



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE** will be held in David Hicks 1 - Civic Offices, Shute End, Wokingham RG40 1BN **TUESDAY 19 DECEMBER 2023 AT 7.00 PM**

Susan Parsonage  
Chief Executive  
Published on 11 December 2023

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: Non-Committee Members and members of the public are welcome to attend the meeting or participate in the meeting virtually, in line with the Council’s Constitution. If you wish to participate either in person or virtually via Microsoft Teams, please contact Democratic Services. The meeting can also be viewed live using the following link:

<https://youtube.com/live/2U1AFuBXvuU?feature=share>

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<b>Our Vision</b>
<b><i>A great place to live, learn, work and grow and a great place to do business</i></b>
<b>Enriching Lives</b>
<ul style="list-style-type: none"> <li>• Champion excellent education and enable our children and young people to achieve their full potential, regardless of their background.</li> <li>• Support our residents to lead happy, healthy lives and provide access to good leisure facilities to enable healthy choices for everyone.</li> <li>• Engage and empower our communities through arts and culture and create a sense of identity for the Borough which people feel part of.</li> <li>• Support growth in our local economy and help to build business.</li> </ul>
<b>Providing Safe and Strong Communities</b>
<ul style="list-style-type: none"> <li>• Protect and safeguard our children, young and vulnerable people.</li> <li>• Offer quality care and support, at the right time, to reduce the need for long term care.</li> <li>• Nurture our communities: enabling them to thrive and families to flourish.</li> <li>• Ensure our Borough and communities remain safe for all.</li> </ul>
<b>Enjoying a Clean and Green Borough</b>
<ul style="list-style-type: none"> <li>• Play as full a role as possible to achieve a carbon neutral Borough, sustainable for the future.</li> <li>• Protect our Borough, keep it clean and enhance our green areas for people to enjoy.</li> <li>• Reduce our waste, promote re-use, increase recycling and improve biodiversity.</li> <li>• Connect our parks and open spaces with green cycleways.</li> </ul>
<b>Delivering the Right Homes in the Right Places</b>
<ul style="list-style-type: none"> <li>• Offer quality, affordable, sustainable homes fit for the future.</li> <li>• Ensure the right infrastructure is in place, early, to support and enable our Borough to grow.</li> <li>• Protect our unique places and preserve our natural environment.</li> <li>• Help with your housing needs and support people, where it is needed most, to live independently in their own homes.</li> </ul>
<b>Keeping the Borough Moving</b>
<ul style="list-style-type: none"> <li>• Maintain and improve our roads, footpaths and cycleways.</li> <li>• Tackle traffic congestion and minimise delays and disruptions.</li> <li>• Enable safe and sustainable travel around the Borough with good transport infrastructure.</li> <li>• Promote healthy alternative travel options and support our partners in offering affordable, accessible public transport with good transport links.</li> </ul>
<b>Changing the Way We Work for You</b>
<ul style="list-style-type: none"> <li>• Be relentlessly customer focussed.</li> <li>• Work with our partners to provide efficient, effective, joined up services which are focussed around our customers.</li> <li>• Communicate better with customers, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.</li> <li>• Drive innovative, digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.</li> </ul>
<b>Be the Best We Can Be</b>
<ul style="list-style-type: none"> <li>• Be an organisation that values and invests in all our colleagues and is seen as an employer of choice.</li> <li>• Embed a culture that supports ambition, promotes empowerment and develops new ways of working.</li> <li>• Use our governance and scrutiny structures to support a learning and continuous improvement approach to the way we do business.</li> <li>• Be a commercial council that is innovative, whilst being inclusive, in its approach with a clear focus on being financially resilient.</li> <li>• Maximise opportunities to secure funding and investment for the Borough.</li> <li>• Establish a renewed vision for the Borough with clear aspirations.</li> </ul>

## MEMBERSHIP OF THE COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

### Councillors

Chris Johnson (Chair)  
Catherine Glover  
Charles Margetts

Peter Dennis (Vice-Chair)  
Norman Jorgensen  
Alistair Neal

Laura Blumenthal  
Pauline Jorgensen  
Marie-Louise Weighill

### Substitutes

Jane Ainslie  
Clive Jones  
Rachelle Shepherd-DuBey

Andy Croy  
Stuart Munro  
Alison Swaddle

Phil Cunnington  
Caroline Smith  
Shahid Younis

ITEM NO.	WARD	SUBJECT	PAGE NO.
73.		<b>APOLOGIES</b> To receive any apologies for absence.	
74.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the meeting held on 28 November 2023.	<b>5 - 12</b>
75.		<b>DECLARATION OF INTEREST</b> To receive any declarations of interest.	
76.		<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>	
77.		<b>MEMBER QUESTION TIME</b> To answer any Member questions.	
78.	None Specific	<b>MTFP 2024/27</b> To scrutinise the Revenue and Capital Bids for Children's Services and Adult Services.	<b>To Follow</b>
79.	None Specific	<b>LITTER BINS TASK &amp; FINISH GROUP</b> To confirm the Terms of Reference for the Litter Bins Task & Finish Group.	<b>13 - 16</b>

