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## NOTICE OF MEETING

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# CORPORATE OVERVIEW & SCRUTINY PANEL

will meet on

**WEDNESDAY, 27TH MAY, 2020**

**At 6.15 pm**

in the

**VIRTUAL MEETING - ONLINE ACCESS**

**THE MEETING LINK 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 CORPORATE OVERVIEW & SCRUTINY PANEL

COUNCILLORS LYNNE JONES, JULIAN SHARPE, CHRIS TARGOWSKI,  
LEO WALTERS AND SIMON WERNER

SUBSTITUTE MEMBERS

COUNCILLORS CLIVE BASKERVILLE, PHIL HASELER, GEOFF HILL,  
SHAMSUL SHELIM AND JOHN STORY

Karen Shepherd – Head of Governance - Issued: 18<sup>th</sup> May 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](http://www.rbwm.gov.uk) or contact the Panel Administrator **Mark Beeley** 01628 796345

**Recording of Meetings** –In line with the council's commitment to transparency the Part I (public) section of this 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 the 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 CHAIRMAN AND VICE CHAIRMAN</u>  To elect a Chairman and Vice Chairman for the municipal year 2020/21.	-
2.	<u>APOLOGIES FOR ABSENCE</u>  To receive any apologies for absence.	-
3.	<u>DECLARATIONS OF INTEREST</u>  To receive any declarations of interest.	5 - 6
4.	<u>MINUTES</u>  To consider the minutes of the meeting held on 4 <sup>th</sup> February 2020.	7 - 12
5.	<u>EXTERNAL AUDIT PLAN 2019/20</u>  To consider the above titled item.	To Follow
6.	<u>ANNUAL GOVERNANCE STATEMENT PROGRESS REPORTS</u>  To hear a progress report including: <ul style="list-style-type: none"><li>• Health and Safety Update</li><li>• Monitoring Officer Resources</li><li>• PSN Compliance</li><li>• Business Continuity Plans</li><li>• Vision and Purpose for the Organisation</li></ul>	13 - 22
7.	<u>CODE OF CORPORATE GOVERNANCE</u>  To receive the report.	23 - 34
8.	<u>ANNUAL SCRUTINY REPORT</u>  To agree and sign off the Annual Scrutiny Report that will be sent to Full Council in June.	35 - 38
9.	<u>WORK PROGRAMME</u>  To consider the Panel's work programme for the remainder of the Municipal year.  To include consideration of items scheduled on the <a href="#">Cabinet Forward Plan</a> .	39 - 40
10.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u>  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 Paragraphs 1-7 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>ANNUAL GOVERNANCE STATEMENT PROGRESS REPORT</u>  To consider Appendix B of the report.  <b><i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Governmet Act 1972)</i></b>	41 - 42

## 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 4

## CORPORATE OVERVIEW & SCRUTINY PANEL

TUESDAY, 4 FEBRUARY 2020

PRESENT: Councillors Phil Haseler, Lynne Jones, Julian Sharpe, Chris Targowski (Chair) and Simon Werner

Also in attendance: Councillors Christine Bateson, Gurpreet Bhangra, David Cannon, Gerry Clark, David Coppinger, Jon Davey, David Hilton, Andrew Johnson, Helen Price, Samantha Rayner, Donna Stimson and Helen Taylor

Officers: Mark Beeley, James Carpenter, Nikki Craig, Louise Freeth, Catherine Hickman, Russell O'Keefe, Ruth Watkins, Duncan Sharkey, Karen Shepherd, Angela Huisman and Peter Robinson

### APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Walters, Councillor Haseler attended as substitute.

### DECLARATIONS OF INTEREST

The Chairman declared a personal interest in the item 'Annual Trusts Report' as he worked for the Arms House Association.

### MINUTES

The minutes of the meeting on 18<sup>th</sup> November 2019 were confirmed as a true record, provided the following amendment was made:

- Councillor Werner asked that the minutes clarified that he expressed concern that Members had been disrupting the process and circumventing the framework.

**RESOLVED UNANIMOUSLY; The Part I minutes of the meeting held on 15<sup>th</sup> January 2020 were approved as a true record.**

### ANNUAL TRUSTS REPORT

Karen Shepherd, Head of Governance, introduced the report and explained that a number of councillors were trustees of organisations across the borough. All current representatives had been contacted to confirm if they had any concerns, with no concerns being raised for any of the organisations, other than those detailed below.

Councillor Jones asked about the Working Boys Club and that the report listed it as making a loss. She wanted to know if there was an explanation for the valuation.

Karen Shepherd said that the decrease in valuation was due to a change in market value. The trust had been set up due to the sale of a property and the funds being invested. Investment return was subject to market performance.

Councillor Jones said that a loss of that amount was significant. The Chairman suggested that further information should be sought and provided to the trustees (Cabinet) for consideration.

Karen Shepherd informed Members that Berkshire Maestros had not been in contact originally with their representative, but this was now resolved. Porny's Charity was another issue as

Councillor Rayner, the representative, had not had any contact from the charity. This had been followed up but so far no response had been received. Schools that worked with the charity would be contacted in due course to confirm whether they were aware of any activity from the charity.

