebrated all BME cultures within the Borough. The forum provided WBC with an insight into the diversity of its residents within the Borough, including a number of smaller communities throughout the Borough. There was a danger of grouping a variety of individual groups together, and the forum aimed to promote how each individual community could contribute to the wider Borough community and celebrate the individual aspects of each specific community. The Council's new Arts & Culture strategy worked to enable both WBC and the BME forum to celebrate black history month in a greater capacity than before.

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

- The forum had been 'hiding' its really good work that had been carried out throughout the years, through no fault of its own. Over the years the winter edition of the Borough News had not featured an article on black history month, with only three covers out of thirty featuring a person within the wider BME community. What would be done in future to further promote the good work of the BME forum, including a feature on black history month within the Borough News, and having more representative features on the front covers of the Borough News. Response given – The forum had a desire to raise its profile, and hoped to work more closely with WBC's Communication, Engagement, and Marketing (CEM) team in the future. The forum wanted a healthy representation of Members, and hoped that increased engagement with WBC could inspire further people to join the forum and contribute. The Leader of WBC and WBC's Chief Executive Officer had attended the most recent BME forum meeting, which was an unprecedented step and gave hope of a closer working relationship between the forum and the Council, thereby raising the forum's profile. It was proposed that an article be included within every Borough News edition, promoting a different culture or community within the Borough, in addition to an annual feature on black history month.
- Could the forum make use of WBC libraries to further publicise art and black history month? Response given – Black history month exhibitions had been displayed in WBC libraries previously, however a bigger focus would be made to promote these exhibitions across the Borough to reach as many communities as possible.
- Could WBC tap into the previous 'Healthy Lifestyle' scheme once more? Response given – Funding for this scheme had been awarded for a three year period, however the funds had been preserved for a longer period of time until the funds eventually ran out in 2018. The scheme was much valued by the community, and the service was happy to reinstate this scheme should funding be found.
- How would community groups be supporting the BME community as part of the ongoing response to the C19 pandemic? Response given – Local data regarding particular groups of people affected by C19 had not been gathered up until this point, however data was being gathered going forwards which would allow a more precise local picture to be presented, allowing a more focussed local community response. WBC had been in contact with approximately 10 BME organisations for the past two months, to ascertain issues and concerns within these communities. Specific issues included concerns around collective faith activities not being allowed as lockdown

measures were eased. Details of these conversations were shared with groups such as the citizens' advice bureau in order to allow more specific support.

- Would the BME forum make use of the town and parish Councils, specifically the ones with larger facilities, to host forum meetings? Response given – It would be good to have forum meetings in a variety of Borough venues, such as the town Council venues.
- Had the BME forum focussed on equality opportunities in the workplace, to understand what blockages to career progression might be present for members of the BME community? Response given – This had been looked at in the past however not for some time. This would be a good time to look at this topic in a detailed way.
- How regularly did the local police force liaise with the BME forum? Response given – The police area commander attended the forum on an annual basis. The police regularly supported the forum, and were in contact with other community focussed groups.
- What could be done to promote a greater calendar of cultural celebrations within the Borough? Response given – Officers would look into ways in which a wider calendar of cultural celebrations might be promoted.
- Could the BME forum attend a full Council meeting to make all Members aware of the work the forum does? Response given – The forum would welcome the opportunity to update full Council on their work. Committee Members would liaise with the appropriate officers to get an item on a future Council agenda.
- Would the forum be looking to include other groups within the community, such as those from Eastern Europe, within the forum? Response given – To be representative of the community within Wokingham the forum needed a wide representation. Some specific groups had been approached however they appeared to not want to join the forum at this time. Offers to these groups needed to be specific and relevant in future. Work had been done on a wider scale such as with the Pakistani community centre in Reading, and other groups may be able to be contacted by reaching outside of the Borough. The Executive Member would sit down with officers and try to formulate different approaches to engage with these groups going forward.
- What could WBC do to continue to support the BME forum and the communities that it served? Response given – Mark Redfearn and the team were very supportive to the forum, and the recent attendance of the WBC Leader and Chief Executive was a very positive move. The forum was looking at how to further improve the relationship between itself and WBC. It was proposed that an update be scheduled to return to the Committee in around six months' time, approximately February 2020.