- |            |               |  |                |
|------------|---------------|--|----------------|
| <b>80.</b> | None Specific | <b>WORK PROGRAMME</b><br>To consider the Committee's Work Programme for 2023/24. | <b>17 - 18</b> |
| <b>81.</b> | None Specific | <b>ACTION TRACKER</b><br>To consider the regular Action Tracker report.          | <b>19 - 24</b> |

**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 COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE HELD ON 28 NOVEMBER 2023 FROM 7.00 PM TO 9.45 PM

### **Committee Members Present**

Councillors: Chris Johnson (Chair), Peter Dennis (Vice-Chair), David Cornish, Norman Jorgensen, Pauline Jorgensen, Charles Margetts, Alistair Neal, Marie-Louise Weighill and Phil Cunnington

### **Other Councillors Present**

Councillors: Prue Bray and Ian Shenton

### **Officers Present**

Dave Allen (Communications, Engagement and Marketing Manager), Neil Carr (Democratic & Electoral Services Specialist), Graham Ebers (Deputy Chief Executive), Peter Kilkenny (Leisure Consultant), Liam Oliff (Democratic & Electoral Services Specialist), Helen Watson (Director of Children's Services) and Ming Zhang (Assistant Director, Education & SEND)

### **66. APOLOGIES**

An apology for absence was submitted from Councillor Laura Blumenthal.

Councillor Phil Cunnington attended the meeting as a substitute.

### **67. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 14 November 2023 were confirmed as a correct record and signed by the Chair, subject to the addition of Councillor Paul Fishwick to the list of attendees.

### **68. DECLARATION OF INTEREST**

There were no declarations of interest.

### **69. PUBLIC QUESTION TIME**

In accordance with the agreed procedure the Chair invited members of the public to submit questions to the appropriate Members.

#### **69.1 Nick Dyer asked the Chair the following question:**

##### **Question**

The consultation states that usage of the Centre has declined 26% post-Covid, particularly among the over 60s.

In a response to a Freedom of Information Act Request Council officers gave the following figures for "footfall" at the centre as:

- . Y/E MARCH 19 115,071
- . Y/E MARCH 20 151,577 – a spike coinciding with the temporary closure of Carnival Pool facilities
- . Y/E MARCH 21 29,286 – Covid affected
- . Y/E MARCH 22 72,785 – Covid affected
- . Y/E MARCH 23 105,399 – a reduction of less than 10% on the base year.

How were these, very precise, footfall numbers calculated and how was the age-related data collected?

### **Answer**

There is an item in the question which I would like to correct. The figures quoted for the year ending March 2019 – that was the year when the contract was let, so there are two months of figures that you won't find in here. This is a slightly shorter period so there were slightly more people in that year. If I extrapolate that for the full 12 months, it is more like a 24% difference rather than a 10% difference. That is my rough calculation.

The data was collected via the internal management system. All usage at St Crispin's Leisure Centre, including age profile, is captured on the contractor's data management system. Based on the questions posed officers are entirely confident with the data presented.

### **Supplementary Question**

I have spoken to members of clubs who use the centre – Taekwondo, Judo, Badminton, Racquet Ball, etc. They are not required to check in at the centre reception individually when attending their activities. That is confirmed by St Crispin's staff who confirm that they have no idea who is attending. I organise squash doubles sessions twice a week and, while I pay at reception, none of the other players is required to check in or is recorded as being on the premises. We are all over 60. As so many people's presence is not recorded and no one is interrogated on their age, do you accept that the consultation was based on data that was inaccurate and understated?

### **Supplementary Answer**

I cannot answer the last part of the question as I do not know about the data being understated, but it does worry me that, in an area where there are schoolchildren and there is a safeguarding issue, there are people on site who are not registered as being on site. That is another item that came out of the comments you made. I will ask for a written answer to your question which will be added to the Minutes and passed to you.

## **70. MEMBER QUESTION TIME**

There were no Member questions.

