

MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON 29 MAY 2019 FROM 7.00 PM TO 10.00 PM

Committee Members Present

Councillors: Jenny Cheng, Andy Croy, Richard Dolinski, Paul Fishwick, Guy Grandison, Pauline Helliard-Symons, Sarah Kerr, Abdul Loyes, Ken Miall, Ian Pittock, Malcolm Richards, Rachelle Shepherd-DuBey and Alison Swaddle

Officers Present

Laura Callan, Strategy and Commissioning Support Manager
Neil Carr, Democratic and Electoral Services Specialist
Susan Parsonage, Chief Executive

1. ELECTION OF CHAIRMAN

The Committee considered the election of a Chairman for the 2019/20 Municipal Year. Two candidates were nominated: Pauline Helliard-Symons and Ian Pittock. Both candidates received six votes. Consequently, the Committee agreed to appoint a Chairman for this meeting and to elect a Chairman for the Municipal Year at the next meeting.

The Committee agreed that Pauline Helliard-Symons would chair this meeting.

Ian Pittock referred to the Constitutional requirement for the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees to be members of the Management Committee. As the Committees had not met yet, no Chairmen/Vice-Chairmen were in place. It was confirmed that the current membership of the Management Committee had been approved by Council and that any changes arising out of the election of Chairmen and Vice-Chairmen would be reported to future meetings as necessary.

Ian Pittock also referred to the fact that Deputy Executive Members had been appointed to the Overview and Scrutiny Committees. It was confirmed that Executive Members were not allowed to sit on Overview and Scrutiny Committees. However, the role of Deputy Executive Member was not mentioned in the relevant legislation and, therefore, there was no reason why they could not sit on the Committees. Deputy Executive Members sat on Overview and Scrutiny Committees in 2018/19.

RESOLVED That:

- 1) Pauline Helliard-Symons be appointed as Chairman for the meeting;
- 2) the Chairman for the 2019/20 Municipal Year be elected at the meeting on 19 June 2019.

2. APPOINTMENT OF VICE-CHAIRMAN

The Committee appointed a Vice-Chairman for the 2019/20 Municipal Year.

RESOLVED: That Alison Swaddle be appointed as Vice-Chairman of the Committee for the 2019/20 Municipal Year.

3. APOLOGIES

There were no apologies for absence.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee, held on 20 March 2019, were confirmed as a correct record and signed by the Chairman.

5. DECLARATION OF INTEREST

There were no declarations of interest.

6. PUBLIC QUESTION TIME

There were no public questions.

7. MEMBER QUESTION TIME

There were no Member questions.

8. WOKINGHAM BOROUGH COUNCIL PLAN

The Committee considered a report, set out at Agenda pages 15 to 16, which updated Members on the development of the new Council Plan. The report was supported by a presentation which gave details of the public engagement process to date and the 10 key priorities identified.

Susan Parsonage (Chief Executive) and Laura Callan (Strategy and Commissioning Support Manager) introduced the item and outlined the process for taking the plan forwards. As the Council had a new Leader and new Executive Members it was important to incorporate their views into the process. It was also apparent that some of the 10 priorities were interlinked and ongoing issues, such as the Council's approach to housing numbers, were being modified and developed.

In the ensuing discussion Members raised the following points:

- It was important for Scrutiny Members to see a draft of the new Council Plan as soon as possible. It was confirmed that a draft of the new plan could be emailed to Members shortly.
- A number of issues had become more high profile (future housing numbers, climate emergency and congestion) and should be addressed accordingly in the new plan.
- Was it possible to see data on the number of residents/consultees who highlighted each of the 10 priority areas? It was confirmed that this information could be provided for Members.
- Was it possible to provide a summary of the public engagement including details of the specific community/specialist groups who were involved? It was confirmed that this information could be provided.
- Was it possible to provide a summary of the issues raised by Town and Parish Councils? It was confirmed that a separate briefing had been provided to Town and Parish Councils via the Borough Parish Liaison Forum. Details of the Town and Parish feedback could be provided for Members.

RESOLVED That:

- 1) Susan Parsonage and Laura Callan be thanked for attending the meeting to answer Member questions;

- 2) a draft of the new Council Plan be circulated to Overview and Scrutiny Members;
- 3) Members receive additional information on the number of residents/consultees supporting each Council Plan priority, the specific groups involved in the consultation and the feedback from Town and Parish Councils;
- 4) development of the draft Council Plan be considered again at the meeting of the Committee on 17 July 2019;
- 5) the 17 July meeting also receive an update on the Key Performance Indicators being developed to underpin the new Council Plan.

9. 2018/19 COUNCIL PLAN PERFORMANCE MONITORING REPORT

The Committee considered a report, set out at Agenda pages 17 to 64, which gave details of Council Plan performance monitoring for 2018/19.

Laura Callan and Susan Parsonage introduced the report and answered Member questions.

The report stated that, for 2018/19, 76% of key performance indicators had achieved the assigned target and were reported as Green. Ten measures (14%) performed marginally off target and were reported as Amber. Seven measures (10%) were reported as Red as the targets had not been achieved.

The Red indicators were summarised as:

- EA 7: % of infants who received a 6-8 week review within 8 weeks;
- EA9: % of children who received a 2/2.5 year review;
- EA11: 12 month rolling voluntary turnover of qualified social workers within Children's Social Care and the Early Intervention Service;
- VP1iv: Non-elective admissions;
- VP5: Number of visits to Wokingham Borough libraries;
- VP8: % of child protection visits due in the period which were completed on time (within 10 days of the previous visit)
- VP13: Number of affordable dwellings permitted.