RESOLVED That:

- 1) Mark Redfearn, Keeley Clements, Parry Batth, and Ramnik Saund be thanked for attending the meeting;
- 2) The WBC CEM team continue to help promote the BME forum's work and achievements, and look for ways to expand this partnership going forwards;

- 3) Options be explored to include an annual article in the Borough News to celebrate black history month;
- 4) Options be explored to include an article in regular editions of the Borough news to celebrate different cultures within the Borough;
- 5) WBC work with the BME forum to look at ways of hosting forum meetings at suitable venues around the Borough such as Town and Parish Council facilities;
- 6) A review be undertaken into equality opportunities in the workplace, to understand what blockages to career progression might be present for members of the BME community;
- 7) Officers look into how a wider calendar of cultural celebrations might be promoted;
- 8) A presentation from the BME forum to full Council be considered, and scheduled if agreed;
- 9) The Executive Member in conjunction with the appropriate officers liaise with the BME forum in order to try and formulate different approaches to engage with other groups within the community;
- 10) An update on improvements regarding communication and promotion of the forum, in addition to any matters arising, come to Committee in approximately 6 months' time.

18. COVID-19 RESPONSE - BUSINESS & ECONOMY AND OPERATIONAL HOUSING

The Committee received and reviewed a report, set out in agenda pages 9 to 18, which gave an update on the Council's Business, Economic, and Operational Housing Response to the Covid-19 pandemic.

Nigel Bailey attended the meeting to answer any Member queries.

The report outlined that Wokingham Borough Council's business and economic (WBC's) response had so far been very reactive, as when advice from the Government had been released suitable responses needed to be quickly and effectively implemented. WBC was part of the Berkshire recovery group, who were developing a strategic recovery plan across the Berkshire area. This would allow for a more pro-active approach to be carried out across the Berkshire area. WBC had engaged in a range of dialogue streams with its partners, which would be maintained and expanded going forwards. In addition, a business taskforce had been set up to work alongside businesses within the Borough.

Regarding operational housing, the report outlined that 13 additional properties had been taken over during the pandemic, and a number of hotels had been used as emergency accommodation. 28 rough sleepers, or those at risk of becoming rough sleepers, had been housed within 48 hours of WBC becoming aware of their situation. 4 individuals had lost contact with WBC, but there was no indication of harm and it was assumed that these individuals had moved on from the Borough. 2 rough sleepers had not taken up WBC's offer of accommodation and WBC officers were in contact with these individuals to try and meet their needs and maintain a dialogue. The 'Housing first' strategy was starting imminently, which would help with WBC's long term policy on addressing rough sleeping within the Borough.

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

- What work was being done to financially support the three Town Council's within the Wokingham Borough? Response given – The officer in attendance had not been involved in this aspect of the pandemic response, and would ask that the relevant officers look into this issue. The wider action plan would incorporate the effects felt by Town and Parish Councils, and this would be shared with Members.
- What response had been received thus far to the 'Business Health Check' offer? Response given – 159 responses had been received, to which 80 had received a direct follow up from WBC officers. The low response rate could be due to a number of reasons, including a fatigue of survey completion considering how many surveys were in circulation for businesses to complete. WBC had seen a similar response rate to neighbouring authorities, and the main group of businesses responding were within the retail and hospitality sector.
- Why was Wokingham predicted to have a higher unemployment rate than other neighbouring authorities? Response given – It was predicted that there would be higher levels of unemployment across the Berkshire area due to several major business redundancy programmes. WBC was working alongside the Local Enterprise Partnership (LEP) to ascertain why unemployment was predicted to be higher in these areas. Officers were watching closely as the furlough scheme came to a close over the coming months and would look to see what factors were driving unemployment in the area.
- The Committee praised Nigel Bailey, his officers, and the wider finance team for getting the business and discretionary grants paid so quickly and efficiently.
- What support was available to businesses to assist them with digital transformation? Response given – The business growth hub offered one to one conversations with businesses to cover a range of needs and requirements. Enabling businesses to embrace technology was a priority for both WBC and the LEP. Many businesses within the Borough now had a strong social media presence.
- Why was Wokingham predicted to face a substantial hit to its GDP compared to other areas? Response given – This would need to be properly researched and assessed. New data from the LEP was expected shortly, which would give a greater insight into this issue.
- What was the average business size that received a discretionary business grant? Response given – Data regarding this would be gathered and shared.
- Was there sufficient funding to keep the rough sleeping strategy going? Response given – Relationships had been built up to allow a more coordinated response, such as meeting the needs of the rough sleepers in terms of their mental and physical wellbeing Funding was available for the next 2 to 3 years minimum.
- How much grant funding was available for rough sleepers within the Borough? Response given – Officers would seek this information and feed back to the Committee Members.