## **71. ST CRISPIN'S LEISURE CENTRE**

The Committee considered a report, set out in the Supplementary Agenda, which provided further information on the business case for the proposal to close the St Crispin's Leisure Centre and transfer the asset to the school (Circle Trust) in order to support the delivery of additional school places. This followed the decision of the Committee, at its meeting on 14 November 2023, to request that the relevant Executive Members review the draft Executive report, presented to that meeting, in order to address issues raised by the Committee, viz:

- better protection for the Council's assets;
- clarity on what happens if the demand for school places is a bulge and comes back down afterwards;
- clarity on the operating arrangements for the school holidays and outside of school hours;
- reinforcement of the maintenance arrangements;
- protection for community use going forwards.

Councillor Prue Bray (Executive Member for Children's Services) and Councillor Ian Shenton (Executive Member for Environment, Sport and Leisure) attended the meeting to present the report and answer Member questions. Also in attendance were Graham Ebers (Deputy Chief Executive), Helen Watson (Director of Children's Services), Ginny Rhodes (Chief Executive of the Circle Trust), Andy Hinchliff (Head Teacher at St Crispin's School) and Tony Penge (Operations Manager for Places for Leisure - the Council's contractor).

The report reminded Members that, in June 2023, the Council's Executive had approved a public consultation on the future of the St Crispin's Leisure Centre. The outcomes of the consultation, relating to five options, were reported to the Committee at its meeting on 14 November 2023 in the form of a draft Executive report. Following the issues raised by the Committee, an updated Executive report had been produced which would be considered by the Executive at its meeting on 30 November 2023. The Committee was requested to consider this updated report and make recommendations to the Executive as appropriate.

Graham Ebers introduced the report and highlighted the changes to the Executive report considered at the meeting on 14 November 2023. The most significant change was the addition of an Appendix which set out the Outline Business Case for the future operation of the leisure centre and the proposal to transfer the facility to the school (Circle Trust) in order to support school expansion and the delivery of additional school places in line with the Council's statutory duty relating to secondary school provision.

The Outline Business Case stated that the Council had a statutory duty to provide school places for every child whose parents wanted one. This could involve sending children to schools out of the Borough and/or the provision of additional buildings. The proposals relating to St Crispin's would provide a cost-effective solution whilst protecting existing uses of the leisure centre via a legal agreement with the Circle Trust. The Trust had made a commitment to maintain and develop the leisure centre, support community groups using the centre (including squash users) and to welcome charities and groups who wished to use the site for events and gatherings outside of school hours. This commitment included continued support for the Friday Night Project, the weekly disco/social event for the ARK community.

It was confirmed that, following discussions with the Trust and Places for Leisure, all existing community users outside school hours could be accommodated at the St Crispin's site. Some sports/leisure users could be accommodated at other Places for Leisure sites such as the BXG FIT fitness centre in Peach Place. In relation to the SHINE activity programme for older people, it was confirmed that there had been a decline in the number of participants over the past 18 months. Plans were being developed to relaunch the SHINE programme using a range of suitable venues including the BXG FIT centre.

Places for Leisure had also confirmed that they would support the provision of activities at the Montague Park Community Centre, subject to the Council being able to make the centre financially viable. Members suggested that the financial viability assessment for the Montague Park centre be progressed in order to provide clarity on its potential operation and uses.

It was noted that a small number of squash players currently used the St Crispin's facility during school hours. These users could either move to using the courts outside of school hours or move to other squash providers in the area. It was noted that the disbenefit caused for a small number of squash players had to be balanced against the benefit to

families in the Borough from the provision of additional school places in line with the Council's statutory duty.

In relation to value for money, it was noted that the cost of the proposal to the Council was a £1m contribution to the Circle Trust in order to facilitate the delivery of 55 school places per year over six years. Current projections indicated that these additional places would be needed over the six year period and beyond. The contribution of £1m was felt to be good value for money compared to other options for increasing the number of school places such as new build or the repurposing of other Council-owned property. It was estimated that alternative provision, if identified and depending on timescales, was likely to have a Capital cost over £5m.

In the ensuing discussion, Members raised the following points and questions.

What certainty was there that existing uses of the leisure centre, outside school hours, would continue to be delivered? It was confirmed that the agreement with the Circle Trust would be underpinned by a legal agreement. This would include clauses stipulating that squash provision would continue along with community uses, ongoing maintenance and infrastructure management. Capital investment in the facility would become the responsibility of the Trust. The legal agreement stipulated that, if the Trust wished to end the lease or became insolvent, the asset would be transferred to any incoming trust or would revert to the Council.

