

NOTICE
OF
MEETING

**INFRASTRUCTURE OVERVIEW &
SCRUTINY PANEL**

will meet on

MONDAY, 29TH JULY, 2019

At 7.00 pm

in the

COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD

TO: MEMBERS OF THE INFRASTRUCTURE OVERVIEW & SCRUTINY PANEL

COUNCILLORS MANDY BRAR, WISDOM DA COSTA, PHIL HASELER (VICE-CHAIRMAN), ROSS MCWILLIAMS (CHAIRMAN) AND GURCH SINGH

SUBSTITUTE MEMBERS

COUNCILLORS JOHN BALDWIN, CHRISTINE BATESON, GURPREET BHANGRA, JOHN BOWDEN AND NEIL KNOWLES

Karen Shepherd – Service Lead, Governance - Issued: 19 July 2019

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Wendy Binmore** 01628796251

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.	
2.	<u>DECLARATIONS OF INTEREST</u> To receive any Declarations of Interest.	5 - 6
3.	<u>MINUTES</u> To confirm the Minutes of the previous meeting.	7 - 14
4.	<u>TASK & FINISH GROUP SCOPE AND TERMS OF REFERENCE - HOMELESSNESS STRATEGY</u> To outline and confirm the Terms of Reference and scope of the above Task and Finish Group.	15 - 18
5.	<u>TASK & FINISH GROUP SCOPE AND TERMS OF REFERENCE - INFRASTRUCTURE AND CIL</u> To outline and confirm the Terms of Reference and scope of the above Task and Finish group.	19 - 22

MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Agenda Item 3

INFRASTRUCTURE OVERVIEW & SCRUTINY PANEL

TUESDAY, 18 JUNE 2019

PRESENT: Councillors John Baldwin, Wisdom Da Costa, Phil Haseler (Vice-Chairman), Ross McWilliams (Chairman) and Gurch Singh

Also in attendance: Councillors Neil Knowles, Andrew Johnson, Carole Da Costa, Jon Davey and Geoff Hill.

Officers: Wendy Binmore, Nabihah Hassan-Farooq, Hilary Hall, Jenifer Jackson, Russell O'Keefe, Duncan Sharkey and Christopher Wheeler

APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

Councillor Da Costa was nominated as Vice-Chairman but the Motion was unsuccessful and fell away. Two Councillors voted in favour of the Motion (Cllrs Da Costa and Baldwin), and three Councillors voted against the Motion (Cllrs Haseler, McWilliams and Singh).

RESOLVED THAT: That Councillor Ross McWilliams be appointed Chairman and Councillor Phil Haseler be appointed Vice-Chairman.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Brar.

DECLARATIONS OF INTEREST

None.

MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the Sustainability Panel held on 19 March 2019; the Highways, Transport & Environment Overview & Scrutiny Panel held on 26 March 2019; and the Planning & Housing Overview & Scrutiny Panel held on 16 April 2019 be noted.

TERMS OF REFERENCE FOR OVERVIEW AND SCRUTINY

Nabihah Hassan-Farooq, Scrutiny Officer, explained to Members that in June 2019 the findings of the Constitution Working Group moved to amalgamate seven Overview and Scrutiny Panels to just four, and that the Panels would no longer follow the Cabinet report cycle. She added that as per the Council's Constitution, as required by Law, the Council has designated a statutory Scrutiny Officer whose functions are to promote the role of the Council's Overview and Scrutiny Panels, to provide support to them and their Members and provide support and guidance to Council Members and Officers generally about the functions of the Overview and Scrutiny Panels.

Overview and Scrutiny Panels had powers to establish Task and Finish Groups and agree items to be added to the Forward Plan or Work Programme of those Overview and Scrutiny Panels. There were only four meetings for the Infrastructure Overview &

Scrutiny Panel scheduled in for the municipal year 2019/20 but, they had the authority to schedule more meetings in as and when required.