Councillor Jones suggested that the remit of the flood relief fund which was mentioned in the report should be widened to include the south of the borough, along with Windsor and Maidenhead. She also asked when the last time money was paid out. Karen Shepherd confirmed that it was after the last floods in the borough, which happened in 2014.

The Panel noted the report.

### BUDGET 2020/21

Councillor Hilton, Lead Member for Finance, informed the Panel that they had been given the proposed savings, fees and charges and capital schemes in the Budget for 2020/21. The Panel was asked for its comments on the Budget, which would be passed on to Cabinet for consideration.

The Chairman said that the Panel would look at four key savings that had been picked out in advance of the meeting for scrutiny. With regard to parking, the Chairman said that it was fair to have a paid residential parking scheme to tackle the problem of commuters taking up parking. However, this charge could be dependent on the council tax band of individual residents, along with discounts for electric vehicles and key workers.

Councillor Werner asked how the saving figure for parking had come about and what would happen if a resident wanted to opt out of the parking scheme.

Councillor Haseler said that the parking scheme in poorer areas of the borough could hit some residents hard and that the council should find a way to give those who may struggle to pay the parking permit charge some sort of exemption or discount.

Councillor Jones said that increasing the price of visitor vouchers, which was higher than neighbouring councils, would hit residents hard. She said that this needed to be looked at. Councillor Price said that volunteers who would need to park would also be hit, for example those that volunteer to care and look after the elderly.

Councillor Rayner, Deputy Leader of the Council, Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor, said that RBWM not charging for parking permits was very unusual as the majority of other councils do charge their residents. It was planned to be £50 for the first permit and £70 for the second. They were currently considering how to link the permits to council tax bands to ensure that the system was fair.

Angela Huisman, Library and Resident Contact Lead, said that the £250,000 figure that was in the savings for parking took into account two thirds of residents adopting new paid parking permit scheme, with the other third deciding not to apply for one. There was an easy process in place to remove the permit if it was no longer wanted available to residents and there would be an increase in visitor vouchers. It was also confirmed that the borough received the funding from tickets given out, this applied to any area under the enforcement of RBWM.

Councillor Sharpe said that the schemes were currently in place where parking had been deemed a problem and that in his view residents felt that a parking permit was worthwhile paying for.

Councillor Werner said that the process to apply for a permit was not clear, so questioned how the process of opting out would be made clear for residents. The costs versus the income gained from enforcing parking permits was meant to be cost neutral.



Councillor Johnson, Leader of the Council, confirmed to the Panel that residents with an electric vehicle would receive an exemption from having to pay for a parking permit. Other discounts would also be considered in due course. He compared figures from Reading, which had increased parking permits from £30 to £40 for the first car, while a second parking permit would cost £150.

Councillor Taylor asked if parking permit schemes that were issued by Housing Solutions but enforced by RWBM would also have a charge. Councillor Cannon, Lead Member for Public Protection and Parking, said that there were around 30 streets in the borough which had private schemes in place, where the permits were issued and managed externally but RBWM was responsible for enforcing. These schemes would remain running for another year before anything was to change.

Councillor Davey said that electric cars needed to be in a certain spot to allow them to be charged and therefore this would prove to be challenge when parking and issuing parking permits for certain areas. Councillor Clark, Lead Member for Transport and Infrastructure, said that it would be based on demand and that it was not an issue directly relating to the permits.

Councillor Werner asked for confirmation on whether the permits would be cost neutral. Councillor Cannon said that parking permits incurred costs to enforce them and for things like appeals, so therefore a charge was needed to cover this cost.

Moving to grant payments, Councillor Jones said that in the previous years budget, grants had been increased yet this year they had been decreased again. She asked why the amount of funding was decreasing, especially as community groups that benefit from the grants can help the council.

Councillor Rayner said that it had indeed increased a few years ago, but due to financial pressures they had taken the decision to reduce them again. Councillor Hilton suggested that there were other sources of funding available to groups and charities, and that they should not rely on the council's grants scheme.

The Chairman said that that had been a reduction in funding for Norden Farm to put into CAB grants.

The debate then moved to look at the council tax level being increased. Councillor Werner said that it would hit the most vulnerable in society and asked how many people would be affected.

The Leader of the Council said that RBWM had the lowest level of council tax outside of London and was less expensive when compared to other Berkshire authorities. He said that the rise was fair and affordable and for the 6,000 residents who received council tax benefits would only be paying a modest amount on their bill.

Councillor Price asked if residents had been informed of the increase. Louise Freeth said that they would consult with individuals about the rise and would raise awareness of this through social media, emails and leaflets.

Councillor Jones raised concerns for Norden Farm and asked if RBWM had been in communication with them regarding the cut in funding, especially as they did a lot of educational work. Councillor Rayner confirmed that there had been discussions with them to ensure that they would still be able to cope with a reduction in funding.

Councillor Werner asked about 'Around the Royal Borough', which was a newsletter about events in the borough, and whether this would be sent digitally or still have hard copies produced. The Leader of the Council said that they were looking to move fully digital but that residents could request a hard copy if they wished.