Ginny Rhodes confirmed that the Circle Trust was a charity which was committed to working with the local community. This was important as the local community contained many families whose children attended the school. The Trust welcomed innovation and would welcome new users to the centre.

In relation to the provision of additional school places, was St Crispin's the most suitable location or should this be considered as part of the wider strategy across the Borough, i.e. creating extra capacity in areas where demand was highest? It was confirmed that discussions were ongoing with all schools about the potential for extra capacity. However, the proposal for St Crispin's would provide high quality spaces at a value for money cost to the Council, in partnership with a supportive trust. It was also noted that the delivery of parental preference for places meant that children travelled around the Borough and would continue to do so. St Crispin's was a popular school and was regularly over-subscribed.

In relation to the profitability of the St Crispin's leisure centre, what was the current situation? It was confirmed that the centre was not currently making a profit. However, the implications of this for the leisure contract, i.e. the management payment from Places for Leisure to the Council would be considered as part of the assessment of the overall contract over time. This would fluctuate over the life of the contract and would be addressed through the Equalisation Fund. There was no expectation of a negative impact on the Council's Revenue budget relating to the leisure centre.

As discussed at the previous meeting, was there an option for the Council to retain the asset and reach an agreement where the school had use of the centre during school hours and Places for Leisure took over outside of school hours? It was confirmed that hybrid options had been discussed with the Trust and Places for Leisure. Neither felt that such an option would work in practice with, for example, challenges in handing over control and clarity on the responsibilities of both organisations. Ginny Rhodes stated that the Trust



recognised the challenges relating to operating the centre outside school hours, but was committed to delivering on the commitments set out in the report.

Members felt that, if the proposals relating to the leisure centre were approved by the Executive, it would be useful for the Committee to review progress in 2024/25 and to widen this review to other sites in the Borough where schools were involved in the management of sports/leisure facilities.

If the school took over the operation of the leisure centre, what was the likelihood of an increase in charges for users? This was especially relevant as the area around the leisure centre contained some of the highest levels of deprivation in the Borough. Ginny Rhodes confirmed that the Trust was aware of the challenges facing local residents and the need for sensitive pricing at the centre. There was no intention for immediate price increases. The financial situation would be monitored closely by the Trust.

The Chair thanked Ginny Rhodes and Andy Hinchliff for attending the meeting and thanked the Executive Members and officers for the additional work undertaken to provide responses to the points raised by the Committee at its previous meeting.

**RESOLVED** That:

- 1) the recommendations in the St Crispin's Leisure Centre report to the Executive, on 30 November 2023, be supported;
- 2) the Executive be recommended to request that officers progress the financial viability assessment relating to the Montague Park Community Centre;
- 3) subject to approval by the Executive, progress on the agreement between the Council and the Circle Trust, along with all other agreements involving schools and leisure facilities, be the subject of a report to the Committee within 12 months.

**72. LITTER BINS TASK & FINISH GROUP**

The Committee considered a report, set out at Agenda pages 13 to 15, which stated that, at its meeting on 2 October 2023, the Committee had agreed to establish a Task & Finish Group to scrutinise the provision and emptying of litter bins across the Borough. The Task and Finish Group would produce a report with recommendations to the Executive.

The report included draft Terms of Reference for the proposed Task & Finish Group for consideration by the Committee. It was proposed that the Task & Finish Group begin its deliberations in early 2024. Members made amendments to the draft Terms of Reference in the report to produce the following:

Purpose - to review the Council's existing policies and procedures relating to the provision and emptying of litter bins across the Borough and make recommendations for improvement.

1. To consider the Council's current approach to the provision and emptying of litter bins with the aim of streamlining activity between service areas such as Highways and Country Parks.
2. To consider the detailed evidence from the 2023 public consultation on changes and potential savings relating to Street Cleaning and Grounds Maintenance services.

3. To consider the views of local stakeholders – residents, community groups, Adopt A Street groups and Town and Parish Councils.
4. To consider evidence from the Council’s contractors and specialist groups such as Keep Britain Tidy.
5. To consider opportunities for improved partnership working with Town and Parish Councils in areas such as the Countryside Service.
6. To consider examples of best practice in the UK and abroad, including the use of behavioural insights (nudges) to reduce littering.
7. To consider potential campaigns to support behaviour change to prevent litter, including fly-tipping in bins, and increasing Anti-Social Behaviour enforcement (e.g. fixed penalties for littering).
8. To consider opportunities for commercial sponsorship of litter bins, e.g. shops and food outlets and encouraging businesses to take more responsibility for litter linked to their operations.
9. To consider the planning implications relating to litter bins, such as the location of food outlets and associated bins in new developments.
10. To consider the scope for financial savings through greater streamlining of provision and more effective partnership working.
11. To produce a final report to the Executive with recommendations for improvement and associated financial savings.