The Scrutiny Officer informed Members that there was no budget for the Overview and Scrutiny function but, the Work Programme was robust and flexible with some items added that were constitutional items which had to be included. A feedback form was being circulated to residents in the Borough to gauge what items they would like to see added to the Work Programme and that feedback form formed part A7 of the Constitution. Members could also suggest items and A7.5 of the Constitution explained that in more detail.

In terms of scope of the Overview and Scrutiny Panels, Members had a role in development so there would be training sessions set up for Members to attend in July 2019 and if further training was required, Members could approach the Scrutiny Officer who would look into that and made arrangements where necessary. The Scrutiny Officer stated that Corporate Services Overview and Scrutiny Panel would determine which Panels would receive reports where reports overlapped into more than one area.

The Chairman stated it was important to scrutinise policy a long time before it reached the stage where a decision was made, so that Overview and Scrutiny Panels were able to provide input on items and inform the best possible outcomes. The Panel had an opportunity to take a broad view of the Work Programme and it was important to focus on strategic elements so that strategic decisions were made in the best way possible.

Councillor Da Costa stated he wanted more training as a group with presentations from relevant heads of service to explain the aspirations of their service areas for the next two years and how that fits with their budgets. The Chairman responded when looking at broader areas, they could start with a sub group where a specific subject would have the head of service or lead officer in attendance and they could explain their service area. Councillor Da Costa responded a specific item might not appear on the Work Programme for a long time, he felt something was needed now; although he understood that the Scrutiny Officer was looking into options. The Scrutiny Officer suggested looking at specific areas of training if officer resources were available and then go back to Members via email with potential options.

RESOLVED UNANIMOUSLY: That the Terms of Reference were noted.

190618 MEMBER CALL IN - PROPOSED REVISIONS TO THE HIGHWAYS MAINTENANCE MANAGEMENT PLAN – 24 HOUR POTHOLE RESPONSE

Nabihah Hassan-Farooq, Scrutiny Officer explained the procedure once an item was called into Overview and Scrutiny, was detailed on page 41 of the agenda which stated:

Where the relevant Overview and Scrutiny Panel considers a call-in request, the format of the meeting will be as follows:

- i. After the Chair opens the meeting the members who asked for the decision to be called in will be asked to explain their reasons for the request and what they feel should be reviewed;

- ii. On matters of particular relevance to a particular ward, ward division Members who are not signatories to a call-in have the opportunity to make comments on the call-in at the meeting, such speeches not to exceed five minutes each. Ward Members will take no further part in the discussion or vote. Ward Members must register their request to speak by contacting the Service Lead - Governance by 12 noon on the day prior to the relevant hearing;
- iii. The relevant Lead Member for the portfolio (or holders if more than one is relevant) will then be invited to make any comments;
- iv. The relevant Executive Director or his representative will advise the Panel on the background and context of the decision and its importance to achieving Service priorities;
- v. Panel Members will ask questions of Members and officers in attendance; and
- vi. The Lead Member(s) will be invited to make any final comments on the matter before the Panel votes on a decision.

Councillor Da Costa stated the Council should always be trying to improve services for residents and that meant getting the best value for money. He asked if the Council was paying more for the contract and what more would that bring to residents. He asked what should be available following the implementation compared to what was already in place. The average cost to repair a pothole nationally was £55. However, the report stated the budget worked out at over £700 per pot hole and the Council would quite adequately cover pothole repairs within the current contract.

Councillor Hill said on page 20 of the Cabinet Report, there was a table of pothole repairs; in three months from January to March 2019 there were 125 potholes left unrepaired more than 24 hours which was when the roads were affected by bad weather. He felt as a Council, the Borough was good at maintaining roads and repairing potholes. In table four of the Cabinet Report it showed the amount of potholes outstanding and table five showed residents satisfaction with road repairs which stood at 57% which was good. The Royal Borough ranked eighth in the league of Councils and had been working on the Borough's highways for many years. Councillor Hill added that if the numbers stated in the Cabinet Report were to be believed, then the extra £450k, which was an election pledge by the administration, seemed a bit extreme when the Council ranked eighth in the country and there was a sever homelessness problem and adult services needed investment. The money could be better spent elsewhere.