- Had more rough sleepers appeared in the Borough as a result of the pandemic? Response given – The strategy covered a wider group of people, including ‘sofa surfers’ and those at risk of becoming rough sleepers. True rough sleepers were a proportion of the full number of individuals in contact with WBC in order to provide support and housing.
- With a potential rise in evictions expected once landlords were permitted to do so again, what steps were WBC taking to help support those effected? Response given – The team were gearing up to provide support to those who would require it. It was difficult to assess potential numbers until eviction notices were actually served, however WBC was working closely with landlords to gather information as soon as possible.
- Would those in Council accommodation be at risk of eviction? Response given – Although Council housing could not be commented on, WBC’s housing companies were not looking to evict any tenants unless it was a last resort. The support network in place meant that there were relatively few evictions in Wokingham.

RESOLVED That:

- 1) Nigel bailey be thanked for attending the Committee;
- 2) The appropriate officers be liaised with regarding financial support for Town and parish Councils;
- 3) The wider action plan be shared with Committee Members when available, and include a section on the impact faced by Town and parish Councils;
- 4) Officers monitor unemployment within the Borough after the cessation of the furlough scheme, and assess what was driving the predicted high percentage of unemployment within the Borough;
- 5) Officers assess why Wokingham’s GDP was predicted to suffer substantially, in conjunction with the LEP;
- 6) Details on the average size of businesses that have received discretionary grant be shared with the Committee Members;
- 7) Figures regarding the amount of grant funding made available for rough sleepers be provided to Committee Members;
- 8) Officers liaise with housing companies to alleviate the risk of evictions after the August date for evictions passes, and update the Committee with any concerns regarding an influx of at risk persons as a result of eviction from private or Local Authority housing.

19. UPCOMING MEETING WORK PLAN

The Committee reviewed the draft programme for their net to meetings, set out in agenda pages 19 to 20.

The Committee were updated that the following meetings would be required to focus on the Medium Term Financial Plan for 2021-24:

Scrutiny Meeting Date	Main Meeting Focus
13 Oct 20	Strategic overview
28 Oct 20	Revenue – Children’s and Adult’s Services
23 Nov 20	Revenue – 3 non-care related Directorates
22 Dec 20	Capital/Special Items/updated revenue position
19 Jan 21	Capital/Revenue final discussions

*Private Committee Member briefing on 12 Oct 2020 to focus discussions and develop preliminary KLOE

**Report of the CoSC to budget Council on 18 Feb 2021

The Committee were advised that an item related to the implementation regarding virtual meetings was on the agenda for 2 September. It was agreed that the discussion was not to drift into specific constitutional points, but to instead focus on the technology behind they meetings, and consider which meeting might be suitable to be hybridised in the future. It was suggested that the Chairman of the Constitution Review Working Group be invited to the meeting.

The Committee were advised that a Member briefing had been scheduled for 20 August 2020 regarding the Council’s Community response to the Covid-19 pandemic. The briefing would allow Members to develop initial key lines of enquiry. A full public item relating to this and other aspects of the Covid-19 response was scheduled for 22 September.

It was suggested that the item on the community response to the pandemic look at all areas in the Borough and not just focus on a centric viewpoint, for example liaising with areas such as Woodley, Hurst, Whitegates, and Earley amongst others.

RESOLVED That:

- 1) The timetable of meetings to assess the 20201-24 MTFP be agreed;
- 2) The item related to virtual meetings be scheduled for 2 September, and not focus on specific constitutional issues. The Chairman of the Constitutional Review Working Group also be invited to this meeting;
- 3) A Member briefing be held on 20 August 2020 to develop some initial Key Lines of Enquiry regarding Wokingham’s community response to the Covid-19 pandemic, ahead of a public item on this and other areas of the pandemic response on 22 September;
- 4) The item on the community response to the pandemic look at all areas in the Borough, and not just focus on a centric viewpoint, for example liaising with areas such as Woodley, Hurst, Whitegates, and Earley amongst others.