**RESOLVED** That:

- 1) the amended Terms of Reference for the Litter Bins Task & Finish Group be submitted to the next meeting of the Committee, on 19 December 2023, for final approval;
- 2) the Task & Finish Group be comprised of two Liberal Democrat Members, two Conservative Members and one Labour Member;
- 3) the Group Leaders be requested to submit the names of Members to sit on the Task & Finish Group to the next meeting of the Committee;
- 4) the Task & Finish Group begin its deliberations in early 2024.

**73. WORK PROGRAMME**

The Committee considered its work programme for the remainder of 2023/24.

Members made the following points on the work programme:

- The updated Litter Bins Task & Finish Group Terms of Reference be considered at the next meeting on 19 December 2023.

- 22 January 2024 meeting – the VAWG update be a written briefing on progress with specific action points – delivered and planned.
- 22 January 2024 meeting - a final Budget Scrutiny wrap-up item be included.
- 4 March 2024 meeting – consider making the Combatting Drugs Partnership update a HOSC item.
- 4 March 2024 meeting – consider deferring the Flood Risk Management item until later in the year.

**RESOLVED:** That the work programme, as amended, be approved.

#### **74. ACTION TRACKER**

The Committee considered the regular Action Tracker report, set out at Agenda pages 21 to 26.

**RESOLVED:** That the Action Tracker report be noted.

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<b>TITLE</b>	<b>Litter Bins Task &amp; Finish Group</b>
<b>FOR CONSIDERATION BY</b>	Community & Corporate Overview & Scrutiny Committee on 19 December 2023
<b>WARD</b>	(All Wards);
<b>LEAD OFFICER</b>	Neil Carr – Scrutiny Officer

## **PURPOSE OF REPORT**

At its meeting on 2 October 2023 the Committee agreed to establish a Task & Finish Group to scrutinise the provision and emptying of litter bins across the Borough and to submit any recommendations to the Council's Executive. The report sets out draft Terms of Reference for the proposed Task & Finish Group as amended at the Committee's meeting on 28 November 2023.

## **RECOMMENDATIONS**

That the Committee:

- 1) agree the final Terms of Reference for the Litter Bins Task & Finish Group;
- 2) determine which Members will sit on the Task & Finish Group, using the Council's proportionality rules;
- 3) note that the Task & Finish Group will convene in early 2024.

## **Background**

At its meeting on 2 October 2023, the Committee considered a report which gave details of the outcome of a public consultation exercise relating to potential changes and associated savings relating to the Council's Street Cleaning and Grounds Maintenance services.

The 2 October report invited the Committee to debate and arrive at a recommendation on whether the litter bins (identified for removal) should be retained or removed. The report noted the level of public concern relating to this proposal. It also noted that, should the litter bins be retained, the required financial saving would be forgone and would become a financial pressure to resolve. Having considered the report, the Committee recommended to the Executive that a number of proposed service reductions be implemented. However, it was noted that there was most public concern about the potential removal and reduced emptying of litter bins. The Committee recommended to the Executive that the proposed reduction of litter bins and reduced frequency of emptying of some bins was not implemented.

The Committee agreed to establish a Task & Finish Group to scrutinise the provision and emptying of litter bins across the Borough and to submit any recommendations to the Executive in due course. Draft Terms of Reference for the proposed Task & Finish Group were considered at the Committee's meeting on 28 November. The Committee agreed to finalise the Terms of Reference at the meeting on 19 December 2023.

## **Litter Bins - Task and Finish Group - Terms of Reference**

Purpose - to review the Council's existing policies and procedures relating to the provision and emptying of litter bins across the Borough and make recommendations for improvement.

1. To consider the Council's current approach to the provision and emptying of litter bins with the aim of streamlining activity between service areas such as Highways and Country Parks.
2. To consider the detailed evidence from the 2023 public consultation on changes and potential savings relating to Street Cleaning and Grounds Maintenance services.
3. To consider the views of local stakeholders – residents, community groups, Adopt A Street groups and Town and Parish Councils.
4. To consider evidence from the Council's contractors and specialist groups such as Keep Britain Tidy.
5. To consider opportunities for improved partnership working with Town and Parish Councils in areas such as the Countryside Service.
6. To consider examples of best practice in the UK and abroad, including the use of behavioural insights (nudges) to reduce littering.
7. To consider potential campaigns to support behaviour change to prevent litter, including fly-tipping in bins, and increasing Anti-Social Behaviour enforcement (e.g. fixed penalties for littering).
8. To consider opportunities for commercial sponsorship of litter bins, e.g. shops and food outlets and encouraging businesses to take more responsibility for litter linked to their operations.
9. To consider the planning implications relating to litter bins, such as the location of food outlets and associated bins in new developments.
10. To consider the scope for financial savings through greater streamlining of provision and more effective partnership working.
11. To produce a final report to the Executive with recommendations for improvement and associated financial savings.