Councillor Jones asked if mobile phones that RBWM gave out to staff were being used effectively. Nikki Craig, Head of HR, ICT and Corporate Projects, said that they had been ensuring that all phones were being used and any that were not being used had the contract cancelled so as not to waste money.

Councillor Werner queried if posts in the council which would be made redundant had been identified. Duncan Sharkey said that there were no specific posts and that all but one were currently vacant.

The Chairman said that, in the capital programmes section of the Budget, that the library heating was a significant sum of £250,000, along with the cost of the cooling system in the Town Hall.

Angela Huisman said that the heating system was old but they were looking at ways to reduce the amount of time that the heating was on for. The Leader of the Council said that the Town Hall would need to be renovated to meet modern day standards and also to meet carbon targets.

Councillor Davey asked about the 24 hour pothole pledge scheme and why this investment was not listed as part of the budget. Duncan Sharkey said that the pothole pledge was not part of last year's budget because it was implemented in the middle of the year. Councillor Clark said that the commitment was not required anymore as targets had regularly reached 100% and it was felt that other things were more of a priority.

Looking at the fees and charges, Councillor Jones and Werner expressed concern that residents who lives in the areas surrounding Windsor would be unable to easily access the town centre due to this increase in parking charges. It was suggested that this should be looked at, especially to continue to allow Windsor's shops and high streets to remain open and vibrant.

Councillor Werner suggested that the advantage card discount for parking could still be kept in Windsor. Councillor Taylor said that another option could be to give an advantage card discount for the first hour of parking for residents.

Councillor Jones reiterated that she would like Cabinet to consider the number of visitor vouchers, to ensure that there were no barriers to opting out of the scheme and that anything agreed in regard to Norden Farm went through the Communities O&S Panel for consideration.

The Panel agreed that the comments made by Members would be passed on to Cabinet for consideration.

## Q2 PERFORMANCE UPDATE

Duncan Sharkey, Managing Director, explained to the Panel which areas were monitored as part of the performance report. There were no areas that currently had a red indicator, 2 had amber while 11 were on green.

The Chairman asked about the business rate collections and said that the percentages were very high. He asked what they might look like in March. Louise Freeth said that the January target was 92% and they were currently on 90.91%, so they were slightly off target. The aim was to try and get more revenue over the next quarter to reach the target.

The Chairman asked a further question about the number of calls answered and how long it takes for a query or case to be completed. Duncan Sharkey said that it was hard to say how many cases were closed in the first instance. Angela Huisman said that they aimed to have a first resolution of 96% but always aimed to go a certain distance in completing the case during the original call. It was an important measure of customer satisfaction too as people do not want to be rushed just so that the call can be completed in the first instance.

Councillor Jones asked if residents were using libraries for its services or its customer service. Angela Huisman said that there were different reasons why residents would use the library and that they would help with any query as far as possible.

Councillor Jones commented on the 61% target for satisfaction and believed that this was a very low target. Duncan Sharkey confirmed that this was a national average and therefore RBWM had chosen this as an appropriate target.

## 2019/20 AUDIT AND INVESTIGATION INTERIM REPORT

Catherine Hickman, Lead Specialist Audit and Investigation, introduced the 2019/20 Audit and Investigation Interim Report and explained to the Panel that it covered the first 9 months of the year. The Auditors rated different audits on a scale with 1 being the highest category of audit opinion and 4 being the lowest. Management were able to see the draft report and were given a month to improve the opinion before the report was published. In two instances, management had taken the opportunity to improve their audit opinion.

For audits falling into the category 3 opinion, there was one new audit falling into this category since the last report to this Panel in July 2019, in respect of Debtors follow up. Further follow up work had recently commenced. An update was also provided on the position in respect of previously reported category 3 opinion audits.

For Corporate investigations, results were contained within the report. The Q3 results for proactive work on Business Rates Exemption Relied were still pending.

The Highways audit, which was requested by the Panel, was coming to the end of its fieldwork and a report would be ready to be presented at the next meeting.

The Chairman asked about the one month period that managers were given to improve their performance. He was told that things could be changed quickly when it was brought to the fore that improvement was needed. However, not all improvements can be made in such a short timescale.

**RESOLVED UNANIMOUSLY; The Corporate Overview and Scrutiny Panel agreed to note the progress in achieving the 2019/20 Audit and Investigation Plan as at 31<sup>st</sup> December 2019.**

## 2020/21 DRAFT INTERNAL AUDIT AND INVESTIGATION PLAN

Catherine Hickman informed the Panel of the 2020/21 Draft Internal Audit and Investigation Plan. She explained that it highlighted the key risks to RBWM and would allow them to come up with a plan for how to deal and mitigate these risks. The Audit Charter was the terms of reference for the audit and would reflect best practise. There were two copies of the Charter attached to the report, the original with tracked changes and a clean version. The Panel was asked for approval of the draft 2020/21 audit and investigation plan and revised internal audit charter.

**RESOLVED UNANIMIOUSLY; The Corporate Overview and Scrutiny Panel agreed to approval the 2020/21 Draft Internal Audit and Investigation Plan and Internal Audit Charter.**

## WORK PROGRAMME

Councillor Jones requested that the Task and Finish group on Highways contract outsourcing take place before the Panel's next meeting. The details and scope of the group would be circulated in due course.

