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NOTICE

OF

MEETING

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COMMUNITIES OVERVIEW & SCRUTINY PANEL

will meet on

TUESDAY, 9TH JUNE, 2020

At 6.15 pm

By

VIRTUAL MEETING – ONLINE ACCESS

**THE MEETING WILL BE AVAILABLE ON OUR WEBSITE PRIOR TO THE MEETING
TO VIEW THE MEETING PLEASE GO TO OUR RBWM YOUTUBE PAGE –
[HTTPS://WWW.YOUTUBE.COM/CHANNEL/UCZNP1KMF3YNABN6ENZLYELQ](https://www.youtube.com/channel/UCZNP1KMF3YNABN6ENZLYELQ)**

TO: MEMBERS OF THE COMMUNITIES OVERVIEW & SCRUTINY PANEL

**COUNCILLORS CHRISTINE BATESON, JOHN BOWDEN, GURPREET BHANGRA,
CLIVE BASKERVILLE AND HELEN PRICE**

**CO-OPTEEs: MARGARET LENTON (WRAYSBURY PARISH COUNCIL) AND
PAT MCDONALD (WHITE WALTHAM PARISH)**

SUBSTITUTE MEMBERS

**COUNCILLORS MAUREEN HUNT, GARY MUIR, LEO WALTERS, SIMON WERNER
AND JON DAVEY**

Karen Shepherd – Head of Governance - Issued: 1 JUNE 2020

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 **Shilpa Manek** 01628 796310

Recording of Meetings –In line with the council's commitment to transparency the Part I (public) section of the virtual meeting will be streamed live and recorded via Zoom. By participating in the meeting by audio and/or video, you are giving consent to being recorded and acknowledge that the recording will be in the public domain.

If you have any questions regarding the council's policy, please speak to Democratic Services or Legal representative at the meeting.

AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>ELECTION OF THE CHAIRMAN & VICE CHAIRMAN</u> To elect a Chairman and Vice Chairman for the Communities Overview and Scrutiny Panel for the new Municipal Year.	
2.	<u>WELCOME FROM THE NEW CHAIRMAN</u> A welcome to the Panel from the new Chairman.	
3.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.	
4.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.	7 - 8
5.	<u>MINUTES OF THE LAST MEETING</u> To agree the minutes of the last meeting held on 18 February 2020.	9 - 12
6.	<u>NORDEN FARM ANNUAL REPORT</u> To receive a report on the Annual Report for Norden Farm.	To Follow
7.	<u>BRAYWICK LEISURE CENTRE - PROGRESS UPDATE</u> To receive an update and summary of progress of Braywick Leisure Centre.	To Follow after site visit on 02/06/20
8.	<u>ANNUAL SCRUTINY REPORT</u> To agree and sign off the Annual Scrutiny Report, ready for Full Council in July 2020.	13 - 16
9.	<u>Q4/END OF YEAR PERFORMANCE UPDATE REPORT/IMPACT OF COVID-19 ON COMMUNITY GROUPS</u> To consider the Q4/End of Year performance update report and the impacts of Covid-19 on Community Groups.	17 - 34
10.	<u>UPDATE ON RBWM ALLOTMENTS</u> To receive an update on RBWM Allotments.	35 - 38
11.	<u>WORK PROGRAMME</u>	39 - 40

To consider the Panel's work programme for the remainder of the Municipal year.

To include consideration of items scheduled on the [Cabinet Forward Plan](#).

12. LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

To consider passing the following resolution:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of part I of Schedule 12A of the Act."

PART II - PRIVATE MEETING

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
i.	<u>MINUTES OF THE LAST MEETING</u> To agree the Part II minutes of the last meeting held on 18 February 2020. <i>(Not for publication by virtue of Paragraph 1, 2, 3, 4, 5, 6a, 6b, 7 of Part 1 of Schedule 12A of the Local Government Act 1972)</i>	41 - 42
i.	<u>NORDEN FARM ANNUAL REPORT</u> To consider the Annual Report from Norden Farm. <i>(Not for publication by virtue of Paragraph 1, 2, 3, 4, 5, 6a, 6b, 7 of Part 1 of Schedule 12A of the Local Government Act 1972)</i>	To Follow
i.	<u>LEISURE MANAGEMENT UPDATE</u> <i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i>	To Follow

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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 5

COMMUNITIES OVERVIEW & SCRUTINY PANEL

TUESDAY, 18 FEBRUARY 2020

PRESENT: Councillors Christine Bateson (Chairman), John Bowden (Vice-Chairman), Gurpreet Bhangra, Clive Baskerville, Helen Price, Parish Councillors Malcolm Beer, Margaret Lenton and Pat McDonald

Officers: Shilpa Manek, Russell O'Keefe and David Scott

WELCOME FROM THE CHAIRMAN

The Chairman welcomed all to the meeting, especially Asghar Majeed and Julia Chester from SportsAble.

APOLOGIES FOR ABSENCE

No Apologies for absence were received.

DECLARATIONS OF INTEREST

Councillor Bateson declared a personal interest as she is the borough representative at Royal Berkshire Fire and Rescue.

Councillor Price declared a personal interest as she is a member of SportsAble.

MINUTES OF THE LAST MEETING

RESOLVED UNANIMOUSLY: That the minutes of the previous meeting be agreed as a true record subject to the two minor amendments below:

- **Add apologies from Councillor David Cannon; and**
- **Add action in Budget section about reconsidering the overlap of activities between overview and scrutiny panels for the budget process next year.**

SPORTSABLE ANNUAL REPORT

David Scott, Head of Communities, introduced the item and informed the Panel that this was a second annual progress report in the three-year Service Level Agreement (SLA) and the SLA had been attached to the report as had been requested previously by Panel Members.

Asghar Majeed, Chairman of the Trustees of SportsAble, gave an overview of the report highlighting the headlines, the background and the performance report. Asghar Majeed then handed over to Julia Chester, Vice Chairman of the Trustees Board, who spoke about membership, the sports offered, the outreach sessions and how they were run.

Julia Chester informed the Panel of a new, exciting model called 'Sport Prescription'. This was similar to the NHS pioneering idea of Information Prescriptions as a way to improve patient care. A Sport Prescription would cover free weekly sport taster sessions and heavily discounted membership of SportsAble for six months.

Julia Chester informed the Panel that they had taken advice from a GP who was a specialist in Sports Medicine and Musculoskeletal problems as well as a member of SportsAble. The pilot scheme was to work directly with ten local GP surgeries to offer each surgery five 'sport

prescriptions' which they could give to patients they identified as being likely to benefit both physically and emotionally.

SportsAble required RBWM support, endorsement and help in signposting of the scheme. If the pilot scheme was successful, then SportsAble would require a grant to assist them roll out on a wider scale.

Councillor Baskerville asked for more information on the allegations about the way the charity operated, property thefts and data breaches. Julia Chester reassured the Panel that it was mainly social media hype. Julia Chester explained that the trustees were all volunteers and SportsAble was mainly run by volunteers and all the hype on the allegations was regrettable and distracted from the work of SportsAble. The Charity Commission and the ICO were involved and an interim report recognised that SportsAble had dealt with all allegations correctly and were reviewing all its policies and procedures.

Councillor Price asked what the added value was from receiving the grant of £50K. Julia Chester informed the Panel that the grant had been fundamental in running the club house, offering sports opportunities to so many people. It assisted the club to budget more effectively.

Councillor Bhangra referred to the figures in the report, there had been a 6% increase over 2018 in total of 681. Was there a breakdown of how many of those users were from the borough. Julia Chester informed the Panel that there was no breakdown of what areas users came from, but they were mainly from the borough. There were three prospective Paralympic athletes training at SportsAble.

ACTION: SportsAble to present an update report to the Panel in six months. The update report to include base data from 2017 onwards and a breakdown of what area the users come from and what postal ward if possible.

Councillor Price asked about the outreach programme and why Manor Green School were not part of it. Julia Chester explained that they had worked with the school previously but were not working with them now. Councillor Price continued to ask about the sports prescription and highlighted that it was like the GP model. Councillor Price thought it was an excellent idea and fitted well with the RBWM strategic priorities.

Councillor Bhangra asked what SportsAble were doing to encourage people to join certain unusual sports such as New Age Kurling, Boccia and Air weapons. Julia Chester informed the Panel that SportsAble offered a full range of sports, members had the opportunity to try new sports. These varied from year to year and the club would like to offer more. There were free taster sessions available for all members.

Parish Councillor Margaret Lenton said this was all very positive and asked if user weight was measured. Julia Chester informed the Panel that weight was not measured as it was intrusive. The club provided a range of sports and social for members. However, height and weight would be measured as part of the sports prescription.

Councillor Baskerville asked what was meant by Air Weapons and was informed that this was the sport of air rifling. There was a Paralympic trainer in this sport who was also a trustee.

Councillor Bowden clarified what outreach meant, and it was explained either a group coming to SportsAble or SportsAble to go to a specific group or school. The outreach programme covered a wide range of areas. Councillor Bowden advised that there were no schools/groups from Ascot, Datchet, Windsor or Wraybury.

ACTION: SportsAble to work with borough to identify groups that could offer support for the outreach facilities.

Councillor Price asked what would be SportsAble's strategic priorities, three to five years ahead. Julia Chester informed the Panel that they would be to secure the income, consolidate the key objectives and to have the commitment to provide sporting opportunities to disabled people.

Councillor Bowden asked if the Panel could be sent the redacted version of the interim report completed by the charity commission. Julia Chester informed the Panel that the MD, Duncan Sharkey was fully aware of the full detail and was satisfied that all was above board and the impact on the SLA had been addressed.