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TITLE	Wokingham Highway Maintenance
FOR CONSIDERATION BY	Community and Corporate Overview and Scrutiny Committee on 2 September 2020
WARD	None specific
LEAD OFFICER	Director, Place and Growth - Chris Trill

OUTCOME / BENEFITS TO THE COMMUNITY

Adoption of the UK Pavement Management System approach means that Wokingham has a well managed highway network.

RECOMMENDATION

That the Committee notes that the Council manages the Wokingham highways network in accordance with UK Pavement Management System recommendations which is the national standard for a well-managed highway infrastructure.

SUMMARY OF REPORT

The selection of roads to be included in the annual planned structural maintenance programme is based upon UK Pavement Management System (UKPMS) which includes annual Network Condition Surveys and our own internal design process (including site visits to check the condition survey scores and where required core sampling to establish the scale of intervention to be recommended). This is recognised by central government and the wider industry through its code of practice as the national standard for a well-managed highway infrastructure. It is the adoption of this system that establishes what parts of the network are prioritised for maintenance and what kind of resurfacing treatment are appropriate for each situation. This approach ensures that the annual structural maintenance programme is based on meeting the highest priority needs on WBC network within the funding available.

Background

The maintenance of highways is a statutory duty for the Council under the Highways Act 1980. The maintenance of the Wokingham Highways network is made up of three main works streams, reactive maintenance (i.e. potholes etc.), winter maintenance (gritting) and planned structural maintenance (resurfacing, surface dressing and micro-asphalt). Under our new term maintenance contract with VolkerHighways reactive maintenance is guided by the Wokingham Highways Inspection Policy. The contractor has the responsibility to undertake the required inspection regime, to 'find and fix' any safety defects and to assess and fix any safety defects reported by the public (up to a certain size as larger defects are passed back to WBC for ordering).

Selection of roads to be included in the annual planned structural maintenance programme is based upon UKPMS (which includes annual Network Condition Surveys) and our own internal design process (which includes site visits to check the condition survey scores and where required core sampling to establish the scale of intervention to be recommended. For the avoidance of confusion the word pavement is used here to cover carriageways, footways and cycle tracks.

The UKPMS not only prioritises which roads should be included on the programme but also identifies which type of treatment would be appropriate for each location. Like most other highways authorities Wokingham Borough Council makes use of a range materials such as micro-asphalt and surface dressing to extend the lifespan of the road network before it requires a more expensive full resurfacing treatment. The full life expectancy of the new plane and inlay treatment (using Hot Rolled Asphalt (HRA), Stone Mastic Asphalts (SMA) or Asphalt Concrete (AC)) of up to 20 years is usually only achieved through the application of a surface dressing or micro asphalt treatment after 8 to 10 years. All these materials are of course approved by the Highways Authority Product Approval Scheme (HAPAS) which was developed by market experts to offer consistent and clear testing methods for products and systems designed for use in the highways industry. In addition both micro-asphalt and surface dressing treatments benefit from having a low carbon footprint and are is quick to apply, which means less disruption to road users, residents, local businesses and the emergency services.

In general a plane and inlay resurfacing treatment is recommended where a road surface has reached the end of its useful life, whereas surface dressing or micro asphalt treatments are used where underlying structure of the road surface is sound and the surface itself is showing signs of superficial wear. Plane and inlay treatments are the most expensive types of intervention and on average costs between 6-10 times more than surface dressing or micro-asphalt treatments.

Where underlying structure of the road surface is sound and the surface itself is showing signs of superficial wear it is likely to be identified for either surface dressing or Micro Asphalt treatment. Both surface dressing and micro-asphalt treatments rely on

traffic to roll it to the final surface and micro-asphalt particularly can look very rough in the initial months after laying.

Winter maintenance is guided by the WBC Winter Maintenance Plan.

Analysis of Issues

UK pavement Management System

The use of a highway asset management system is essential to deliver an effective and efficient approach to asset management. UKPMS is the national standard for pavement management systems for the assessment of local road network condition and for the planning of investment and maintenance on paved areas of roads, kerbs, footways and cycle tracks on local roads within the UK.