Councillor Jones also suggested combining the Annual Governance Statement updates into one, rather than having separate agenda items for each update.

The Panel agreed that the Annual Scrutiny Report would be drafted by the Chairman and Democratic Services and then sent round to Panel members for their comments. The draft would then be brought back to the Panel's next meeting for approval.

The resident scrutiny topic on shopping trolleys in car parks around Maidenhead was discussed and the recommendations were noted. The Panel decided to send the report to Maidenhead Town Forum for consideration at their next meeting.

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 8.40 pm

CHAIRMAN.....

DATE.....

Report Title:	<b>Annual Governance Statement 2018/19 – Progress Report</b>
Contains Confidential or Exempt Information?	Yes - Part II appendix B only – <b>Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.</b>
Member reporting:	Councillor Rayner, Lead Member for Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor
Meeting and Date:	Corporate Overview and Scrutiny Panel 27 May 2020
Responsible Officer(s):	Nikki Craig, Head of HR, Corporate Projects and IT
Wards affected:	All

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## REPORT SUMMARY

1. The Corporate Overview and Scrutiny Panel reviewed the 2018/19 Annual Governance Statement (AGS) on 30 July 2019. Although formal approval of the AGS was deferred to a later meeting, the Panel requested that update reports on issues identified in the accompanying Action Plan be presented to the Panel at appropriate future meetings.
2. This report provides an update on actions undertaken since spring 2019 on areas identified in the AGS as areas for improvement including:
  - Health and Safety compliance within schools and other council buildings
  - Vision and purpose of the organisation
  - Monitoring officer resources
  - Business continuity plans
  - Public Services Network (PSN) compliance

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Corporate Overview and Scrutiny Panel notes both actions already taken and those planned.

## 2. BACKGROUND

- 2.1 The Annual Governance statement for 2018/19 identified a number of areas for improvement as corporate issues which were therefore included in the AGS Action Plan (see extract at Appendix A). Each of the areas has since undertaken action to ensure improvement, some of which was reported to the Panel in November 2019 and some of which is detailed in section 3.

### **3. PROGRESS TO DATE TO ADDRESS ACTIONS IDENTIFIED IN THE ANNUAL GOVERNANCE STATEMENT**

#### **Health and Safety**

3.1 All Royal Borough buildings including schools and academies have had the following statutory inspections carried out where applicable:

- Fire risk assessment
- Legionella risk assessment
- Asbestos management surveys
- Gas Safety Inspections (Annually)
- Fixed wiring electrical inspections (5 yearly)

3.2 Where the inspections identified high risk items, these have been addressed within the agreed timescales by the Council. Medium and low risk items are considered through a risk assessment process and will be addressed within agreed timescales based on priority.

3.3 Following concerns raised by our insurers regarding the risk rating given to compartmentalisation in buildings i.e. fire doors, a decision was taken to address all fire door concerns highlighted in the fire risk assessments. To date all remedial works in council buildings have been completed and a programme of work has been implemented to complete the work in schools. Three contractors have been appointed and work has commenced. Completion was due by end of June 2020 however has been delayed as the contractors have had to suspend their operations due to the COVID-19 outbreak. Work is expected to resume shortly in accordance with government guidance and completion is anticipated by the end of August 2020.

#### **Vision and purpose of organisation**

3.4 Staff and Members have been engaged with to develop a new set of organisation values for the Council which will articulate how the staff and Members in the Council work with each other and support each other. This exercise involved all staff being given the opportunity to attend focus group sessions with members of the corporate leadership team to input their thoughts and feelings on new values as well as discuss the current challenges they are experiencing. This also gave an opportunity to interact with their peers across service areas. Members were also given the opportunity to attend a focus group session. The new draft values were launched in early May 2020 for final consultation and feedback to the managing director, before all staff and Members will be requested to sign up to the values. This is anticipated to be by the summer 2020.

3.5 New initiatives have been launched to increase the opportunity for staff development and progression within the organisation. This includes an increased focus on training and development, with an increased number of staff undertaking professional qualifications in the past year. The middle manager forum has also been launched, which is an opportunity for those at the middle level of the organisation to network across the council and engage with senior leadership. Later in the year, a new council wide mentoring programme will be launched.

### **Monitoring officer resources**

- 3.6 In response to the concerns raised with regard to insufficient Monitoring Officer resources allocated under the shared legal arrangement, there is now an elevated legal support for the Monitoring Officer to handle operational issues. The Monitoring Officer has been able to double her available time to four days a week. This new arrangement will now enable the constraints identified to be addressed but it is important to continue to develop awareness and understanding of the Monitoring Officer role and responsibilities across the organisation.

### **Business continuity plans**

- 3.7 Led by the shared emergency planning team based in West Berkshire, following training workshops for Heads of Service and newly created business continuity liaison officers, each service has completed business impact assessments and rated the priority of their services that are required to keep functioning, dependant on timing and what the 'event' is. This has included all IT applications so that the IT team can ensure their business impact assessment is based on the organisational priorities identified.
- 3.8 The final documents were shared for review by corporate leadership team on 15 March 2020 in advance of a further meeting to refresh overall business continuity plans being arranged. Since that date, the response to covid-19 has taken over and the council has stood up business continuity plans across all services. This has included all services delivering to residents as well as the creation of new services, particularly around community hubs and working with the voluntary sector on supporting those extremely vulnerable and shielding residents. When time permits the completed plans need fully documenting.