ACTION: SportsAble to provide Panel Members with a redacted version of the Charity Commission report.

COMMUNITY SAFETY PARTNERSHIP (INCLUDING POLICE AND CRIME COMMISSIONER'S GRANT & PROCESSES) UPDATE

David Scott, Head of Communities, distributed a handout to show the partnership working with many organisations. The Community Safety Partnership was comprised of agencies including the Police, health, fire and rescue service, other council delivered services and external stakeholders delivering interventions for residents, businesses and visitors across the borough. The four main themes in the diagram showing all the relevant relationships were Prevention, Protection, Inclusion and Maintaining Public Confidence. Each of the themes then linked to many other organisations. Diagram attached to minutes.

The Office of the Police and Crime Commissioner (OPCC) had confirmed that the Royal Borough's Community Safety Fund allocation for 2020/21 will be maintained at the same level as in 2019/20 – equating to £148,921.

Councillor Price expressed concern about having fewer PCO's and less resource on safety. David Scott informed the Panel that the Police additional nationally funded staff were to be appointed, and the recruitment process had already begun and there were additional posts in the Local Police Area. Currently we were in phase 1 of a three-year plan by when all posts should be filled. David Scott explained that new police staff members would come and work with existing community wardens, whilst training and it would continue to be part of their induction.

Councillor Price asked about what activities were undertaken by the youth service. David Scott informed the Panel that there was an extended programme in the holiday period. Work was done on types of exploitation, risk awareness, youth engagement and understanding risks. Discussions were aimed at young people and their parents to understand signs to look out for.

Councillor Price asked about the Alternate Giving – Kickstart funding. David Scott informed the Panel that the process had been developed and the boroughwide scheme was being developed. Councillor Bateson informed the Panel that there were a lot of vulnerable people out there and the fire authority did a great task of going out to give talks to vulnerable people. They also did workshops with young children teaching them how to put a fire out by working as a team.

Councillor Beer raised concerns about PCSO's being shared between Datchet, Wraysbury and Old Windsor and therefore being very thin on the ground.

ACTION: Further detail required at a future meeting.

ACTION: Invite TVP LPA (Louise Warbrick/Colin Hudson) to a future meeting to provide more detail.

UPDATE ON THE USE OF THAMES VALLEY ATHLETES CENTRE

David Scott gave a presentation on the Thames Valley Athletics Centre.

Councillor Baskerville asked for more information on the shortfall and was informed that the annual costs fell towards the shortfall.

Parish Councillor Malcolm Beer informed the Panel that he was on the TVAC Committee from the beginning. He asked about the parking at the facility as it was always an issue and was advised that parking had not been changed. Parish Councillor Malcolm Beer could see from the report that the daytime usage had got better with many schools using the facility.

The Panel briefly discussed the squash courts on the flood plain and the recent planning application that had been refused.

UPDATE ON THE ARTHUR JACOB NATURE RESERVE

David Scott presented the report on the Arthur Jacob Nature Reserve. Parish Councillor Malcolm Beer was concerned about the flytipping. The borough were involved at Officer level to oversee and manage the site in line with our countryside service.

ANNUAL SCRUTINY REPORT- DRAFT

The Panel went through the Annual Scrutiny Report template and gave suggestions on each section. The draft report was discussed in detail.

ACTION: Clerk to draft report and send to Panel Members

WORK PROGRAMME

The Panel discussed the future work programme. There were specific items for the next scheduled meeting and then a list of suggested items that would come to the Panel such as annual reports and updates.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED UNANIMOUSLY; That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.

The meeting, which began at 6.30 pm, finished at 8.50 pm

CHAIRMAN.....

DATE.....

Report Title:	Communities Overview and Scrutiny Panel - Annual Report
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Christine Bateson, Chairman of the Panel
Lead Officers:	Russel O'Keefe, Executive Director, David Scott, Head of Communities
Meeting and Date:	Full Council July 2020

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REPORT SUMMARY

Part 9A B4 of the [council constitution](#) requires an Overview and Scrutiny Panel to report annually to full Council on *'its workings and make recommendations for future work programmes and amended working methods if appropriate'*.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That full Council notes the annual report of the Communities Overview and Scrutiny Panel

2. CHAIRMAN'S INTRODUCTION

2.1 In our first meeting of the municipal year of 19/20, I was very honoured to be voted in as Chairman of Communities Overview Scrutiny Panel along with Cllr John Bowden as the Vice Chairman.

2.2 There were five Council Members on the Panel who were voting members and annually they voted in the Chairman and the Vice Chairman. There were also 2 non-voting representatives from the north and south parishes of the Borough who sat on the Panel but only vote on matters to do with Crime and Disorder.

2.3 The Communities Overview and Scrutiny Panel scrutinised all matters relating to Culture, Environment, Communities, Crime and Disorder and any agenda items in these areas going to Cabinet. The Panel overlooked a wide section of independent organisations as seen below to ensure they are accountable. The Panel was also always open to scrutinise items on request of Panel members which were in the remit of the Panel.

2.4 This year the Panel has had six meetings up to the end of the municipal year 2019/2020.

2.5 The Panel in the last year had considered all matters relating to:

- Culture: Nordan Farm, Old Court, Museum Services;
- Environment: Parks and Open Spaces - allotment provision (requested by residents);
- Communities: The new Braywick Leisure centre, Parkwood Leisure, all other leisure centres, community sports centre, the Community Wardens, the

Community Safety Partnership (also within the Crime and Disorder), Sports Able and the Thames Valley Athletic Club.

- Crime and Disorder: Thames Valley Police attend the meeting and provide an update on the borough and Thames Valley. The Chief Constable gives an update of the executive functions of the Community Safety Partnership. Once a year, the Police Commissioner, Chief Constable and LPA Commander Superintendent attend the Communities O & S Panel
- Council Budget: All Borough budgets of the Council which were under the Communities Overview & Scrutiny Panel.

2.6 There are two more functions that the Panel can also perform when they felt necessary:

- Task and Finish Groups: This is a time limited working group that has been set up to look at a specific issue. The Communities O & S Panel did not have a need to have a task and finish group to date.
- Call- In: This is when Cabinet decisions that have been made have felt to require a "Call In" with respect to items that is within the remit of the Communities O & S Panel.

2.7 I would like to thank the Panel Members, Officers and speakers from a variety of organisations for all their participation, and for bringing some very good topics to be analysed during the year.

3. TOPICS SCRUTINISED DURING THE MUNICIPAL YEAR 2019/20

3.1 Parkwood Leisure Annual Report

3.2 SportsAble Annual Performance

3.3 Thames Valley Police

3.4 Complaints and Compliments Report

3.5 Performance Management Report

3.6 Budget Report

3.7 Thames Valley Athletics Centre Report

3.8 Arthur Jacob Nature Reserve Report

4. CALL-INS CONSIDERED DURING THE MUNICIPAL YEAR 2019/20

4.1 No Call-Ins had been received in the municipal year.

5. RESIDENT SUGGESTIONS CONSIDERED DURING THE MUNICIPAL YEAR 2019/20

5.1 Allotment Provision – Maidenhead – The recommendation which was accepted by the Panel was to add this item to the Panel's work programme. A specific meeting for this item would be agreed at a future meeting.

5.2 Review of Lighting at Grenfell Park – The recommendation which was accepted by the Panel was for the topic to be amended to look at tree felling and lighting adjacent to and overshadowing public pathways in council run public parks and open spaces. It was recommended that the Grenfell Park User Group should be supplemented and supported by some identified members of the O & S Panel as a first stage, before reporting back to the Communities O & S Panel for further consideration.

6. TASK AND FINISH GROUPS ESTABLISHED DURING THE MUNICIPAL YEAR 2019/20

6.1 No Task and Finish Groups had been established in the municipal year.

7. PROPOSALS FOR IMPROVED WORKING METHODS

7.1 The Panel meeting for the Budget report should be dedicated only for the Budget and the Panel can spend more time discussing and scrutinising.

7.2 Have more than four confirmed meetings at the beginning of the municipal year in order to schedule work programme.

7.3 Have more detailed reports which were linked to strategic priorities, with any additional information such as SLA's and ToR, so that the Panel had guidelines that they could scrutinise against. A briefing to also be given to external speakers so their reports were detailed too.

7.4 Circulation of information in a timely manner to Panel and on the website.

7.5 The Panel would like more information on performance indicators.

7.6 Improved scrutiny skills.

8. THANKS

8.1 The Panel would like to thank the following individuals and organisations for their involvement in the scrutiny process this year:

- Thames Valley Police
- Parkwood Leisure
- Braywick Leisure Centre Team – Kevin Mist
- SportsAble
- Officers that have attended to present reports
- David Scott, Lead Officer
- Co optees from Parish Councillors

- Members of the Public

9. PROPOSED WORK PROGRAMME FOR THE MUNICIPAL YEAR 2020/21

9.1 The Panel proposes to consider the following topic areas for scrutiny in the coming municipal year:

Topics already in progress/carried over from 2019/20:

- Performance Management Report
- Braywick Leisure Centre Updates
- Norden Farm Annual Report
- Old Court Annual Report
- Parkwood Leisure Annual Report
- SportsAble Annual Report
- Parks and Open Spaces Report
- Museum Services Report

New topics:

- Alexander Gardens, Windsor (From Cabinet Forward Plan)
- Singular Use Plastics
- Allotments Provision

10. APPENDICES

10.1 This report is supported by two appendices:

- Appendix A - 2019 Member Survey on Overview and Scrutiny – analysis
- Appendix B – Communities Overview & Scrutiny Work Programme

REPORT HISTORY

Decision type: For information	Urgency item? No	To Follow item? No
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Report Title:	Q4 and End of Year Performance Report
Contains Confidential or Exempt Information?	No - Part I
Lead Member:	
Meeting and Date:	Communities Overview and Scrutiny Panel, 9 June 2020
Responsible Officer(s):	David Scott, Head of Communities Ben Smith, Head of Commissioning – Infrastructure Louise Freeth, Head of Revenue, Benefits, Libraries and Residents Services
Wards affected:	All

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REPORT SUMMARY

- The Communities Overview and Scrutiny Panel has quarterly oversight of a range of performance measures relating to the following council strategic priorities for 2019/20:
 - Safe and vibrant communities
 - Attractive and well-connected borough
- Appendix A sets out the Q4 and End of Year Performance Report for all measures relating to the Panel's remit. The report includes performance commentary and related business intelligence, and an overview of achievements and key milestones reached in the period October – March 2020.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That the Communities Overview and Scrutiny Panel notes the report and:

- Notes the 2019/20 Communities Overview and Scrutiny Panel Q4 and End of Year Performance Report in Appendix A.
- Requests relevant Lead Members, Directors and Heads of Service to maintain focus on improving performance.