Councillor Hill stated the Council was paying out less in insurance claims which was very good and officers had done extraordinarily well and were better than outstanding. If there was a bad problem with potholes, the insurance claims bill would be much higher. He added the Council was doing very well so he did not believe it was necessary to spend the extra money on potholes. Councillor Davey stated he wanted clarity on the actual number of potholes the additional £450k was to cover on top of the contract already in place. Councillor C. Da Costa stated Members needed to establish if it was a cost effective scheme when other services needed more funding.

Councillor Johnson responded by thanking Members for the positive comments on the track record for pothole repairs. He stated the additional funding was a key Manifesto pledge and with the Conservatives in administration, it had now become Policy. The £450k funding formed part of a £50m investment in the Borough's highways over the next few years and although the Borough was doing ok with road repairs, he wanted to see it do even better.

Councillor Johnson stated the Borough's highways were a £3bn asset so the £450k contract was money well spent. He wanted to see a situation where the Council are better than neighbouring local authorities, he wanted to the Council to be ambitious. Councillor Johnson explained that the Council had potholes which needed to be repaired; every pothole found was a hazard to cyclists, horse riders and car users so it should be policy to maintain and repair roads as a priority. The funding was ring-fenced to certain departments and could not be moved to other service areas; the funding was for up to £450k as a maximum and it was a limit, not a target included in the financial years' 2019/20 budget envelope. The Council were spending money on highways to prevent more costly defects causing accidents and when the contractors were not repairing potholes, the workers would be out on the roads maintaining and repairing other things. Councillor Johnson confirmed that it would be the contractors that would use their judgement to make decisions on pothole repairs.

Hilary Hall, Deputy Director Strategy and Commissioning confirmed the Cabinet Report would amend policy. Potholes would be repaired in 24 hours which meant the 24 hour, seven days and 30 days' timeframes would be removed. The amendment to the contract would show how much is being spent on each pothole. There may also be more potholes that first estimated which would be covered by the contract amendment. The Deputy Director Strategy and Commissioning confirmed that when the recommendations were approved, all the logic that formed part of the recommendations was also approved, although the recommendations could be amended to be more specific if required.

Councillor Davey asked for confirmation that Volkars carried out the works, inspected the works and assessed the works, and if so, were there any officers in-house that reviewed any of the works to ensure the works had been carried out to a high standard. Chris Wheeler, Service Improvement Manager, confirmed it was a managed contract so the inspection works formed part of that contract. The Council did use their own officers to go out and spot check works but, the contract was also managed by KPIs and other metrics. The Service Improvement Manager added the contract was not priced per pothole, it was a one price managed contract. Therefore, the funding put forward was to meet the level of demand and if the demand went down, the contractors would carry out other works until other potholes were reported.

Councillor Hill stated there was a statutory requirement to maintain roads and the council had gone beyond that. He was contesting that as he felt the Borough was going too far. The Borough needed good roads that worked properly and the Boroughs were a bit better than they needed to be; the contract was a bit too far, the Council did not need to be the best. He added the Lead Member mentioned ambition; ambition was good but too much could bring diminishing returns as the Council was about to get into a £450k contract with Volkars for potholes to bring roads up to a higher than necessary standard when the Borough were already very good at maintaining the highways. The Council should be focusing on other services that needed lifting up such as homelessness.