Systems accredited to the UKPMS standard have demonstrated that they meet the current national standards with respect to maintenance highway asset inventory as well as condition data, data processing, condition reporting and financial reporting.

UKPMS accreditation is governed by the Road Condition Management Group (RCMG) on behalf of the UK Roads Board.

Selection of roads to be included in the annual planned structural maintenance programme is based upon UK Pavement Management System (which includes annual Network Condition Surveys) and our own internal design process (which includes site visits to check the condition survey scores and where required core sampling to establish the scale of intervention to be recommended).

Network Condition Surveys

WBC undertakes a range of annual network condition surveys and uses a UKPMS accredited WDM Web PMS/UKPMS system to assist in the planning of maintenance through the systematic collection and analysis of condition data.

WBC network condition surveys data is collected by carrying out a combination of visual surveys (CVI and DVI) and footway network surveys (FNS), and machine surveys such as Scanner, SCRIM and deflectographs surveys.

WBC Network Condition Surveys are undertaken by accredited organizations. Inspectors for the visual surveys are accredited as per "UKPMS volume 2, chapter 2: Inspector Accreditation". Visual surveys are carried out on unclassified WBC carriageway network and footway network surveys (FNS) are carried out on footways. Machine survey (Scanner) is carried out on A, B and C roads. All Scanner vehicles meet the accreditation requirements outlined in the UK Roads Board specification "SCANNER surveys for local roads".

Structural Maintenance Design and Delivery

The data collected from the network condition surveys is uploaded to UKPMS which then generates provisional priority programme. WBC highways designers then undertake a programme of material testing on all those schemes prioritised on the provisional programme for full plane inlay resurfacing in order to understand current carriageway composition and to ensure that resurfacing design is appropriate to the specific conditions. All provisional priority programme schemes including those identified for micro asphalt or surface dressing are walked on site to confirm treatment types and scheme extents by a design engineer.

Schemes are then designed and drawings prepared based upon the network condition surveys, material testing and site walkover. The detailed design will confirm the extent and scope of all resurfacing work and will produce and updated estimated cost of each of the schemes. The revised estimates are used to match the proposed programme against the available budget and to generate the annual structural maintenance programme, which is based on meeting the highest priority needs on WBC network within the funding available.

The confirmed programme is sent to a contractor for delivery who draws up detailed programme of works including securing streetworks permits for the dates for each of the schemes. It is likely that each of the different treatments will be delivered by different sub-contractors/Teams and it is usual for there to be three separate programmes for surface dressing, micro-asphalt and plane inlay. Surface dressing and micro-asphalt treatments are weather dependent and generally undertaken in the late spring/early summer, whereas plane and inlay schemes are less sensitive and can be carried out at any time of the year. The delivery of the structural maintenance programme is regularly reviewed as we work through the schemes and actual costs of schemes is known and it is not uncommon to add in or take out a few schemes towards the end of the programme in order to ensure that we are on budget.

Once the works are complete the contractor is tied into a defects period and a joint WBC/Contractor snagging inspection is undertaken to identify any remedial issues. Addressing remedial issues on surface dressing or micro-asphalt can be problematic within the same year as specialist contractors tend to be fully booked in the summer months and it is usual to include remedial works in to the following years programme.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

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

Other financial information relevant to the Recommendation/Decision
N/A as no decision is being taken

Cross-Council Implications
None

Public Sector Equality Duty
Not required

Reasons for considering the report in Part 2
N/A

List of Background Papers
N/A

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TITLE	Virtual Meeting Review
FOR CONSIDERATION BY	Community and Corporate Overview and Scrutiny Committee on 2 September 2020
WARD	None Specific;
LEAD OFFICER	Deputy Chief Executive - Graham Ebers

OUTCOME / BENEFITS TO THE COMMUNITY

Running virtual meetings has allowed for Wokingham Borough Council's (WBC's) schedule of meetings to run as close to the published version as possible. Virtual meetings have enabled the public to view the Council's decision making process, with the proceedings viewed in real time. The new arrangements continue to enable them to ask questions and make statements at relevant meetings.

Reviewing the progress made to date and any potential improvements, in addition to considering which meetings may in future be suitable for 'hybridisation' (a blend of virtual meeting using Microsoft Teams in conjunction with a physical meeting), will allow WBC to future proof the running of its schedule of meetings whilst ensuring that the public have a voice at public meetings in the most accessible way possible.