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Options

Table 1: Options arising from this report

Option	Comments
Endorse the evolution of the performance management framework, focused on embedding a performance culture within the council and measuring delivery of the council's six strategic priorities.	The council's focus on continuous performance improvement provides residents and the council with more timely, accurate and relevant information; evolving the council's performance management

Option	Comments
This is the recommended option	framework using performance information and business intelligence ensures it reflects the council's ongoing priorities
Failure to use performance information to understand the council, improve and maintain performance of council services and develop reporting to Members and residents.	Without using the information available to the council to better understand its activity, it is not possible to make informed decisions and is more difficult to seek continuous improvement and understand delivery against the council's strategic priorities.

- 2.1 The Communities Overview and Scrutiny Panel has oversight of a range of performance measures relating to the following council strategic priorities for 2019/20:
- Safe and vibrant communities
 - Attractive and well-connected borough
- 2.2 Appendix A sets out Q4 and end of year performance for all measures relating to the Panel's remit. It shows that:
- 4 of the 7 measures met or exceeded target,
 - 2 measures fell just short of target, although still within the tolerance for the measure,
 - 1 measure was out of tolerance and requires improvement.

3. KEY IMPLICATIONS

- 3.1 The key implications of this report are set out in table 2.

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The council is on target to deliver all six strategic priorities	< 100% priorities on target	100% priorities on target			31 March 2020

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no direct financial implications arising from the recommendations.

5. LEGAL IMPLICATIONS

- 5.1 There are no legal implications arising from the recommendations.

6. RISK MANAGEMENT

6.1 The risks and their control are set out in table 3.

Table 3: Impact of risk and mitigation

Risks	Uncontrolled risk	Controls	Controlled risk
Poor performance management practices resulting in lack of progress towards the council's agreed strategic priorities and objectives.	HIGH	Robust performance management within services to embed a performance management culture and effective and timely reporting.	LOW

7. POTENTIAL IMPACTS

7.1 There are no Equality Impact Assessments or Data Protection Impact Assessments required for this report. There are no climate change or data protection impacts as a result of this report.

8. CONSULTATION

8.1 Ongoing performance of the measures within the Performance Management Framework, alongside other measures and business intelligence information, is regularly reported to the council's four Overview and Scrutiny Panels. Comments from the Communities Overview and Scrutiny Panel will be reported to Lead Members and Heads of Service as part of an ongoing performance dialogue.

9. TIMETABLE FOR IMPLEMENTATION

9.1 The full implementation stages are set out in table 4.

Table 4: Implementation timetable

Date	Details
Ongoing	Comments from the Panel will be reviewed by Lead Members and Heads of Service.

10. APPENDICES

10.1 This report is supported by one appendix:

- Appendix A: Communities Overview and Scrutiny Panel Q4 and End of Year Performance Report.

11. BACKGROUND DOCUMENTS

11.1 This report is supported by one background document:

- Council Plan 2017-21:
https://www3.rbwm.gov.uk/downloads/file/3320/2017-2021_-_council_plan

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
David Scott	Head of Communities	20/05/20	22/05/20
Ben Smith	Head of Commissioning - Infrastructure	18/05/20	29/05/20
Louise Freeth	Head of Revenue, Benefits, Library and Residents Services	20/05/20	21/05/20
Chris Joyce	Head of Infrastructure, Sustainability and Economic Growth	18/05/20	18/05/20
Hilary Hall	Director of Adults, Health and Commissioning	22/05/20	27/05/20
Russell O'Keefe	Director of Place	22/05/20	
Adele Taylor	Director of Resources	22/05/20	

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Non-key decision	No	No
Report Author: Rachel Kinniburgh, Strategy and Performance Team Leader, 01628 796370		

Communities Overview and Scrutiny Panel

Q4 and End of Year Performance Report (January – March 2020)

Date prepared: 30 April 2020

Strategy and Performance Team Note: The preparation of this report has in some cases been impacted by the Covid-19 pandemic and the availability of individuals to contribute data.

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**Communities Overview and Scrutiny Panel:
Q4 2019-20 Performance Report**

1. Executive Summary

1.1 The Communities Overview and Scrutiny Panel has oversight of a range of performance measures relating to the following council strategic priorities for 2019/20:

- Safe and vibrant communities
- Attractive and well-connected borough

1.2 The Panel retains an interest in the following business intelligence related to these strategic priorities:

- Community Safety and Crime

1.3 As at 1 April 2020 performance of all measures related to the Panel's remit can be broadly summarised as:

Q4 RAG Status	No.	Measure
Red (Needs improvement)	1	<ul style="list-style-type: none"> • No. fly-tipping instances across the borough
Amber (Near target)	2	<ul style="list-style-type: none"> • No. attendances at leisure centres (<i>up to Feb-20</i>) • Tivoli contract: Consolidated performance score
Green (Succeeding or achieved)	4	<ul style="list-style-type: none"> • No. visits (physical and virtual) to libraries • No. visits (physical and virtual) to museum • No. library issues • Percentage of household waste sent for reuse, recycling
Total	7	

2. Key activities and milestones achieved

Strategic Priority	Item	Q3-Q4 Achievements and key milestones
<p>Safe and vibrant communities</p>	<p>Covid-19 community response</p>	<p>The Covid-19 Community Response was established to support residents across the borough during the Covid-19 pandemic. A coordinated team of staff drawn from all services in the council maintains regular contact with residents who are shielding and takes any action that may be appropriate to ensure that these individuals' needs continue to be met.</p> <p>The council has also encouraged community groups that were either already established or newly-formed in response to the pandemic to identify themselves to the council, and a database of all contacts was quickly compiled to support a public-facing online directory of Covid-19 Support Groups to which residents may turn for particular needs.</p> <p>The council has worked with WAM Get Involved and key local partners and organisations to coordinate and organise volunteers across the borough to deliver services to residents who may need help but who are not necessarily shielding.</p>
	<p>Covid-19 Grant</p>	<p>Within the first week of lockdown a Covid-19 grant fund was made available to which local community groups could apply for £500 to support them in the set-up and/or continuation of their operations during the pandemic. To date the council has made £10,000 of grants enabling groups to cover a range of services including bespoke support packages for vulnerable residents, purchasing phone systems for befriending calls, essential items for babies, and PPE for volunteers. A further £10,000 has been paid out to Foodbanks (£5,000 each).</p>
	<p>CCTV upgrade</p>	<p>During Q4 the CCTV control room continued to operate on a 24/7 service, albeit incorporating revised working patterns, reflective of reduced availability of trained personal due to the Covid-19 pandemic. But through the support of the community wardens' team, the service has been maintained. Work has continued developing the use of the new CCTV network to address community safety and resident confidence in our public spaces.</p>
	<p>Climate Change</p>	<p>Council approved a motion in June 2019 declaring a climate emergency. A cross-party working group has been established to agree a strategy for the borough to become carbon neutral by 2050. We have been engaging with stakeholders and the community on the development of the strategy and a draft copy of the strategy document has been shared with key stakeholders. The strategy will be brought forward for approval by full council in June 2020.</p>

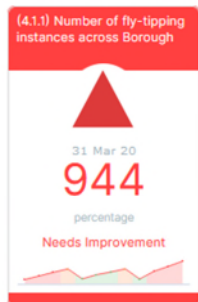
**Communities Overview and Scrutiny Panel:
Q4 2019-20 Performance Report**

	<p>Community and leisure</p>	<p>Braywick Leisure Centre: Works on site continue to program with internal finishes now well underway, with large plant and equipment installed and commissioned. All major service connections being completed. Tiling of the pool areas and internal walls nearing completion and pool filling is due to commence in mid-June. Works on the external pitches, external landscaping and service accesses have commenced.</p> <p>Wates Construction Limited have continued work through Covid-19 with modified working arrangements. They have experienced some disruption due to limited material supplies but have reprogrammed work to minimise the negative impact. Revised completion dates are now being reviewed as the construction industry and supply chains return to a near normal arrangement. The operators are working with Public Health England and Sports England to develop safe operating regimes when restrictions are lifted.</p> <p>A pilot section of desilting of a stretch of watercourse has been completed at both Battlemead Common and Marsh Meadow, Cookham. This has enabled an assessment of water flow at these sites to proceed.</p>
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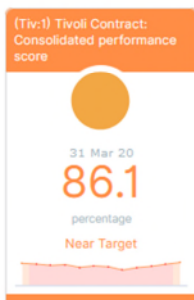
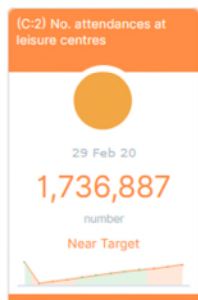
Communities Overview and Scrutiny Panel: Q4 2019-20 Performance Report