### **Proposed Witnesses**

- WBC Executive Members and Officers;
- Residents and community groups, including Adopt A Street groups;
- Town and Parish Councils;
- Business representatives, e.g. Chamber of Commerce
- Best practice examples from other local authorities and the private sector;
- WBC's contractors;
- Specialist groups e.g. Keep Britain Tidy.

## FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

*The Council faces unprecedented financial pressures as a result of; the longer term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and 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)	Recommendations to the Executive	NA	NA
Next Financial Year (Year 2)	As above	NA	NA
Following Financial Year (Year 3)	As above	NA	NA

### **Other Financial Information**

No specific financial implications relating to the Task & Finish Group. However, its recommendations may lead on to financial impacts

### **Public Sector Equality Duty**

To be considered as part of the work of the Task & Finish Group

### **Climate Emergency**

To be considered as part of the work of the Task & Finish Group

### **Reasons for considering the report in Closed Session**

None

### **List of Background Papers**

None

<b>Contact</b> Neil Carr	<b>Service</b> Democratic Services
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## Community & Corporate O&S – Work Programme 2023/24

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
22 January 2024	<b>Medium Term Financial Plan</b>	To receive details of proposed and updated bids within the draft MTFP – wrap up session	Work programme	Graham Ebers
	<b>Enforcement &amp; Safety Service</b>	To scrutinise the delivery of the Council’s enforcement and safety service	Work programme	Narinder Brar
	<b>Planning Service</b>	To scrutinise the delivery of the Council’s Planning, Strategic Planning and Planning Enforcement services	Committee request	Trevor Saunders
	<b>WBC Buildings</b>	To scrutinise arrangements for managing the Council’s building assets across the Borough	Committee Request	Sarah Morgan

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>PURPOSE OF REPORT</b>	<b>REASON FOR CONSIDERATION</b>	<b>CONTACT OFFICER</b>
<b>4 March 2024</b>	<b>Police and Fire Services</b>	To receive an update on the work of the Police and Fire Services	Work programme	Narinder Brar
	<b>Flood Risk Management</b>	To receive the annual update on the Council's delivery of the flood risk management strategy	Work Programme	Boniface Ngu
	<b>Combatting Drugs Partnership</b>	To receive a report on the work of the Combatting Drugs Partnership Delivery Group	Committee Request	Narinder Brar
	<b>Highways &amp; Transport Customer Service</b>	To consider a follow-up on any improvements in communications and resident satisfaction – following the discussion in September 2023	Committee Request	Chris Easton

**Task & Finish Groups – Active Travel Task & Finish Group & Litter Bins Task & Finish Group**

# Agenda Item 81.

## Community & Corporate Overview and Scrutiny Committee – Action Tracker 2023/24

Community & Corporate Overview and Scrutiny Committee – 22 May 2023		
Agenda Item	Action	Update
Flood Risk Management	<ul style="list-style-type: none"> <li>• Officers aim to send follow-up emails to Members once flood risk management works had been completed in their Wards;</li> <li>• Written answer re manhole covers;</li> <li>• Lower Earley peripheral road issue – officers to liaise with relevant Ward Member;</li> <li>• Members to encourage residents to ‘bulk’ report issues to Thames Water.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> <li>• Completed/Noted</li> </ul>
Combatting Drugs Partnership	<ul style="list-style-type: none"> <li>• Datasets re relapses, 6 &amp; 12-month programme successes for the Borough be circulated;</li> <li>• Officers to ascertain if the police operation over Christmas was random or intelligence based;</li> <li>• Schedule agenda item re oversight of the delivery group – end of 23/24 municipal year.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• March 2024</li> </ul>
Active Travel Task and Finish Group Appointments	<ul style="list-style-type: none"> <li>• Information be provided to the Group re funding allocation and any Government preferences to suggested WBC schemes.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Work Programmes	<ul style="list-style-type: none"> <li>• Chair, Vice-Chair and S151 officer to meet re earmarked reserves item;</li> <li>• Arts and Culture strategy to be scheduled;</li> <li>• Officers liaise with Highways colleagues re scheduling items for September 2023 meeting;</li> <li>• Schedule item on the Local Plan Update;</li> <li>• Arrange item on planning/strategic planning/enforcement services via the Chair;</li> <li>• Arrange work programme by ‘topic’;</li> <li>• Consider inviting representatives from housing management companies to the Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> <li>• 2024</li> <li>• Ongoing</li> <li>• Completed</li> <li>• Completed</li> </ul>