The Chairman commented he had put in writing to Panel Members that the Panel would be apolitical and there would be no whips. He added Councillor Hill had made it clear he did not think the money should be spent at all. The Vice-Chairman stated the Borough did have good roads and they were better than other local authority roads. However, when he was campaigning and canvassing in the run up to the election, residents mentioned potholes as an issue time and again and he had seen posts on

social media complaining about potholes. He felt the £450k contract would remedy that. Councillor C. Da Costa said the additional £450k was a limit and not a target so the funds may not get used at all; and if there were no potholes to be filled, other work would be carried out. the Deputy Director Strategy and Commissioning confirmed the £450k would be an amendment to the contract for potholes if it was to proceed.

Councillor Johnson stated although roads were in a pretty good shape, many non-strategic roads were in a terrible state and that had been raised by many residents. fixing potholes as soon as they were reported meant a smaller remedy was required and prevented longer term damage which save money in the longer term. Councillor W. Da Costa stated £450k for repairs was not value for money and the Council should be looking preventative measures, not reactive. There were lots of competing needs in the Borough and the money could be better spent elsewhere. Councillor Johnson responded in an ideal world, the Council would resurface carriageways but, that was not possible. Many of the issues were due to wear and tear and this was about preventative measures as the Council would be addressing the defects earlier as soon as they were reported, and not waiting for them to get worse. Councillor Johnson added if the Council had the funds, it would resurface everywhere but, that kind of funding was not available so, it will treat the potholes as they were reported.

The Deputy Director Strategy and Commissioning confirmed that the contract amendment had not been written yet and was still being negotiated. The Deputy Director Strategy and Commissioning added she did not know if there would be a percentage increase for subsequent years for the contract as the Council did not know what the actual demand would be but, she did not anticipate the second year of the contract to cost as much due to preventative works carried out this year. The contract would be monitored monthly. Duncan Sharkey, Managing Director stated the contract is a variation and Members could see it when it was ready. The main change would be the change to policy where potholes would be repaired within 24 hours and then the 7 day and 30 day timeframes for repairing potholes would be removed.

The Deputy Director Strategy and Commissioning confirmed the contract was monitored using monthly meetings where the performance of the contractor was monitored. Councillor Hill stated 100% of potholes that fell into the emergency category were repaired within 24 hours, insurance claims had gone down yet the Lead Members stated the roads were unsafe because the Borough would have more potholes without the contract. He felt the Council did not need the amendment to the contract because the contractors were already doing a fantastic job. The Deputy Director Strategy and Commissioning confirmed the number of potholes I other categories other than the emergency category had increased as smaller potholes had been reported.

Councillor Baldwin stated there was data in the Cabinet Report that had been outlined by Councillors W. Da Costa and Hill. There was policy data that suggested repairing potholes within 24 hours could be met within their current contract. Councillor Johnson made it clear the amendment to the contract was capped at £450k and mandated that nor all the money need be spent but, Councillors W. Da Costa and Hill suggested no money should be spent. He added that once the money had been set aside for a purpose, that money would be spent so it strongly suggested potholes would be reported, the would be fixed and the money spent. The Chairman responded there was an increase in report of potholes, it was a policy and Councillor Baldwin needed to decide if he felt the Council was spending the money in the right way. The Chairman then asked the Lead Member, Councillor Johnson if further efficiencies to

services would need to be made or a change to the policy for the contract to go ahead. Councillor Johnson replied the Policy formally started in September 2019 and the £450k would be drawn from the existing budget envelope for the year. He added that towards the end of the year, an update would be provided on the number of potholes reported compared to the number repaired in a ward by ward way and would also show how many would not have been repaired if the policy had not gone ahead. The Council were doing work that still needed to be done but, it was being done earlier which would ensure potholes did not get any bigger.

Councillor C. Da Costa stated that all potholes were to be repaired in 24 hours, therefore, residents will report lots of potholes, and then what happened when the £450k budget limit was reached. Councillor Johnson stated the potholes would still need to be filled within 24 hours. Volkors had estimated the number of interventions required and costed accordingly; there would also be robust contract management. The Chairman commented the Lead Member was happy to publish the figures on how the money was spent and how many potholes were fixed. In response to being asked if the Panel you have a review of the policy to see if it was working, the Chairman stated the Panel could look at the financial data of any service as and when required.