### **Public Services Network**

- 3.9 Progress report for PSN is in appendix B.

## **4. ONGOING ACTIONS**

### **Health and Safety**

- 4.1 The Council's Health and Safety Strategy Group comprises the authority's Corporate Leadership Team, Health and Safety Officers and representatives from Property Services. The group meets on a quarterly basis to review all health and safety matters and monitors progress with regards to building compliance. Feedback from the dedicated Building Compliance Group is considered at the meeting. Building compliance generally and the completion of the programme of compartmentalisation works in schools will continue to be monitored through these governance arrangements

### **Vision and purpose of organisation**

- 4.2 Following the agreement and launch of the new values they will feed in to all organisational development work being undertaken including a review of the corporate induction. Early work on a new Corporate Plan was underway but has been suspended during the Covid19 pandemic. It will be continued from the summer onwards and will conclude by the end of the calendar year.

### **Business continuity plans**

- 4.3 Once the council has moved firmly into recovery and ideally by the end of the summer, the joint emergency planning team will have capacity to ensure that

every services' business continuity plan is reviewed, updated, refreshed and also carry out a lessons learned exercise from the response to the covid-19 global pandemic. It is envisaged this will be conclude by the end of the calendar year.

## 5. FINANCIAL DETAILS / VALUE FOR MONEY

5.1 The financial implications are detailed in appendix B in this report.

## 6. LEGAL IMPLICATIONS

6.1 Failure to comply with the Health and Safety at Work Act 1974 could lead to employees suing for personal injury or in very serious cases the authority being prosecuted for corporate manslaughter.

## 7. RISK MANAGEMENT

7.1 Table 1 details the impact of risk and mitigation in relation to the Health and Safety element of the report.

**Table 1: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled risk</b>	<b>Controls</b>	<b>Controlled risk</b>
Failure to comply with The Reform Order 2005 (Fire Safety)	Low	<p>Fire risk assessments are completed for all corporate building and schools and reviewed at appropriate intervals.</p> <p>High risk remedial work identified on the assessments have been completed.</p> <p>Medium risk protection work i.e. Fire door replacement works, will be completed once works can resume.</p>	Low
Control of Asbestos Regs (CAR) 2012	High	<p>Asbestos Management surveys have been completed for all corporate buildings and schools.</p> <p>Duty holders have been identified for all buildings.</p> <p>Duty holders and responsible persons have received Asbestos awareness training to</p>	Low



<b>Risks</b>	<b>Uncontrolled risk</b>	<b>Controls</b>	<b>Controlled risk</b>
		<p>enable them to fulfil their duty in accordance with the CAR 2012.</p> <p>Management plans are in place for all buildings.</p>	
Approved Code of Practice L8 (ACOP L8)(Control of Legionella Bacteria in water systems)	Medium	<p>Legionella risk assessments have been completed for all corporate buildings and schools.</p> <p>Duty holders have been identified for all buildings.</p> <p>Duty holders have received training to ensure the written scheme of control is followed.</p> <p>New contractors have been appointed to carry out monthly temperature checks and monitor performance.</p>	Low
Electricity at Work Regs 1989	Medium	<p>All corporate buildings and schools have had fixed wiring testing and inspection completed within the last five years.</p> <p>Remedial work has been completed on any CAT 1 defects identified at the time of inspection.</p> <p>All portable appliances are tested every 18 months.</p>	Low
Gas Safety Regs 1998	Medium	<p>Gas safety inspections are carried out annually / certificates are issued for all premises.</p> <p>Commercial catering appliances gas safety inspections(CP42) are completed annually in all schools and kitchens.</p>	Low
S5 of the Local Government & Housing Act 1989, as	Medium	Monitoring Officer time has been freed up to allow the Monitoring Officer to be more proactive in	Low

<b>Risks</b>	<b>Uncontrolled risk</b>	<b>Controls</b>	<b>Controlled risk</b>
amended by schedule 5, paragraph 24 of the Local Government Act 2000.		assessing areas of concern and intervening to ensure the Council continues to operate legally.	

## **8. POTENTIAL IMPACTS**

- 8.1 Equalities. No impacts identified
- 8.2 Climate change/sustainability. No impacts identified
- 8.3 Data Protection/GDPR. No impacts identified

## **9. APPENDICES**

- 9.1 This report is supported by two appendices:
- Appendix A - Extract from the 2018/19 Annual Governance Statement Action Plan
  - Appendix B – Part II - Public Services Network progress update

## **10. BACKGROUND DOCUMENTS**

- 10.1 This report is supported by one background document:
- The RBWM Annual Governance Statement 2018/19