Appended to the report was a document which set out the full list of key performance indicators which supported the Council Plan and provided supplementary performance information for each measure.

The report also provided a service narrative in response to the queries raised by the Committee in relation to the Quarter 3 performance report. It was confirmed that a Children's Services Officer was due to attend the meeting to discuss performance issues, but would now be attending the 17 July meeting instead.

In the ensuing discussion, Members raised the following points:

EA7: infant reviews within 8 weeks – part of the issue appeared to be the requirement for parents to visit health facilities for the review. Was there any potential for home visits?

EA1iii: state funded schools with a Good Ofsted rating – the table on Page 26 indicated that the direction of travel was Static, yet the RAG assessment had moved from Red to Amber.

EA11: voluntary turnover of Social Workers – Members requested a more detailed commentary on performance (this issue had been highlighted in a recent Ofsted/Care Quality Commission report).

R1: Peach Place Regeneration Project – the RAG threshold states “Amber if project is within 4-6 of programme timescales”. In light of recent delays relating to the main contractor, was “Amber” the correct assessment?

SC8: % household waste recycled from the kerbside – this indicator should be reviewed as part of the range of indicators underpinning the new Council Plan.

T4: Lower Earley Way Duelling – provide clarification that the delivered actions are accurate and up-to-date.

T5: Winnersh Relief Road Phase 2 – the scheme had slipped, so should the RAG be “Amber”? Also, the reporting periods jumped from Spring 2019 to Winter 2019/20?

T9: Civil Parking Enforcement (CPE) – Number of PCNs issued – No target or RAG rating. Also, should there be broader targets relating to the original aims of CPE?

T11: Average minimum travel time – no data since 2016 – no commentary.

VP8: % of child protection visits within 10 days – to be discussed at the 17 July meeting.

VP11: % of formal homelessness decisions made within 45 working days – provide clarification on the commentary relating to decisions under the Homelessness Reduction Act (56 days).

VP14: number of affordable dwellings completed – clarify whether the number of affordable dwellings completed was a net figure, or did it include replacement dwellings?

Members felt that the performance report, in its current format, contained too much information. It was suggested that services should consider reporting on a smaller number of priority indicators, with other indicators reported by exception. Ongoing work on the new Council Plan provided an opportunity to review the KPIs to ensure that they focussed on priority areas, including priorities identified by residents.

RESOLVED That:

- 1) the 2018/19 Council Plan Performance Monitoring Report be noted;
- 2) Officers be requested to provide responses to the Member questions and comments set out in the Minutes;

- 3) Council Plan Performance Monitoring be considered further at the 17 July meeting of the Committee, linked to the discussion on the new Council Plan;
- 4) an Officer from Children's Services attend the 17 July meeting to discuss the specific issues around the indicators highlighted in the report;
- 5) Council departments be asked to consider the development of a smaller number of Key Performance Indicators linked to the development of the new Council Plan.

10. OVERVIEW AND SCRUTINY - MEMBER TRAINING

The Committee considered a report, set out at Agenda pages 65 to 71, which gave details of a proposed Overview and Scrutiny Member Training Session. The training session, scheduled for 26 June 2019 (7pm), would provide an introduction to Overview and Scrutiny for new Members and a refresh for more experienced Members.

It was also confirmed that a further training session would be provided, in July 2019, on Budget Scrutiny.

The report set out a draft format for the training session and sought Member views on other potential issues for discussion. The training would be provided by the Centre for Public Scrutiny.

Members considered the training programme and made the following comments:

- the training session should include provision for feedback on quality/relevance, etc.;
- information should be sought on further training options from the Centre for Public Scrutiny, LGA, etc.;
- the training session should be open to all Members of the Council.

RESOLVED That:

- 1) the Overview and Scrutiny Member training session, scheduled for 26 June 2019, be confirmed;
- 2) the Member training session include provision for Member feedback on content/quality/relevance, etc.;
- 3) the proposed Budget Scrutiny training session (July 2019) be noted;
- 4) further information on Member training options be submitted to the Committee in due course.

11. CONSIDERATION OF THE CURRENT EXECUTIVE FORWARD PROGRAMME

The Committee considered a copy of the Executive Forward Programme as set out on Agenda pages 73 to 76.

RESOLVED That:

- 1) the Executive Forward Programme be noted;

- 2) the Voluntary Sector Commissioning Strategy be included in the Overview and Scrutiny work programmes;
- 3) the Adult Social Care High Level Business Case be included in the Overview and Scrutiny Work Programmes.

12. COMMITTEE WORK PROGRAMMES

The Committee considered its forward work programme and those of the Overview and Scrutiny Committees as set out on Agenda pages 77 to 94.

RESOLVED That:

- 1) the substantive items for the 19 June meeting of the Management Committee be: Future Housing Numbers, Update on Grass Cutting and Government Guidance on Overview and Scrutiny;
- 2) the Leader of the Council, Executive Member for Planning and Enforcement and relevant Planning Officers be invited to attend the 19 June meeting to discuss the Housing Numbers issue;
- 3) the substantive items for the 17 July meeting of the Committee be: draft Council Plan and supporting performance indicators and Quarter 1 Performance Management report;
- 4) the Executive Member for Climate Emergency be invited to attend the September 2019 meeting of the Committee to discuss progress on developing proposals and an action plan.