<b>Community &amp; Corporate Overview and Scrutiny Committee – 3 July 2023</b>		
<b>Agenda Item</b>	<b>Action</b>	<b>Update</b>
Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>• Agreed</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Draft Violence Against Women and Girls Strategy	<ul style="list-style-type: none"> <li>• Comments and feedback from the Committee be fed into the development of the strategy;</li> <li>• Further update to be scheduled.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Written Update</li> </ul>
Directorate Priorities – Resources and Assets	<ul style="list-style-type: none"> <li>• Informal Working Group to be established to develop a model business case template, supported by Graham Ebers and Sally Watkins, comprising of Councillors David Cornish, Peter Dennis, Norman Jorgensen, and Pauline Jorgensen;</li> <li>• Note the priorities, opportunities and challenges.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Completed</li> </ul>
Directorate Priorities – Place and Growth	<ul style="list-style-type: none"> <li>• Note the priorities, opportunities and challenges.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Community Safety Partnership Update	<ul style="list-style-type: none"> <li>• Member Comments be fed back to the CSP;</li> <li>• Further information be provided on specific issues raised at the meeting;</li> <li>• The Council's ASB team be congratulated on their achievements over the past year.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> </ul>
Wokingham Anti-Abuse Charter Update	<ul style="list-style-type: none"> <li>• Progress relating to the Anti-Abuse Charter be reported to Members in conjunction with the annual Community Safety Partnership update report.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Work Programme	<ul style="list-style-type: none"> <li>• The work programme be amended to reflect the point raised by Members;</li> <li>• The Chair and Vice-Chair discuss the possibility of additional meetings in order to ensure the effective scrutiny of items on the work programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> </ul>

<b>Community &amp; Corporate Overview and Scrutiny Committee – 4 September 2023</b>		
<b>Agenda Item</b>	<b>Action</b>	<b>Update</b>
Member Question Time	<ul style="list-style-type: none"> <li>• Provide written supplementary answer to Cllr Cowan and publish in the Minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Arts and Culture Strategy Update	<ul style="list-style-type: none"> <li>• Officers consider amending any future versions of the Committee report to show</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> </ul>

	<p>which bids were in progress, finished, delayed or cancelled</p> <ul style="list-style-type: none"> <li>• Officers consider placing additional efforts into advertising the ongoing and future work of engagement with young adults;</li> <li>• Chair to liaise with officers and the Executive Member to establish an appropriate meeting to provide an update on tangible outputs that the public could recognise as successes of the strategy;</li> <li>• Arts and Culture Service Plan (internal document) be shared with the Committee at the appropriate time.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• TBC</li> <li>• TBC</li> </ul>
Highways and Transport – Customer Service, Potholes and Small Projects	<ul style="list-style-type: none"> <li>• Officers seek to amend the wording of the report function to specify reports to pedestrian footpaths;</li> <li>• Members and residents be invited to report any such instances of HGVs damaging road surfaces as a result of turning manoeuvres;</li> <li>• Members and residents be invited to report instances of rough patches of roads and cycleways as a result of respraying;</li> <li>• Members contact the Highways team directly should they not be receiving details of TROs within their Ward;</li> <li>• The Committee consider a follow-up session to highlight any improvements made with regards to communications and resident satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Noted</li> <li>• Noted</li> <li>• Noted</li> <li>• Ongoing</li> </ul>
Local Transport Plan 4	<ul style="list-style-type: none"> <li>• Officers consider adding the hierarchy of road users into the LTP4;</li> <li>• Officers consider amending the wording of the section on scooting to specify push-scooting;</li> <li>• Officers consider adding in information relating to demographic data from the consultation into the draft LTP4;</li> <li>• Executive Members and officers be requested to assess the data received from the consultation and place a special focus on any groups which had been underrepresented in future consultations on the LTP4;</li> <li>• Officers consider providing an Executive Summary at the beginning of the LTP4, outlining the conclusions and recommendations of the report to help residents to easily engage with the plan and proposals;</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Noted</li> <li>• Noted</li> <li>• Noted</li> <li>• Noted</li> </ul>