3. Performance Summary Report (YTD)

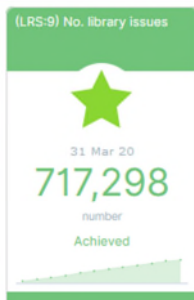
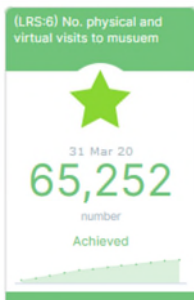
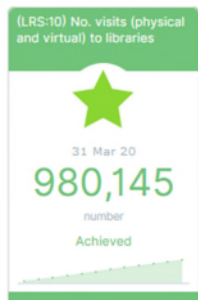
Needs Improvement



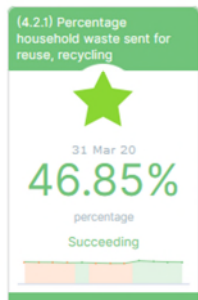
Near Target



Achieved



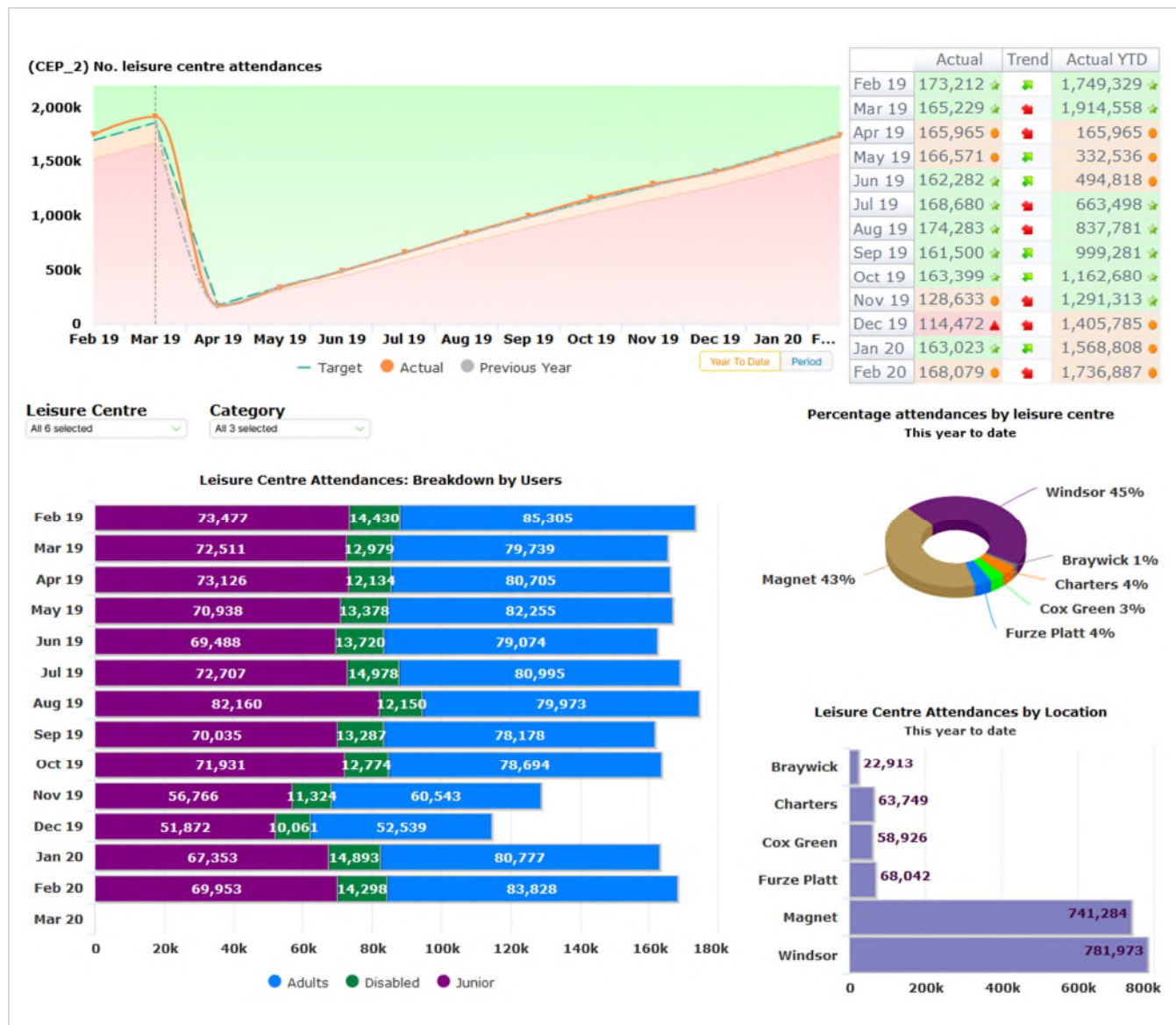
Succeeding



Communities Overview and Scrutiny Panel:
Q4 2019-20 Performance Report

4. Safe and vibrant communities: Detailed Trends and Commentary

4.1 Leisure centres



Q4 and End of Year Commentary

March data is unavailable at the time of this report's preparation and will be updated in future reports. As at the end of February the total number of attendances across all leisure centres in 2019/20 stands at 1,736,887, short of target (1,750,000) by 13,113 (-0.7%) but still within tolerance for this measure. A comparison with the same period in 2018/19 (1,749,329) shows a reduction of 12,442 (-0.7%).

Whilst the number of visits to leisure centres is profiled to reflect a lower attendance over the winter period, the year to date attendances as at the close of Q3 (1,405,785) fell short of target (1,414,000) by 8,215 and a comparison with year to date attendances as at the close of Q3 2018/19 shows that overall there have been 7,210 fewer visits (a reduction of 0.5%) since December 2018. This small scale of change is within the normal patterns of variation that we are aware can occur without reason.

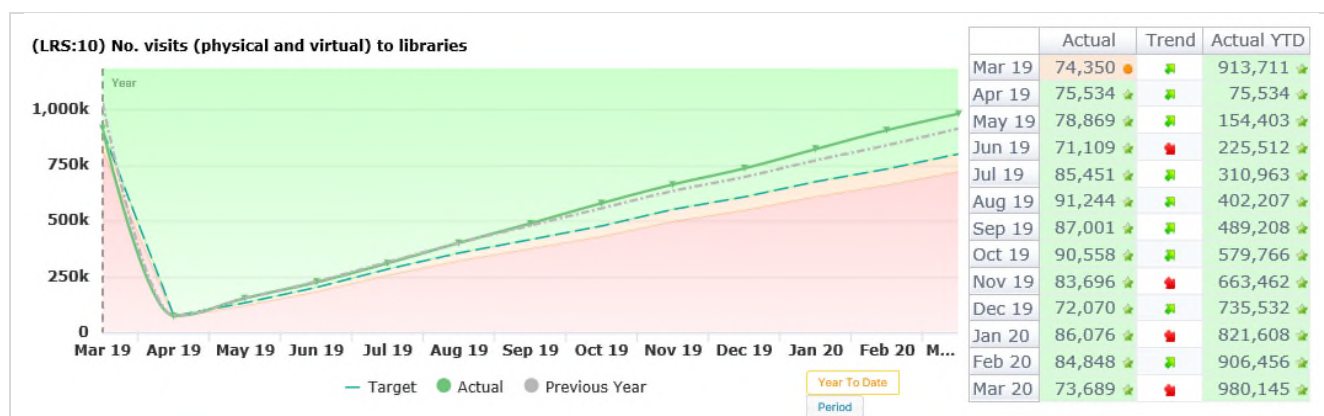
With the rise of attendances in January and February it was anticipated that total attendances for 2019/20 would meet the year-end target of 1,915,000. The Covid-19 pandemic has

**Communities Overview and Scrutiny Panel:
Q4 2019-20 Performance Report**

however directly impacted performance, as lockdown restrictions took effect from 23 March 2020 prompting immediate closure of all leisure centres. Prior to this, public attitudes towards attending leisure centres had already altered, impacted by Covid-19 concerns around enclosed spaces. This could account for attendances in February (168,079) being just short of target (173,000) for the month, albeit within tolerance. The further full closure of centres in March has had a far greater impact on the overall total for the year.

It is anticipated that the Covid-19 pandemic will have a long-term impact on consumer behaviour with attitudes towards social distancing. Furthermore, alterations to natural habitat and working environments have increased the availability of exercise apps and online fitness programmes, such as with national interest in Joe Wicks’ online workouts as “the nation’s PE teacher”. At the time of publication of this report centres remained closed, therefore the longer-term impact on future centre attendances will be reported in more detail in the next period. It is clear there will be a longer-term impact on overall attendances which will only become clear once the longer-term infection control measures are better understood. In Q1 2020/21 we expect to analyse these longer-term effects and understand the full impact of the Covid-19 pandemic at its height on leisure centre attendance.