RECOMMENDATION

That the Committee:

- 1) Consider the report and offer practical suggestions on how virtual meetings may be improved in the future;
- 2) Note and provide any comments on the work that is being undertaken to run hybrid meetings in the future;
- 3) Continue to work alongside Democratic Services to enable effective Council meetings to be held.

SUMMARY OF REPORT

The report details the options considered towards the beginning of the Covid-19 (C-19) pandemic, the implementation of the options agreed upon, and the potential options as we consider moving towards hybridised meetings.

Background

1. Under the Local Government Act 1972 formal meetings of the Council had to comply with a number of rules which included any Member taking part in such a meeting having to be physically present at that meeting.
2. The national “lockdown” and social distancing measures arising from the C-19 pandemic meant that the Government had to consider alternative arrangements for the holding of local authority meetings. As a result Regulations were enacted, which took effect on 4 April 2020. These Regulations provided flexibility to local authorities in the manner in which they could hold such meetings, which included the ability for Members to attend remotely. These rules apply until 7 May 2021 (or earlier if agreed by Government).

3. Initial Options Considered - Holding Meetings

Prior to the Regulations being enacted Officers set about considering the most appropriate way for the Council’s decision making process to continue. The options that were considered at the time were as follows:

- **Cancel the schedule of meetings, and delegate key decisions to the Chief Executive or the appropriate Officer(s).** This option would have taken decision making away from Members and prohibit any public involvement in meetings of the Council. Another issue with this option was that full Council (or as a minimum, the Special Council Executive Committee) would be required to meet in order to allow such delegation of decision making. As meeting physically was no longer an option under the legislation and health guidance, the only way such a meeting could be held would be virtually. If WBC were able to hold a virtual meeting in order to delegate decisions, it was felt that time would be better spent finessing virtual meetings in some capacity which would enable decision making meetings to take place.
- **Run the schedule of meetings virtually, in a reduced capacity and with reduced agenda items and Committee Members.** This option would have meant that the schedule of meetings would have broadly taken place virtually. However it was likely that a number of non-decision making Committees would not have taken place. In addition, the agendas of those Committees due to take place would have had to be carefully controlled, and the number of Committee Members in attendance reduced, in order to ease the transition to a virtual meeting environment. This was the option adopted by a number of local authorities, as it still allowed key decisions to be made in a public setting whilst making management of such meetings easier. As Officers became more accustomed to the virtual meeting technology, it was felt that WBC could manage as close to a full schedule of meetings, with full committee membership, and full accompaniment of agenda items as would be expected during more normal times.
- **Run the schedule of meetings, in an almost full capacity.** This option was the most complicated, resource intensive, and time consuming of the three available choices. Officers were confident that this could be achieved with Member training on using the new technology and increased Democratic Services Officers’ support at meetings in order to deal with any technological issues that may arise,

and to livestream the meeting for public viewing. With hindsight, this option has proved to be both viable and successful, with meetings ranging from Scrutiny Committees to full Council having been held successfully held.

4. Video Conferencing Solutions Considered

Officers from IT, People and Organisational Development and Democratic Services worked together to find a solution to running virtual meetings. Discussions were also held with other local authorities to find out what solutions they were intending to use and any issues they had encountered. A number of software options were considered, primarily Microsoft Teams and Zoom. WBC already had a corporate contract in place with Microsoft, with a support package in place and with IT Officers in contact with Microsoft representatives. Microsoft Teams was therefore chosen as the preferred option, as it met the Council's needs and had the support of WBC's IT team. Support in using Teams has been offered to all Members and those Officers who are required to attend meetings of the Council. Being able to dial-in to meetings, using a telephone, has been a very useful aspect of Teams in situations when an internet connection was unavailable or becoming unreliable.