	<ul style="list-style-type: none"> <li>• Officers consider exploration of more standard market research techniques, in order to reach a wider range of people and to help qualify the data;</li> <li>• The Committee consider if a further session be required to offer additional overview and scrutiny of the LTP4 prior to its consideration at the Executive.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• Noted</li> </ul>
Action Tracker	<ul style="list-style-type: none"> <li>• Briefing Note on Freedom of Information Requests be produced and circulated to the Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
Work Programme	<ul style="list-style-type: none"> <li>• LPU item to move to November;</li> <li>• VAWG strategy updated to be scheduled for January. Chair to meet with Exec Member and appropriate officers to discuss tangible delivery dates and achievements;</li> <li>• Chair to speak with officers with regards to scheduling currently unscheduled topics.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> </ul>

<b>Community &amp; Corporate Overview and Scrutiny Committee – 2 October 2023</b>		
<b>Agenda Item</b>	<b>Action</b>	<b>Update</b>
MTFP Strategic Overview	<ul style="list-style-type: none"> <li>• Strategic background and challenges facing the Borough noted;</li> <li>• Challenges and ideas to address current budget shortfall to be developed through the Budget Scrutiny process.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• Completed</li> </ul>
Proposed approach - Street Cleaning and Grounds Maintenance Service Review	<ul style="list-style-type: none"> <li>• Submit Recommendations to the Executive;</li> <li>• Establish a T&amp;FG later in 2023/24 to scrutinise provision and emptying of litter bins with recommendations to the Executive.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> </ul>
MTFP Reserves	<ul style="list-style-type: none"> <li>• Reserves position noted – use to inform the Budget Scrutiny process;</li> <li>• Annual update including details of variations from year to year.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> </ul>
Action Tracker	<ul style="list-style-type: none"> <li>• Highways and Transport Customer Service – follow up session in March 2024.</li> </ul>	<ul style="list-style-type: none"> <li>• March 2024</li> </ul>
Work Programme	<ul style="list-style-type: none"> <li>• Add item on use of WBC buildings – location, uses, costs and income generation potential.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>

<b>Community &amp; Corporate Overview and Scrutiny Committee – 9 October 2023</b>		
Agenda Item	Action	Update
Local Transport Plan 4 (LTP4)	<ul style="list-style-type: none"> <li>• Member comments and suggestions fed into development of LTP4 prior to submission to Executive;</li> <li>• Chair to attend Executive on 30 November 2023 to present Committee's views.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> </ul>

<b>Community &amp; Corporate Overview and Scrutiny Committee – 30 October 2023</b>		
Agenda Item	Action	Update
MTFP 2024/27	<ul style="list-style-type: none"> <li>• Strategic background and challenges facing the Borough noted;</li> <li>• Comments and challenges relating to Resources &amp; Assets and CEX's directorates be fed in development of MTFP 2024/27</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> </ul>
Work Programme	<ul style="list-style-type: none"> <li>• Bins Task &amp; Finish Group – Terms of Reference to 28 November meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Action Tracker	<ul style="list-style-type: none"> <li>• Follow up on Combatting Drugs Partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>

<b>Community &amp; Corporate Overview and Scrutiny Committee – 14 November 2023</b>		
Agenda Item	Action	Update
St Crispin's Leisure Centre	<ul style="list-style-type: none"> <li>• Further report to meeting on 28 November, to include further information/evidence on protection of the Council's assets, school places; operating arrangements, ongoing maintenance and community use;</li> <li>• Options 3,4 and 5 not supported;</li> <li>• Progress on strategic plan for school places to be considered by Children's Services O&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> </ul>
MTFP 2024/27	<ul style="list-style-type: none"> <li>• Strategic background and challenges facing the Borough noted;</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> </ul>

	<ul style="list-style-type: none"> <li>• Comments and challenges on Place &amp; Growth budget proposals fed back into the development of the MTFP 2024/27</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
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<b>Community &amp; Corporate Overview and Scrutiny Committee – 28 November 2023</b>		
<b>Agenda Item</b>	<b>Action</b>	<b>Update</b>
St Crispin's Leisure Centre	<ul style="list-style-type: none"> <li>• Recommendations in Executive report supported;</li> <li>• Request progress on financial analysis for Montague Park Community Centre</li> <li>• Report back within 12 months on St Crispin's and other school/leisure arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Completed</li> <li>• Ongoing</li> </ul>
Litter Bins T&FG	<ul style="list-style-type: none"> <li>• Final Terms of Reference submit to meeting on 19 December 2023</li> <li>• Membership to be confirmed at meeting on 19 December 2023</li> </ul>	<ul style="list-style-type: none"> <li>• Completed</li> <li>• Ongoing</li> </ul>