4.2 Library visits and loans

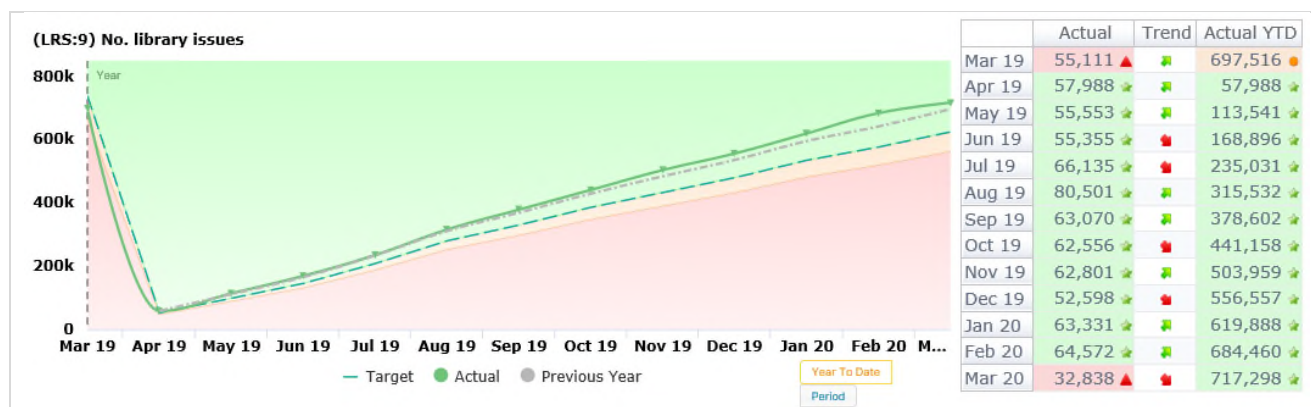


Q4 and End of Year Commentary

As at the close of Q4 the total number of visits to libraries in 2019/20 was 980,145, above target (800,000) by 180,145. Targeted performance for 2019/20 has therefore been achieved irrespective of the closure of libraries on Wednesday 18 March 2020 as a result of the Covid-19 pandemic and associated lockdown restrictions. Across the country, 75% of libraries are in decline and all efforts have been made in 2019/20, and will continue to be made, to ensure the borough remains in the country’s top 25%.

Monitoring of the volume of digital transactions (see measure 6.3.1a) identifies some prospective impact of the closure of libraries on the volume of digital transactions made, as it is acknowledged that some residents may rely on digital equipment available in libraries to make such transactions where they do not have such equipment at home. Further monitoring of virtual library attendances, digital transactions and call centre volumes across Q1 will provide valuable insights into customer interactions, not least because the greater part of Q1 has been spent in lockdown.

Communities Overview and Scrutiny Panel: Q4 2019-20 Performance Report



Q4 and End of Year Commentary

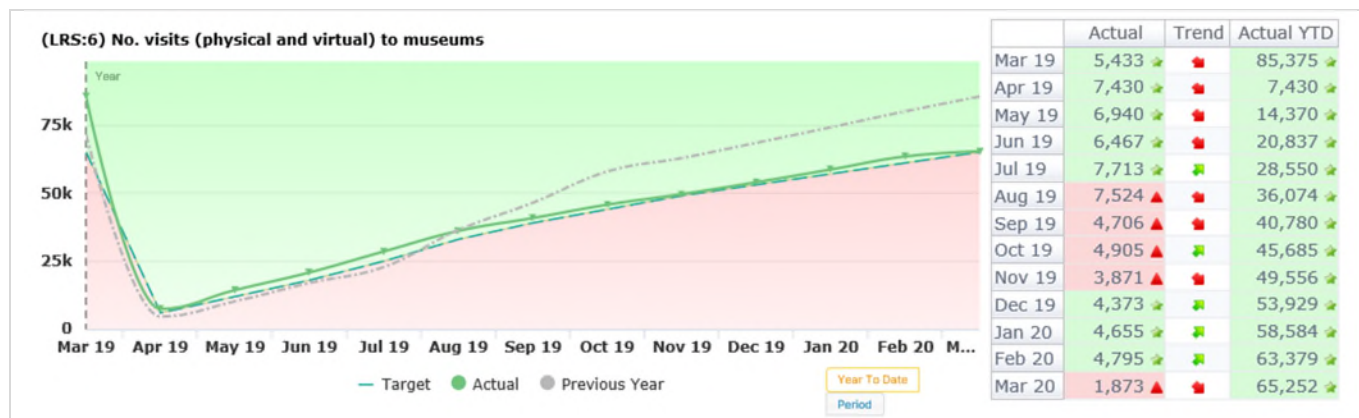
As at the close of Q4 the total number of library issues in 2019/20 was 717,298, exceeding the year-end target (625,000) by 92,298 (+14.8%). Targeted performance for 2019/20 has therefore been achieved irrespective of the closure of libraries on Wednesday 18 March 2020 as a result of the Covid-19 pandemic and associated lockdown restrictions. A comparison of the total number of issues year-to-date with the same period in 2018/19 (697,516) shows an increase of 19,782 issues.

The measure is affected by seasonality (factored into monthly target-profiling) and, for example, the Summer Reading Challenge drives considerable uplifts in monthly issues (e.g. July and August). Interrogation of underlying datasets however has enabled the service to better target its stock to borrowers through its Mobile Library. For example, whilst the main stock in the Mobile Library was Crime Fiction up to December 2019, analysis of data in January evidenced that demand for children's stock was higher. The stock was accordingly reallocated, and issues improved significantly in February (64,572 issues against a target of 42,000).

Since the start of lockdown, central government initiatives have promoted the availability of online resources and highlighted reading as a key means to maintaining mental wellbeing. The "Every Mind Matters" mental health campaign, for example, is supported by the Duke and Duchess of Cambridge and makes specific reference in its related "NHS Top 5 Tips" to the benefits of reading a book as part of routine and goal-setting. Prominent authors such as J.K. Rowling have otherwise promoted their books for free on digital platforms and apps. The service has seen some increase in digital loans via the Libby and RB Digital apps throughout lockdown and monitoring of this will continue.

**Communities Overview and Scrutiny Panel:
Q4 2019-20 Performance Report**

4.3 Museum visits



Q4 and End of Year Commentary

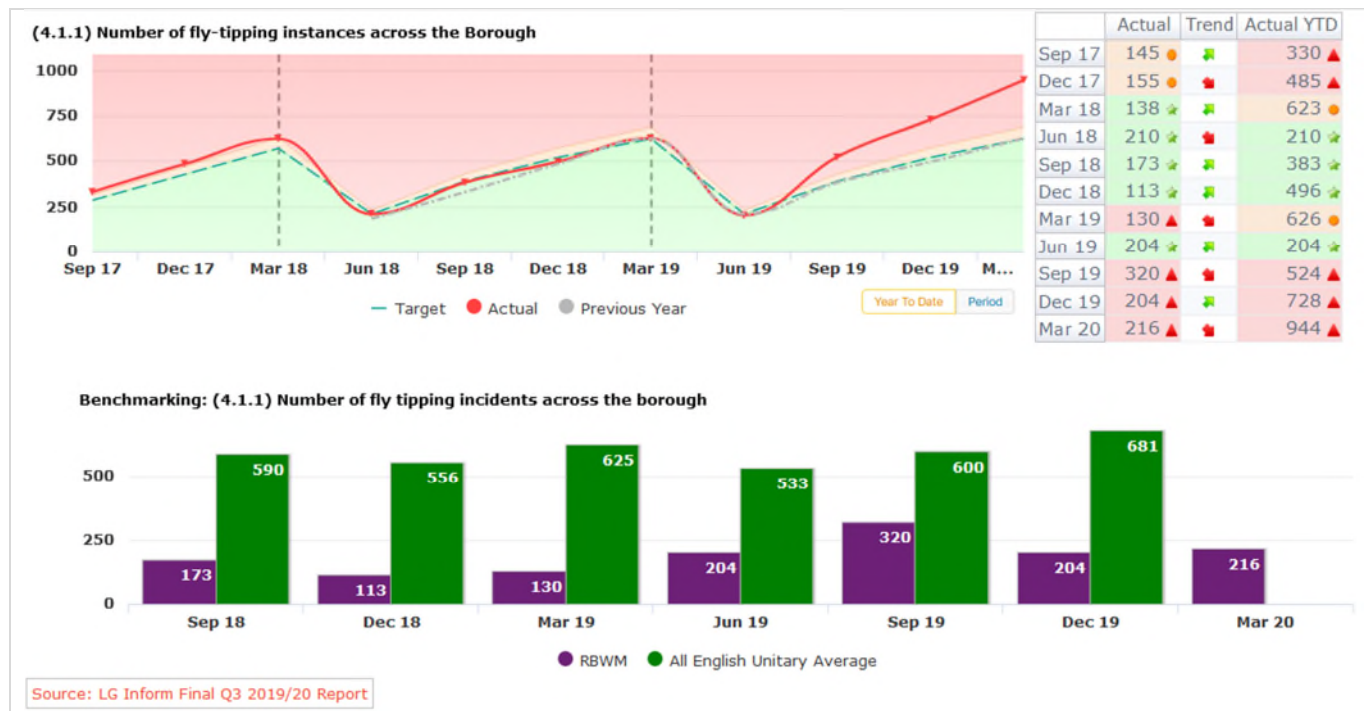
As at the end of Q4, the year-to-date total number of visits (physical and virtual) to museums stands at 65,252, just above target (65,000) by (252). A comparison of the total number of visits in April–March with the same period in 2018/19 (85,375) shows an overall reduction of 20,123 (-23.6%). The reduction in numbers could be due to the change in process of data-collection put in place April 2019, in which libraries figures were excluded in order to reflect a truer picture of museum visits. The reduction in visits to the museum could be due to building works on the Guildhall taking place on 8 September 2019. Even though the museum did not close during the building works, the scaffolding outside may have deterred entrants leading to reduction in visits in Q3. Building works stopped on the 13 December, seeing a rise in visitors by the end of Q3. The Department for Digital, Culture, Media & Sport has published national figures suggesting a decline across the country in museum visits in 2019/20. The total visitor figures year-to-date nationally were 47,527,506, which is a reduction of 2,237,435 from last 2018/19 (49,764,941) by -4.5%. Regardless of the overall reduction in visits to museums nationally, targeted performance for 2019/20 was achieved. This is irrespective of the reduced visits from abroad in January and the closure of museums on Wednesday 18 March 2020 as a result of the Covid-19 pandemic and associated lockdown restrictions.