Councillor W. Da Costa requested a quarterly report on the contract which included the detail on how Volkors had priced the contract. The Chairman confirmed that the figures would be included in the quarterly performance report; he added he did not see a reason why the report should go back to Cabinet as the Lead Member had made clear comments and clarifications. Councillor W.

Da Costa proposed that the Call-in report be reviewed at Full Council. This was seconded by Councillor Baldwin. A vote took place but the Motion was unsuccessful. Two Councillors voted in favour of the Motion (Cllrs W. Da Costa and Baldwin), and three Councillors voted against the Motion (Cllrs Haseler, McWilliams and Singh).

A Second Motion for there to be no further action was proposed by the Chairman and was seconded by Councillor Haseler. The Motion was successful and it was agreed that no further action be taken. Three Councillors voted for the Motion (Cllrs Haseler, McWilliams and Singh), and two Councillors voted against the Motion (Cllrs W. Da Costa and Baldwin).

WORK PROGRAMME 2019/2020

The Chairman stated the Homeless Strategy was adopted in 2018 and so as it was almost a year since then, he felt it was a good opportunity to revisit it to ensure the policy was being delivered. He proposed to set up a Task and Finish Group for that item. The Scrutiny officer stated a report would be brought to the next Infrastructure Overview and Scrutiny Panel which would outline the areas the group should focus on.

Councillor W. Da Costa stated he was meant to meet with officers to flesh out scopes of items he had requested be brought to the Highways, Transport and Environment Overview and Scrutiny Panel but, the meeting had not yet taken place. The items he wanted to look at in more detail included bus services and bus route availability, sustainability and how the Council dealt with its waste such as plastic cups and also street lighting with a review of location and coverage to improve the security of residents. the Vice-Chairman replied that there were a lot less Councillors following the election and they each had several Panels so the Infrastructure Panel needed to

be selective about the areas it looked at, the Panel needed to decide where the priorities were. He added the panel also needed to work out what Members could do as a Panel and what could be dealt with by officers directly. The Scrutiny Officer confirmed other Overview and Scrutiny Panels had decided to look at areas within the performance report, therefore it might be worth looking at the performance report to find things the Panel could hone in on. Russell O’Keefe, Executive Director, explained that was good practice where scrutiny Panels carried out a small number of reviews while going into a lot of depth to then produce evidence based recommendations. The Infrastructure Overview and Scrutiny Panel had a colossal remit. The Chairman agreed and suggested first reviewing the Homelessness Strategy and also Waste Management including Sustainability. The Chairman stated he wanted to set up a Task and Finish Group to look at making the Council greener which would include looking at infrastructure to support developments in the Borough. Councillor Da Costa confirmed he was happy with the items suggested but disappointed the Task and Finish Group would not include buses. The Chairman responded that buses would fall into the Infrastructure item when the Task and Finish Group looked at ways to reduce pollution.

FUTURE MEETING DATES

Members agreed the following dates:

- 29 July 2019 at 7pm.
- 17 September 2019 at 7pm.
- 3 February 2020 at 7pm.
- 7 April 2020 at 7pm.

With Task and Finish Group meeting dates to be agreed.

The meeting, which began at 6.30 pm, finished at 8.10 pm

CHAIRMAN.....

DATE.....

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Subject:	Scrutiny Task and Finish Group – Homelessness Strategy
Reason for briefing note:	To set out options for the Task and Finish Group to focus their review on.
Responsible officer(s):	Russell O’Keefe – Executive Director
Senior leader sponsor:	As above
Date:	17 July 2019

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SUMMARY

1. On the 18 November 2018 the Council’s Cabinet agreed an updated Homelessness Strategy which will guide the Council’s approach to the provision of services in this area. The strategy is supported by an action plan setting out how the priorities in the strategy will be achieved.
2. The Infrastructure Overview and Scrutiny Panel at their meeting on the 18th June 2019 discussed setting up a Task and Finish Group focused on the Homelessness Strategy. This briefing note sets out options for the focus of a Task and Finish Group Review.