5. Livestreaming Options Considered

In order to make the virtual meetings publically viewable, a suitable solution needed to be devised in order to stream the proceedings in real time for public viewing. The following options were considered:

- **Use of 'Teams Live'**. This option was carefully considered by Democratic Services' and IT Officers, however upon explanation it was understood that using 'Teams Live' would make the flow of a meeting unnatural compared to that which Members, Officers and the public were used to. Those wishing to address the meeting would be placed in a queue system, which would then be managed by at least one 'producer'. This system would restrict the ability for quick follow up points, points of order, and the overall flow of the meeting. Although other Councils have used this method, and continue to do so, the differences in the flow and feel of a meeting as a result of using 'Teams Live' continues to make this option unappealing.
- **Use of Open Broadcasting Software (OBS)**. This option involves using the free and well renowned software known as OBS to capture a standard Teams call and livestream it directly to WBC's YouTube page. This solution involves an Officer's laptop screen capturing a standard Teams call whilst the meeting is underway. This allows for a meeting to be carried out in a similar way to a standard physical meeting, in terms of the flow of the meeting. One issue with this method is that any Team's text chat, notifications, or other interruptions within the application is also captured and livestreamed. This often means that a separate Officer is required to stream the meeting, or have all notifications turned off in order to provide a better viewing experience. The use of streaming technology also requires a reasonable and consistent internet speed, in excess of 2000Kbps upload speed. This requirement reduces the pool of Officers able to livestream, as a number of Officers have home internet speeds below this required amount. Despite this, OBS has proved to be reliable and consistent, and allows WBC to hold meetings in a similar vein to that of a physical meeting.

6. Achievements and Benefits to Date

The Executive on 22nd April 2020 was the first meeting to be held virtually and since that date the Council has continued to hold meetings, as far as possible, in accordance with the agreed Schedule of Meetings. To date 26 public meetings have been held virtually

Members of the public have continued to be able to ask questions at applicable Council meetings. With regard to Planning Committee meetings public participation has been to date through the submission of written statements. However, full public participation is expected to commence at Planning Committee meetings from September.

There have been other benefits as a consequence of holding virtual meetings:

- Councillors and members of the public do not have to travel to participate in meetings which meets the Council's climate emergency agenda;
- Members of the public who may otherwise have not been able to travel to the Council Offices to attend a meeting are now able to participate on-line;
- Since the introduction of virtual meetings all of the Council's public meetings have been live streamed and are available to be viewed after the meeting. This has increased the visibility of meetings and increased the numbers of people viewing the meetings. Live streaming also enables people to turn on the "captions" facility if required.

7. Way Forward - Hybrid Meetings

Moving forwards, hybridised meetings (i.e. some Members physically present, others on Microsoft Teams) may become possible to manage in a safe environment. This is dependent on a number of issues including up to date Government guidance and the maximum safe capacity of meeting rooms at Shute End.

Hybridised meetings would allow for a proportion of Members and Officers to be physically present in a meeting room, whilst simultaneously in communication with a set of Members and Officers in a virtual Teams meeting. In time, members of the public might also be able to physically attend the meeting in order to ask questions and make representations.

Hybrid meetings require a number of technological upgrades to the existing WBC audio-visual system in order to incorporate, record, and broadcast both the physical and virtual portions of the meeting. Consequently, an order has been placed with our contractor to carry out these upgrades.

Hybrid meetings can only reasonably be carried out in the Council Chamber currently, due to social distancing requirements. This means that the seating arrangements may be less than ideal, with some Members or Officers having their backs turned to other attendees. In addition, attendees will need to comply with Government guidance i.e. signing in and providing contact details, be especially mindful of social distancing, hand sanitisation and surface contact etc. Additional sanitisation, for example of physical microphone buttons, will be required before, during and after the hybrid meeting in order to keep all attendees safe. Full cleansing of the Council Chamber would be required before and after any hybrid meeting. Due to capacity issues any members of the public

would likely have to be kept in a separate meeting room until they were escorted into the Council Chamber to speak.

Hybrid meetings would also require a significant amount of Officer support. For example, Building Support Officers to manage the building, an Officer to clerk the meeting, an Officer to record and livestream the meeting (this would require a good technical knowledge of the system, as the Officer would likely have to switch between WBC’s main audio-visual feed and the Teams meeting feed), and an Officer to assist the public to move to and from waiting rooms. Additional Officers may be required over and above those mentioned above for more complex meetings.