Virtual visits to museums may have increased via the availability of the Digitisation Project. This year the project has enabled 320 objects to be digitised and available online, with the team completing just over 25 objects a month keeping training of digitisation inhouse.

Further monitoring of museum attendances and virtual attendances will provide valuable insights, not least because the greater part of Q1 has been spent in lockdown. Monitoring of the new online engagement programme will also provide insight to engagement rates in social media posts, podcasts and YouTube posts watched and website visits. This wealth of data available in Q1 will help to understand the position and performance of museums moving forwards with the intention of creating further insights.

5. Attractive and well-connected borough: Detailed Trends and Commentary

5.1 Fly-tipping



Q4 and End of Year Commentary

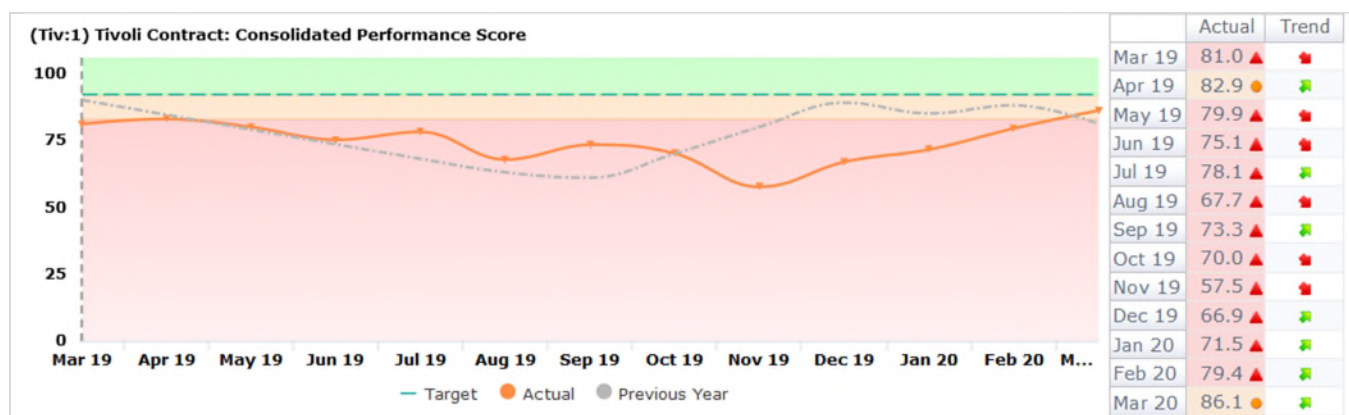
The Q4 figure of 216 means the annual level for fly tipping this year is 944, off target (623) by 321, a marked increase on the previous year which was also above target. Though high, the figure reflects increases that have been experienced nationwide, though is comparable with other quarter figures this year.

Initiatives have also been ongoing to manage fly-tipping, including messaging, communications and measures at specific sites (e.g. signage and a survey on the use of Sutherland Grange recycling site). To support these initiatives the borough is also using portable CCTV cameras that will be located in known hot spots, that will record evidence of fly tipping. The evidence captured will be used by partner organisations and Shared Legal Services to prosecute offenders where appropriate. It is also noteworthy that where Bring Sites have been removed such as Ascot High Street, fly tipping has stopped.

Whilst performance was expected to improve in Q4 as a result of these actions, it is anticipated that the Covid-19 pandemic and associated lockdown restrictions may have a detrimental impact on figures due to the closure of Stafferton Way on Thursday 26 March 2020 and reductions in the frequency of waste collection services. Initial figures from Q1 2020-2021 support this expectation. On a national level there has been a reported increase in the instances of fly-tipping. Benchmarking figures, once available, will provide valuable insights on behaviours in the lockdown period. Plans are otherwise in place for an enforcement trial during 2020/21.

**Communities Overview and Scrutiny Panel:
Q4 2019-20 Performance Report**

5.2 Parks and open spaces



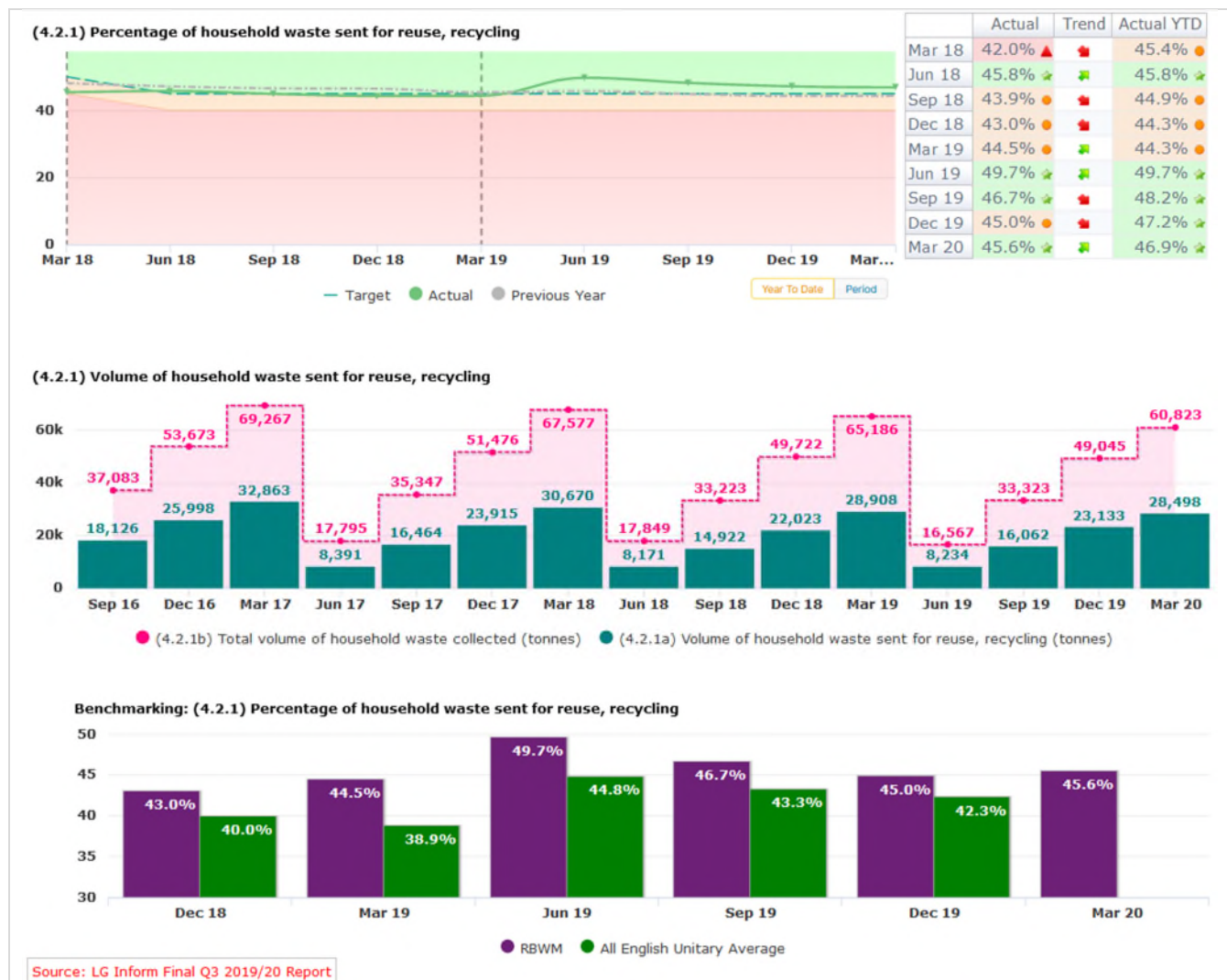
Q4 and End of Year Commentary

The consolidated performance score is created on the basis of a number of operational and resident-facing measures. As at the end of Q4 the latest consolidated performance score is 86.1, short of target (92) by 5.9 but within tolerance for this measure. This score is presently indicative and subject to verification.

After working closely with Tivoli on the agreed improvement plan, performance has seen a consistent upward trend month on month since the low in November 2019 of 57.5. It is acknowledged that the Covid-19 pandemic and associated lockdown restrictions from 23 March 2020 have had a minimal impact on service-delivery towards the close of Q4, however it is anticipated that Q1 performance will reflect a greater impact on performance due to disruption of operational resources in April.