1 BACKGROUND

- 1.1 On the 18 November 2018 the Council’s Cabinet agreed an updated homelessness strategy which guides the Council’s approach to the provision of homelessness and rough sleeping services in the Borough over the next five years working with partners.
- 1.2 An action plan sets out how the priorities in the strategy will be achieved and this will be refreshed and updated with new actions each year
- 1.3 The strategy sets out a collaborative approach to tackling homelessness and rough sleeping over five years working closely with partners from the statutory and voluntary sectors.
- 1.4 The vision for the homelessness strategy is that: *“The Royal Borough of Windsor and Maidenhead is a place where agencies work effectively together to support those who are or may become homeless guided by a focus on prevention and early help.”*
- 1.5 The strategy focuses on working collaboratively with partners on the following five key priorities:
 1. Reducing the numbers of people becoming homeless.
 2. Reducing the numbers of households in temporary accommodation and improving the quality of that accommodation.
 3. Supporting people into good quality, affordable and sustainable accommodation options.
 4. Reducing rough sleeping and supporting those who find themselves on the street.
 5. Improving the customer service provided to people approaching housing services.
- 1.6 The Infrastructure Overview and Scrutiny Panel at their meeting on the 18th June 2019 discussed setting up a Task and Finish Group focused on the Homelessness Strategy. This briefing note sets out options for the focus of a Task and Finish Group Review.

2 KEY IMPLICATIONS

- 2.1 The Homelessness Strategy guides all the Council's work in regards to rough sleeping and homelessness. Any recommendations made to Cabinet by the Infrastructure Overview and Scrutiny Panel could lead to changes in the Council's approach to the provision of services in this area.

3 DETAILS

- 3.1 The current Homelessness Strategy has five priorities and a supporting action plan with 22 actions that are all due to be completed by March 2020. The action plan itself will be refreshed at the end of this year.
- 3.2 It is good practice for scrutiny reviews to have a focused topic that is not too wide so that the group has the time and capacity to review the topic in depth and produce evidence based recommendations that inform policy making and improvement/ innovation in service provision.
- 3.3 In term of options for the focus of the review, of the remaining actions due to completed within the current action plan for the Homelessness Strategy, any one of the following would could work well for a Task and Finish Group from a topic, impact and timescale perspective:
1. Review options for meditation services to assist with helping to maintain people in their existing accommodation. Due to be completed December 2019.
 2. Explore the potential for a social lettings agency with third sector partners. Due to be completed March 2020.
 3. Explore models from elsewhere (to reduce rough sleeping) that include holistic approaches involving accommodation, learning and employment. Due to be completed December 2019. Carry out a feasibility study for the potential for future hostel accommodation. Due to be completed March 2020.
- 3.4 An alternative option would be for the Task and Finish Group to instead review the refreshed action plan for the strategy once a draft has been completed later in the year.

4 RISKS

- 4.1 The main risk to such a review is that the Task and Finish Group does not have the time and capacity to really develop an understanding of the subject matter and is not able to produce evidence based recommendations that inform policy making and improvement. This risk is mitigated by having a focused review on a topic that is not too wide supported by good advice.

5 NEXT STEPS

- 5.1 The Infrastructure Overview and Scrutiny Panel to determine which topic they would wish the Task and Finish Group to focus on.