## **11. CONSULTATION (MANDATORY)**

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Rayner	Lead Member for Resident and Leisure Services, HR, IT, Legal, Performance Management and Windsor	14/05/20	15/05/20
Duncan Sharkey	Managing Director	12/05/20	12/05/20
Russell O'Keefe	Director of Place	14/05/20	
Adele Taylor	Director of Resources/S151 Officer	14/05/20	18/05/20
Kevin McDaniel	Director of Children's Services	14/05/20	
Hilary Hall	Director Adults, Health and Commissioning	14/05/20	14/05/20
Elaine Browne	Head of Law	14/05/20	18/05/20
Mary Severin	Monitoring Officer	12/05/20	13/05/20
Louisa Dean	Communications	14/05/20	14/05/20
Karen Shepherd	Head of Governance	12/05/20	12/05/20

## REPORT HISTORY

<b>Decision type:</b> For information	<b>Urgency item?</b> No	<b>To Follow item?</b> No
Report Authors: Nikki Craig, Head of HR, Corporate Projects and IT		

Appendix A

Extract from Annual Governance Statement 2018/19 Action Plan updated in November 2019

Ref	Area for Improvement	Actions	Owner	Timescale	Improvement outcome
AGS 19.3	Staff reductions have placed a new level of work pressure on particular departments. Whilst there are signs that morale related to working for the Council has improved, we still need to work hard on giving staff a clearer sense of our direction of travel.	<p>Ensure clarity of vision and purpose for the organisation. Develop one team approach.</p> <p>Ensure effective staff and member engagement in change and clear, resourced succession planning processes are developed</p>	<p>Managing director and Corporate leadership team</p> <p>Head of HR, Corporate Projects and IT</p>	<p>March 2020</p> <p>March 2020</p>	Staff have clarity over the vision and purpose of the organisation
19.6	Business continuity plans for the organisation have not been updated for a number of years. This action has been carried forward from 15/16, 16/17 and 17/18.	A new process for the creation and maintenance of BCPs to be put in place utilising the shared emergency planning team.	Emergency Planning	March 2020	<p>Business continuity training and workshops have been rolled out as of September 2019.</p> <p>All areas of the council have appropriate, up to date BCPs in place, accompanied by a robust activation mechanism.</p>

19.8	Surveys have identified some additional works within school and other council buildings to take place in the 2019/20 financial year.	<p>All additional identified H&amp;S works to be completed.</p> <p>Health &amp; Safety Strategy Group meet on a quarterly basis to monitor progress and compliance including feedback from the Building Compliance Group meetings.</p>	<p>Head of HR, Corporate Projects and IT</p> <p>Corporate leadership team</p>	March 2020	The Council is safeguarding its ability to continue to meet its H&S obligations in the future.
AGS 19.10	Limited resources for Monitoring Officer to deliver wider functions of role.	<p>Increase capacity of Monitoring Officer by drawing in wider resources and increasing time allowed in role.</p> <p>Appointment of deputy Monitoring Officer to handle standards has helped but not resolved the issue.</p>	Managing Director	March 2020	Stronger compliance culture.

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Report Title:	<b>Local Code of Corporate Governance 2020/21</b>
Contains Confidential or Exempt Information?	No - Part I
Lead Member	Councillor Johnson, Leader of the Council
Meeting and Date:	Corporate Overview and Scrutiny Panel, 27 May 2020
Responsible Officer(s):	Duncan Sharkey, Managing Director Mary Severin, Monitoring Officer
Wards affected:	All

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## REPORT SUMMARY

The Chartered Institute of Public Finance and Accountancy, (“CIPFA”) and the Society of Local Authority Chief Executives (“SOLACE”) published a framework document for Corporate Governance in Local Government in April 2016. The Royal Borough of Windsor and Maidenhead is committed to the principles of good corporate governance through the adoption and maintenance of a Local Code of Corporate Governance, as recommended by the CIPFA/SOLACE Framework. The 2020/21 version is attached for noting by the Panel.

## 1. RECOMMENDATION

**RECOMMENDATION:** That Corporate Overview and Scrutiny Panel notes the Local Code of Corporate Governance 2020/21 attached as Appendix A.

## 2. FOR RECOMMENDATION AND OPTIONS CONSIDERED

The Local Code of Corporate Governance provides a simple and transparent way to communicate to the Council’s stakeholders how it is meeting the requirements of the CIPFA/SOLACE Framework. The adoption of this document by the Council will in turn enable the streamlining and simplification of the 2019/20 Annual Governance Statement.

### Options

**Table 1: Options arising from this report**

Option	Comments
To note the attached Local Code of Corporate Governance 2020/21 <b>This is the recommended option</b>	This will ensure that the Council demonstrates its compliance with the CIPFA/SOLACE Framework and provide a reference point in the Annual Governance Statement 2019/20
Not to note the attached Local Code of Corporate Governance 2020/21	This will result in the Council not complying with the CIPFA/SOLACE Framework, and not providing a

Option	Comments
	reference point in the Annual Governance Statement 2019/20

### **3. FINANCIAL DETAILS / VALUE FOR MONEY**

3.1 No financial implications

### **4. LEGAL IMPLICATIONS**

4.1 None

### **5. POTENTIAL IMPACTS**

5.1 Equalities. No equality impacts are relevant.

5.2 Data Protection/GDPR: None

5.3 Climate change/sustainability. None

### **6. TIMETABLE FOR IMPLEMENTATION**

6.1 The Local Code of Corporate Governance must be noted before the Annual Governance Statement is approved on 27th July 2020.