Communities Overview and Scrutiny Panel: Q4 2019-20 Performance Report

5.3 Waste and recycling



Q4 and End of Year Commentary

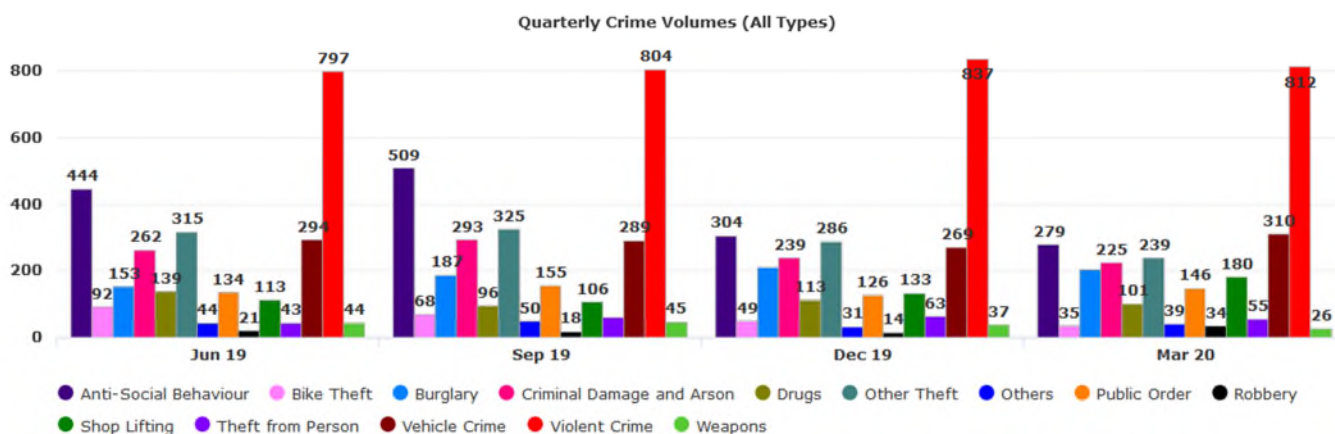
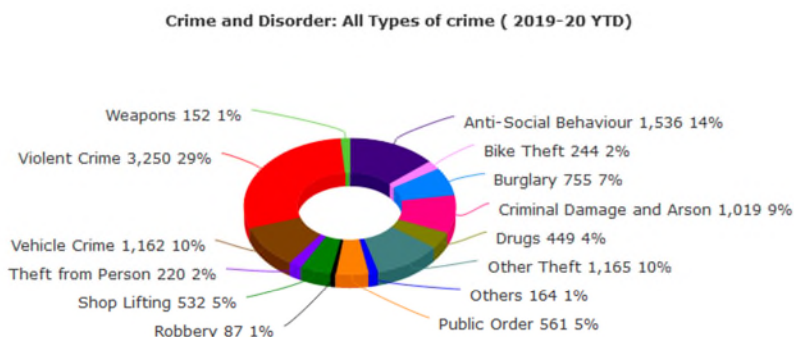
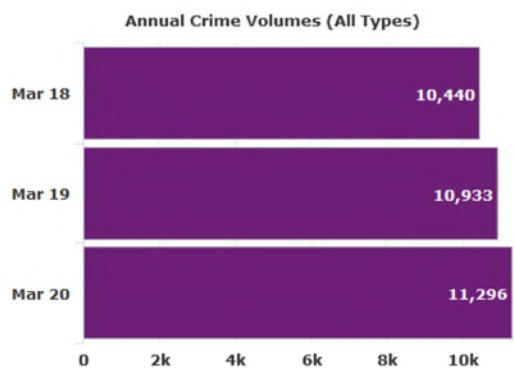
As at the end of Q4 the year-to-date percentage of household waste sent for reuse and recycling was 46.9%, above target (45%) by 1.9%. A comparison to the previous year shows the year-to-date percentage of household waste sent for reuse and recycling was 45.4% and shows that there has been an improvement of 1.5% in 2019/20.

Whilst year-to-date performance has been encouraging across 2019/20, the Covid-19 pandemic and associated lockdown restrictions necessitated the closure of Stafferton Way on Thursday 26 March 2020 which may negatively impact the volumes of household waste sent for reuse and recycling at the Household Waste and Recycling Centre. The impact of Covid-19 is expected to continue into Q1 as waste and recycling collections were reduced from weekly to fortnightly from Monday 6 April 2020 due to the reduced availability of contractor staff.

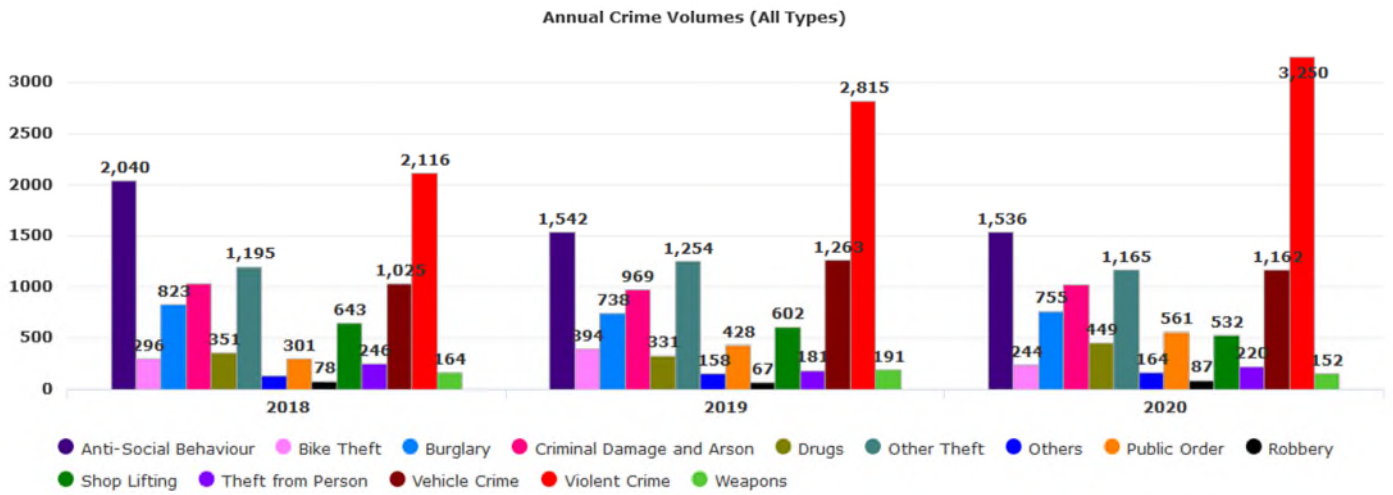
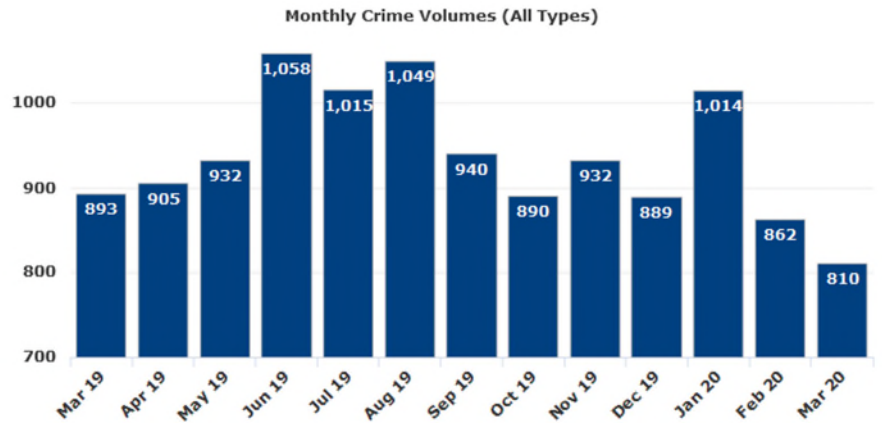
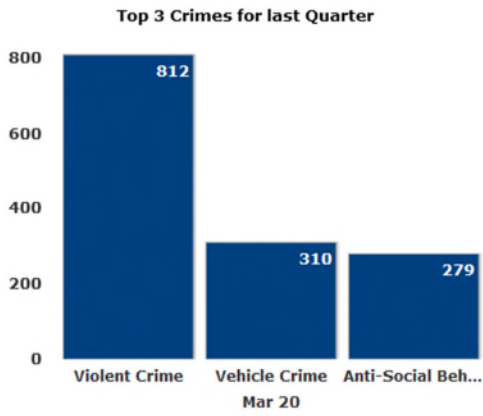
**Communities Overview and Scrutiny Panel:
Q4 2019-20 Performance Report**

6. Business Intelligence: Community Safety and Crime

6.1 Data extract from the UKCrimeStats up to March 2020.
<https://www.ukcrimestats.com/Subdivisions/UTA/2622/>



Communities Overview and Scrutiny Panel: Q4 2019-20 Performance Report



Report Title:	Allotment provision in the borough
Contains Confidential or Exempt Information?	No - Part I
Meeting and Date:	9 th June 2020
Responsible Officer(s):	David Scott, Head of Communities
Wards affected:	All

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REPORT SUMMARY

1. The report responds to a suggested topic received from a resident for onward consideration by the relevant Overview and Scrutiny Panel.
2. Details of the resident who has submitted this topic have been anonymised.