A number of meetings could be considered for future hybridisation, including the Executive, Scrutiny, Planning and Licensing Committees. Hybrid meetings would also offer the opportunity to members of the public, who may be more comfortable with asking a question in person to do so, whilst also giving them the opportunity to continue asking their question virtually if that was their preference.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

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

Other financial information relevant to the Recommendation/Decision
<p>Virtual Meetings – a saving of £5,000 has so far been identified. This saving is due to less committee agendas being printed offset by the overtime that has been paid to the additional staff required to support virtual meetings; including the webcasting of such meetings. This saving will continue as long as meetings are held virtually.</p> <p>Hybrid Meetings - The external costs identified for work that is required to the audio visual system in the Council Chamber, to enable the integration of that system with Microsoft Teams, is £3,850 (exc vat) plus £350pa ongoing support. In addition, there will be internal costs of staff time to support the project (IT, Democratic Services, Facilities) and overtime costs as additional staff will be needed in Shute End to service hybrid meetings with the public in attendance (compared to running virtual meetings). It is difficult to quantify the exact amount of support that will be required for hybrid meetings as this will vary from meeting to meeting depending on the complexity of the meeting and how many members of the public are in attendance. These staff costs should however be met from within existing budgets.</p>

Cross-Council Implications
Virtual meetings allow key decisions from various Council departments to be made within the normal schedule of meetings

Public Sector Equality Duty
<p>WBC strives to make public meetings as accessible as possible for Members, Officers, and the public. Meetings are livestreamed and available to watch afterwards on YouTube. Those asking questions at public meetings are able to use a telephone, rather than an internet based 'voice over IP (VOIP)' solution, to participate in the meeting. In circumstances where neither a VOIP nor telephone based solution is possible for the member of the public, provisions can be made for a written statement to be read out on their behalf at a meeting. When safe and practical, WBC will welcome the public back to attend meetings in person.</p> <p>An initial Equality Impact Assessment was completed upon the initialisation of virtual meetings. The findings concluded that in three of the nine protected characteristic categories, there would be an overall low impact as a result of holding virtual meetings. In the other six categories, a 'no/neutral' impact was concluded.</p>

List of Background Papers
None

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Upcoming Meeting Work Programme

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
22 September 2020, Extraordinary	Covid-19 Review	To review a range of WBC's responses to the Covid-19 pandemic, including the community response, Community Safety Response, communications and engagement response, and staff redeployment.	OSMC Request	Matt Pope, Chris Traill, Nicholas Austin, Dave Allen, Martin Sloan
	Property Investment Portfolio	To receive an update on WBC's property investment portfolio, focussing specifically on any forecasted changes in return or strategy as a result of Covid-19	Work Programme	Bernie Pich/Damon Emes/Graham Ebers
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
13 October 2020, Extraordinary	MTFP 2021-24	To receive a strategic overview of the draft MTFP 2021-24	Work Programme	Graham Ebers
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
28 October 2020, Extraordinary	MTFP 2021-24	To receive the revenue bids for Children's and Adult's Services	Work Programme	Graham Ebers
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
23 November 2020	MTFP 2021-24	To receive the revenue bids for the non Children's or Adult's care related directorates	Work Programme	Graham Ebers
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
22 December 2020, Extraordinary	MTFP 2021-24	To receive the Capital programme, special items and updated revenue position	Work Programme	Graham Ebers
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
19 January 2021, Extraordinary	MTFP 2021-24	To discuss the final positions of the proposed Revenue and Capital programmes	Work Programme	Graham Ebers
	Work Programme	To consider the work programme for the Committee for 2020/21	Standing Item	Democratic Services

Community and Corporate Overview and Scrutiny Committee Work Programme 2020/21

1.	Scrutinising the development of the Council's Budget for 2021/22
2.	Reviewing the work of the Community Safety Partnership, the effectiveness of local policing and fire and rescue services
3.	Exercising the Council's flood risk management responsibilities by monitoring flood risk activities and partnership working with Towns and Parishes
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 service and policy developments relating to the Council's public facing services and its in-house support services
10.	Reviewing highways and transport issues including highways contracts, customer service, car parking, Bus Strategy and cycling infrastructure
11.	Scrutinising the Council's emerging Arts and Culture Strategy

12.	Reviewing the Business Case supporting the development of the Coppid Beech Park and Ride site
13.	Scrutinising the implementation and impact of Civil Parking Enforcement across the Borough
14.	Scrutinising the Council's Housing Services to ensure that the needs of local residents and communities are being met
15.	Scrutinising the operation and performance of the Council-owned companies and shared service arrangements
16.	Appointing Task and Finish Groups as appropriate