### **7. APPENDICES**

7.1 This report is supported by one Appendix:

- Appendix A - Local Code of Corporate Governance 2020/21:

### **8. BACKGROUND DOCUMENTS**

8.1 This report is supported by a framework document 'Corporate Governance in Local Government, April 2016 published by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE):

### **9. CONSULTATION (MANDATORY)**



<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Johnson	Leader of the Council	18/05/20	18/05/20
Duncan Sharkey	Managing Director	14/05/20	14/05/20
Adele Taylor	Director of Resources/S151 Officer	14/05/20	14/05/20
Elaine Browne	Head of Law	14/05/20	14/05/20
Karen Shepherd	Head of Governance	14/05/20	14/05/20

## REPORT HISTORY

<b>Decision type:</b> For noting	<b>Urgency item?</b> No	<b>To Follow item?</b> No
Report Author: Mary Severin, Monitoring Officer		

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Royal Borough  
of Windsor &  
Maidenhead

## LOCAL CODE OF CORPORATE GOVERNANCE

2020/21

## **Introduction**

1. Governance is about how the Council ensures it is doing the right things, in the right way, for the right people in a timely, inclusive, open, honest and accountable manner. It comprises systems, processes, cultures and values by which the Council is directed and controlled and through which it accounts to, engages with and, where appropriate, leads the community. The Leader of the Council and Managing Director have a special relationship role as custodians of the Council's governance arrangement, but good governance is also the responsibility of all Members and Officers.
2. The Chartered Institute of Public Finance and Accountancy, ("CIPFA") and the Society of Local Authority Chief Executives ("SOLACE") have published a framework document for Corporate Governance in Local Government, April 2016. The Royal Borough of Windsor and Maidenhead is committed to the principles of good corporate governance through the adoption and maintenance of a Local Code of Corporate Governance, as recommended by the CIPFA/SOLACE Framework.
3. This Local Code of Corporate Governance therefore sets out and describes the Royal Borough of Windsor and Maidenhead's commitment to corporate governance and identifies arrangements that will ensure its effective implementation and application in all aspects of the Council's work. . This Local Code of Corporate Governance will be reviewed by the Statutory Officers Group at least annually.

## **Policy Statement**

5. In conducting its business, the Royal Borough of Windsor and Maidenhead is fully committed to upholding the highest possible standards of good corporate governance, believing that good governance leads to high standards of management, strong performance, effective use of resources, increased public involvement and trust in the council.
6. Good governance flows from a framework of shared values, culture and behaviour and from systems and structures. This code of corporate governance is a public statement that sets out the framework through which the council meets its commitment to good corporate governance. It is underpinned by the CIPFA/SOLACE seven core principles of good governance.

## **The seven Core Principles of Good Governance**

The seven core principles of good governance as recognised by the CIPFA/SOLACE framework that will be adopted by the Council are as follows:-

<b>Core Principles of Good Governance</b>	
A.	Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
B.	Ensuring openness and comprehensive stakeholder engagement
C.	Defining outcomes in terms of sustainable economic, social, and environmental benefits
D.	Determining the interventions necessary to optimise the achievement of the intended outcomes
E.	Developing the entity's capacity, including the capability of its leadership and the individuals within it
F.	Managing risks and performance through robust internal control and strong public financial management
G.	Implementing good practises in transparency, reporting, and audit to deliver effective accountability

## **Applying the Principles of Good Governance**

To achieve good governance, the Council will seek to apply each of the seven core principles, along with their supporting principles.

## **Review the Council's Corporate Governance Arrangements**

The Council takes its Corporate Governance arrangements seriously and, as a result, has put in place a rigorous process of reviewing the arrangements on a regular basis. The process of review is set out below:-

### ***Full Council***

The Full Council has a responsibility to act upon the recommendations made by the Corporate Overview and Scrutiny Panel, (COSP) via the Cabinet, in relation to the Council's Local Code of Corporate Governance (LCCG). This will be subject to any such recommendations being made by Cabinet.

### ***Cabinet***

Cabinet has overall responsibility, and will be the main member review, for the Council's governance arrangements. However, Cabinet has delegated authority to the COSP to

review and recommend approval of the Annual Governance Statement (AGS) to the Leader and Managing Director.

### ***Corporate Overview and Scrutiny Panel***

The COSP will review on an annual basis the effectiveness of the Council's corporate governance arrangements and will, where necessary, make recommendations to the Council and Cabinet on any issues arising. The COSP has the responsibility to:-

- review the annual report on corporate governance through the AGS and recommend to the Leader and Managing Director for approval and publication with the Annual Statement of Accounts.
- oversee a comprehensive, inclusive and risk management approach to the AGS process,
- monitor the effective development and operation of Corporate Governance in the Council,
- support the assurance in the AGS and;
- oversee the governance process to ensure that strategic risks are being reviewed at Corporate Leadership Team (CLT) and across each Directorate.

### ***Monitoring Officer***

The Monitoring Officer will ensure compliance with established policies, procedures, laws and regulations. After consulting with the Head of Paid Service (Managing Director) and the Director of Resources and S151 Officer (The Chief Financial Officer), the Monitoring Officer is empowered under s5 Local Government and Housing Act 1989 to report to the Full Council any proposal, decision or omission that would give rise to unlawfulness or mal-administration.