Task and Finish Group Scoping document- Homelessness

Infrastructure Overview & Scrutiny Panel

July 2019

The process for establishing a task and finish group as follows:

1. The relevant Overview & Scrutiny Panel identifies a potential topic or topics for the relevant Task and Finish group
2. The relevant Scrutiny Panel Chairman and Lead Officers to complete the scoping document.
3. The relevant Overview & Scrutiny Panel will review the scoping document
4. The relevant Overview & Scrutiny Panel agrees overall terms of Reference Task and Finish group

TASK & FINISH GROUP MEMBERSHIP

IT IS RECOMMENDED THAT 3 MEMBERS ARE APPOINTED FOR THE DURATION OF THE TASK AND FINISH GROUP. MEMBERS SHOULD BE AWARE THAT MEMBERSHIP SHOULD BE POLITICALLY BALANCED.

Purpose of proposed task and finish group (options for topics and tasks)

- a) To review options for mediation services to assist with helping to maintain individuals/families in their existing accommodation.
- b) To explore whether a Social Lettings Agency (SLA) could be modelled and implemented.
- c) To explore models from elsewhere (to reduce rough sleeping) that include holistic approaches involving accommodation, learning and employment.
- d) To review a feasibility study for the potential for future hostel accommodation
- e) To provide a critical friend approach to the refresh of the Homelessness Action Plan (drafts to be available by the end of 2019).

What outcomes and recommendations are the dedicated task and finish group aiming to achieve?

- Reduce the numbers of people becoming homeless.
- Reduce the numbers of households in temporary accommodation and improving the quality of that accommodation.
- Supporting people into good quality, affordable and sustainable accommodation options.
- Reducing rough sleeping and supporting those who find themselves on the street.
- Improving the customer service provided to people approaching housing services.

Equalities Impact Assessment- To be carried out once scope has been defined and if deemed necessary.

Recording of meetings- Action notes would be produced as opposed to minutes for each Task and Finish Group meeting.

Proposed Work Plan & Schedule of Meetings

	Meeting Dates	Task/ considered items	Who is to be invited & interviewed (if applicable)
1			
2			
3			
4		Conclusion/ wash up session before returning to O&S for approval and agreement of final recommendations	

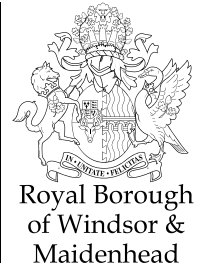
Proposed and Confirmed dates to Report to Panel and Cabinet / Council (if required):

- Report of Task and Finish Group recommendations to return to O&S Panel on 4th February 2020 for approval and consideration.
- Final report of recommendations to be considered by Cabinet on 26th March 2020.

Agenda Item 5

Subject:	Scrutiny Task and Finish Group - Infrastructure
Reason for briefing note:	To set out options for the Task and Finish Group to focus their review on
Responsible officer(s):	Chris Joyce – Infrastructure and CIL Manager
Senior leader sponsor:	Russell O’Keefe – Executive Director
Date:	

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SUMMARY

1. On the 28 June 2018 the Council’s Cabinet agreed the process and principles for prioritising the funding of Infrastructure through the Community Infrastructure Levy. This was intended to ensure that the infrastructure required to support the Borough Local Plan are delivered as set out in the Infrastructure Delivery Plan.
2. The Infrastructure Overview and Scrutiny Panel at their meeting on the 18th June 2019 discussed setting up a Task and Finish Group focused on Infrastructure. This briefing note sets out options for the focus of a Task and Finish Group Review.

1 BACKGROUND

- 1.1 On 1 September 2016, the Council introduced a Community Infrastructure Levy (CIL). The purpose of this was to largely replace the old system of developer contributions through s106 agreements. The intention of CIL is to provide a simpler and more transparent approach to developer contributions that would enable the delivery of strategic infrastructure.
- 1.2 On 28 June 2018, the Council’s cabinet approved the principles of the process and governance arrangement for determine the use of CIL to determine how CIL funding would be used to support infrastructure delivery.
- 1.3 This recommended that priority should be given to projects identified within the Council’s Infrastructure Delivery Plan, delivery of wider corporate objectives and to unlock funding from other sources. It also made provision to create an Infrastructure Delivery Group, made up of officers and members to make recommendations on the use of CIL funding for infrastructure.
- 1.4 The Infrastructure Overview and Scrutiny Panel at their meeting on the 18th June 2019 discussed setting up a Task and Finish Group focused on infrastructure. This briefing note sets out options for the focus of a Task and Finish Group Review.