The suggested topic received was as follows: ***“There is inadequate provision of Allotments in Maidenhead because allocation to a plot is advertised on the RBWM website as taking more than 4 years. In addition, the registration process is inadequate. It does not enable multiple applications; it gives no detail on availability and it gives no feedback on progress of an application. It serves to discourage rather than encourage. The purpose of scrutiny would be to establish these facts and determine if the policy and process of RBWM in regard to the provision of allotments is adequate considering that Allotments are known to positively impact on 1) physical well-being 2) mental well-being 3) diet and 4) community well-being and they can also reduce the need for plastic packaging and carbon miles plus they can be an educational resource for the younger generation. Given the overwhelming benefits, RBWM's climate emergency declaration, RBWM's support for reducing consumption of plastic and support for mental health initiatives against the relatively small cost of provision, scrutiny should ask why has provision not been significantly expanded and promoted?”***

3. This suggested topic has been submitted to the Communities Overview & Scrutiny Panel for further consideration. This briefing note provides the Panel with an overview and summary of the current position with respect to the allotments provision across the borough as a whole.
4. Allotments are popular, both locally and nationally and in the Maidenhead area there has been a significant increase in interest and demand over the last couple of years; previously, waiting lists were reducing over a number of years, due largely to sub-division of plots and supply was keeping pace with demand.
5. At the current time demand outstrips supply, but every opportunity is taken to subdivide full sized plots to half or quarter sized plots when a plot becomes vacant, either by way of an existing users surrendering their interest or a non-cultivation notice being issued, and the plot being taken back.
6. There are limited opportunities to provide increased capacity to allotment provision in Maidenhead, due to the location of the existing sites

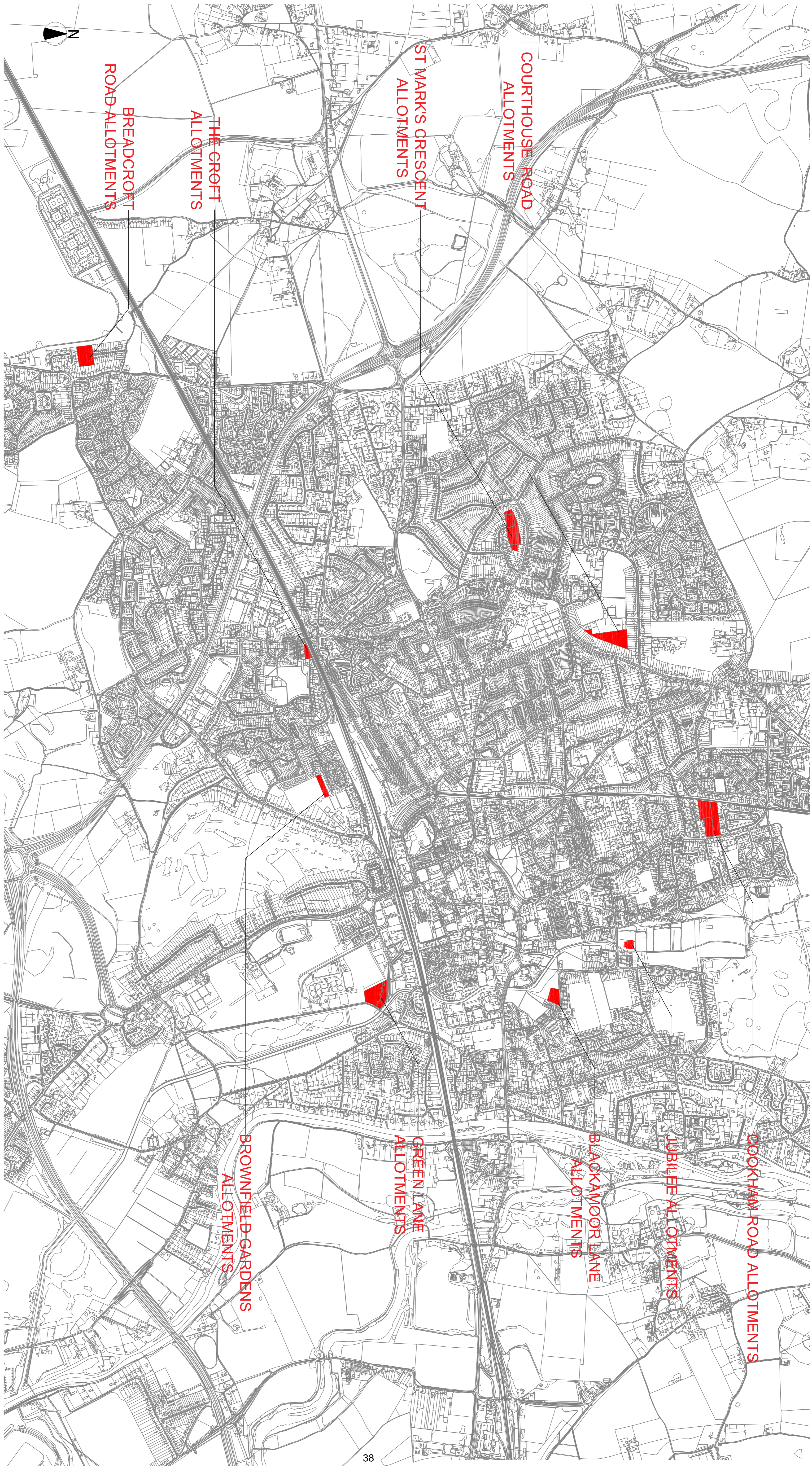
Introduction:

Allotment gardening is a very popular activity amongst borough residents; there are 8 allotment sites in Maidenhead (with a total of 501 individual plots), which are managed directly by the Borough Council's 'Parks & Countryside Team'; 8 sites within the Windsor area, managed by the Windsor Allotment and Home Garden Association; and a number of sites managed by Parish Councils. Most allotment sites have statutory protection under the Allotments Act 1925.

1. There are currently waiting lists for all allotment sites in Maidenhead (see current waiting list details below, and location plan of allotment sites attached). There has been an increase in applications for allotment plots over recent years, and waiting lists are therefore growing.
2. A process is in place to subdivide full sized plots to half or quarter sized plots when plots are reallocated. (An allotment plot is traditionally measured in 'rods' or 'poles', an old measurement dating back to Anglo-Saxon times; 10 'rods' or 'poles' is the traditional size of an allotment, the equivalent of approximately 250 square metres or about the size of a doubles tennis court. Sub-dividing plots in Maidenhead allotment sites over the last 8 years has helped to increase the overall availability of plots, and most plots are now either half or quarter size.
3. A decision was taken to remove multiple applications from the allotment allocations process approximately eight years ago. This helps to keep waiting lists down, and is considered more equitable than allowing multiple applications.
4. Waiting list information for Maidenhead sites is provided on the allotment pages of the borough website, including the numbers of people awaiting plots on each allotment site, and the approximate waiting time for each site. This additional level of information has been added to the website in recent months, in response to public requests. Waiting times do vary significantly between sites but are currently between three and seven years.
5. There is currently a separate process for allotments in Windsor, and this is managed by the Windsor Allotment and Home Garden Association, whereby RBWM pays a contribution towards the maintenance of the plots, but WA&HGA manages the sites and the allocation and usage of the various sites. There are 8 allotment sites in the Windsor area, and waiting lists here are minimal. All borough residents can apply for allotment plots in Windsor, and it is known that some Maidenhead residents do have plots managed by WA&HGA.

Maidenhead Allotment waiting lists over time				
Site	2018	2019	May 2020	Approx. current waiting time
Blackamoor Lane	23	28	52	5 years
Breadcroft Road	16	17	25	3 years
Brownfield Gardens	1	1	19	3 years
Cookham Road	9	14	39	3 years
Courthouse Road	3	13	31	3 years
Green Lane	19	20	74	6 years
St. Marks Crescent	12	13	42	5 years
The Croft	4	8	22	4 years
Jubilee	28	34	36	7 years
Totals	115	148	340	

6. It should be noted that long waiting lists for allotments is not confined to the Maidenhead area: nationally, there are an estimated 300,000 allotment plot holders across the UK, and according to the National Society for Allotment and Leisure Gardeners there are another 100,000 on waiting lists, which can sometimes be decades long.
7. Opportunities for expanding existing allotment sites within Maidenhead to provide more plots could be explored, but such opportunities are very limited: most of the allotment sites are surrounded by other land uses, such as housing areas, roads or private land which would require land purchase; expanding either of the two sites (Jubilee allotments at Ray Mill Road West, and Blackamoor Lane allotments) that do border onto parks would lead to a loss of public open space.
8. We will however continue to manage the allotment waiting lists within the Maidenhead area based on availability and seeking to maximise the number of available plots by sub-division where possible.



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Project
RBWM ALLOTMENTS

Title
**ALLOTMENT GARDENS
MAIDENHEAD**

Rev	Amendments	Init	Date

Date
18.05.2020

Scale
1:1000@A1

Drawn
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Checked
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Outdoor Fac.
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Dwg No.
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Rev.
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Base Ref.
Y:\ARC\VIEW\LSURE\LANDSCAPE_Maidenhead Allotments

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WORK PROGRAMME- COMMUNITIES OVERVIEW AND SCRUTINY PANEL

DIRECTORS	Duncan Sharkey(Managing Director) /Russell O’Keefe (Executive Director PLACE)
LINK OFFICERS & HEADS OF SERVICES	David Scott, Ben Smith, Hilary Hall, Louise Freeth

MEETING: 3 SEPTEMBER 2020

ITEM	RESPONSIBLE OFFICER
Old Court Update Annual Report	Suzie Parr, <i>Museum and Arts Team Leader</i>
Parkwood Leisure- Annual Report (including Windsor Leisure Centre update)	Kevin Mist, <i>Community Project Lead</i>
Museum Services Update Report	Suzie Parr, <i>Museum and Arts Team Leader</i>
SportsAble Annual Report – SLA year 3	David Scott, <i>Head of Communities</i>
Braywick Leisure Centre Update	David Scott, <i>Head of Communities</i> Kevin Mist, <i>Community Project Lead</i>
Q1 Performance Report	David Scott, <i>Head of Communities</i>
Work Programme	Panel clerk
TASK AND FINISH	
TBC	

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

ITEM	RESPONSIBLE OFFICER
Alexandra Gardens, Windsor (From Cabinet Forward Plan) – January 2021	Russell O’Keefe, <i>Executive Director</i>
Parks and Open Spaces Update Report (including traveller hardening measures & new initiatives) – January 2021	David Scott, <i>Head of Communities</i>
Braywick Leisure Centre Update – Every meeting	David Scott, <i>Head of Communities</i> Kevin Mist, <i>Community Project Lead</i>
Singular Use Plastics Update Report – Now for Infrastructure O & S Panel	Chris Joyce, Infrastructure and CIL Manager

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Agenda Item 13

By virtue of paragraph(s) 1, 2, 3, 4, 5, 6a, 6b, 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

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