2 KEY IMPLICATIONS

- 2.1 The benefits of having a process that supports good infrastructure investment decisions include:
 - Better alignment of investment with corporate and strategic objectives.
 - Increased value for money and better outcomes for residents.
 - Opportunities for more effective working across the council and a chance to share best practice.
- 2.2 If the process does not support the delivery of the requirements set out in the Borough Local Plan, this could significantly impact the ability to deliver a working transport system, sufficient school place, or the required healthcare and community facilities.

3 DETAILS

- 3.1 The purpose of the task and finish group would be to assess how the process of allocation of CIL funding could support delivery of the Borough Local Plan. In particular:
- To review the approach to prioritising CIL spending.
 - To consider how the council can adopt a more cross-functional approach.
 - To identify how the council can work more effectively with other stakeholders.
- 3.2 The task and finish group could alternatively consider:
- How funding could be delivered to support infrastructure in Maidenhead given the current zero CIL rate.
 - How the Council could work more effectively with Parishes to define and deliver infrastructure priorities.

4 RISKS

- 4.1 The main risk to such a review is that the Task and Finish Group does not have the time and capacity to really develop an understanding of the subject matter and is not able to produce evidence based recommendations that inform policy making and improvement. This risk is mitigated by having a focused review on a topic that is not too wide supported by good advice.

5 NEXT STEPS

- 5.1 The Infrastructure Overview and Scrutiny Panel to determine which topic they would wish the Task and Finish Group to focus on.

**Task and Finish Group Scoping document- Infrastructure and Community
Infrastructure Levy**

Infrastructure Overview & Scrutiny Panel

July 2019

The process for establishing a task and finish group as follows:

1. The relevant Overview & Scrutiny Panel identifies a potential topic or topics for the relevant Task and Finish group
2. The relevant Scrutiny Panel Chairman and Lead Officers to complete the scoping document.
3. The relevant Overview & Scrutiny Panel will review the scoping document
4. The relevant Overview & Scrutiny Panel agrees overall terms of Reference Task and Finish group

TASK & FINISH GROUP MEMBERSHIP

IT IS RECOMMENDED THAT 3 ARE APPOINTED FOR THE DURATION OF THE TASK AND FINISH GROUP. MEMBERS SHOULD BE AWARE THAT MEMBERSHIP SHOULD BE POLITICALLY BALANCED.

Purpose of proposed task and finish group (topics and tasks)

- a) To consider the approaches when prioritising CIL spending
- b) To consider how the Council can adopt a more cross functional approach
- c) To identify how the Council can work more effectively with stake holders
- d) What current arrangements are in place to support infrastructure in Maidenhead with the current zero CIL rate.
- e) To consider working relationships with Parishes to define and deliver on infrastructure priorities

What outcomes and recommendations are the dedicated task and finish group aiming to achieve?

- Better alignment of investment with corporate and strategic objectives
- Increased value for money and better outcomes for residents
- Opportunities for more effective working across the council
- Ways to share best practice

Equalities Impact Assessment- To be carried out once scope has been defined and if deemed necessary.

Recording of meetings- Action notes would be produced as opposed to minutes for each Task and Finish Group meeting.

Proposed Work Plan & Schedule of Meetings

	Meeting Dates	Task/ considered items	Who is to be invited & interviewed (if applicable)
1			
2			
3			
4		Conclusion/ wash up session before returning to O&S for approval and agreement of final recommendations	

Proposed and Confirmed dates to Report to Panel and Cabinet / Council (if required):

- For all recommendations to be considered and agreed by the O&S Panel (new meeting to be scheduled if agreed) in November for consideration and agreement at the Cabinet meeting arrange for 19th December.