### ***Statutory Officers Group***

The Statutory Officers Group (SOG) will comprise of the Managing Director, Head of Finance and s151 Officer, Head of Legal, Head of Governance, and Monitoring Officer. From a governance perspective, one of the roles of SOG is to review the Council's governance arrangements and to contribute to, and agree, the content of the AGS prior to reporting to the COSP.

### ***Chief Financial Officer (Director of Resources and s.151 Officer)***

CIPFA has issued its Statement on the *Role of the Chief Financial Officer in Local Government (2016)*. The Statement draws heavily on the Statement on the Role of the CFO in Public Service Organisations and applies the principles and roles set out in that document to local government. It sets out five principles that define the core activities and behaviours that belong specifically to the role of the CFO and the governance requirements needed to support them. The CFO within the authority is the Director of Resources and s.151 Officer.

## ***Directorate Management Teams (DMTs), Service Meetings and 121 Meetings***

All Officers meet regularly and review governance arrangements within their directorates, services and individually, including business and service planning, financial management, performance management and risk management. Directors and Heads of Service are required to report any issues raised at such meetings to the Statutory Officers Group and any office may raise a governance concern through a range of measures, if they wish to.

## **The Annual Governance Statement (AGS)**

The preparation and publication of an integrated AGS is undertaken in accordance with the CIPFA/SOLACE Framework, and the statutory requirement set out in Regulation 6(1)(b) of the Accounts and Audit Regulations 2015.

The AGS, a formal document setting out how the Council will comply with governance arrangements, is signed by the Leader of the Council and the Managing Director.

The COSP will review and approve the AGS for signature during May/June of each year and the Statement will be published with the Council's Annual Statement of Accounts.

### **Applying the Principles of Good Governance**

To achieve and maintain good governance, the Council will seek to apply each of the six core principles above, along with their supporting principles, in the following way, representing recommended best practice:

#### **Principle A Behaving with integrity, demonstrating strong commitment to ethical values and respecting the law.**

- The Council's values are embedded in the [Council Plan](#).
- There are Member and Officer Codes of Conduct which can be found in the [Council's Constitution](#).
- Councillors are also bound to declare certain interests, as well as any gifts and hospitality. These can be found on the [Council's website](#).
- The Council operates a Whistleblowing regime.

#### **Principle B: Ensuring openness and comprehensive stakeholder engagement.**

- Subject to certain statutory exemptions, the Council conducts all meetings in public, with Minutes of those meetings published on the [Council's website](#).
- The Council publishes information under its [publication scheme](#).
- E-Petitions can be found on the [Council's website](#).
- The Council regularly consults with its stakeholders. Details of current consultations can be found on the [Council's website](#).
- The Council complies with its obligations under the Freedom of Information Act 2000, details of which can be found on the [Council's website](#).

**Principle C: Defining outcomes in terms of sustainable economic, social and environmental benefits.**

- The Council's vision is described in the [Council Plan](#).
- The Medium Term Financial Plan details the medium viability of the Council.
- The 'Value for Money Statement' can be seen here.

**Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes.**

- The [Council Plan](#) and its annual review details actions required to deliver the Council's Vision and Priorities.
- The Council's Vision and Priorities are referenced and monitored in all reports to [Cabinet](#).
- The Council has a statutory duty to publish certain [performance plans](#), the purpose of which is to explain overall priorities and objectives, current performance and proposals for further development.
- The Council's [partnership working](#) is subject to strict performance monitoring. All partnerships must have a clear and open governance framework.



## Principle E: Developing the entity's capacity, including the capability of its leadership and the individuals within it.

- All Members and Officers are subject to an Induction programme when joining the Council.
- Members are provided with mandatory training before sitting on certain Panels. Details can be found in para. 29.4, Part 2C of [Constitution](#).
- The Directors are obliged to monitor officer staff activity to ensure training is provided, para. F3.127 Part 8C of Constitution
- All Officers are given mandatory routine training on health and safety, data protection, mental health awareness and equality and diversity which is monitored as part of the council's 121 policy.

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## Principle F: Managing risks and performance through robust internal control and strong public financial management..

- The Council has a clear [risk management policy](#).
- An annual report is conducted which monitors the effective development and operation of risk management and corporate governance in the Council.
- The Council's Corporate Risk Register is included in the Audit Plan and reviewed on a rolling basis by the COSP.
- The Council details its Financial Regulations and Procurement and Contract rules and Procedures in Part 8 C of the [Council's Constitution](#).
- The annual accounts and other financial data can be found on the [Council's website](#).

## Principle G: Implementing good practices in transparency, reporting, and audit to deliver accountability

Document date: 11<sup>th</sup> May 2020 DRAFT  
Review date: [one year from implementation date]  
Author: Mary Severin, Monitoring Officer

- [Transparency data and the Council's publication scheme](#) give information about how the Council operates.
- The responsibility for services is detailed for [Cabinet Members](#), and [Officers](#).
- The Complaints process and policy can be found on the [Council's website](#).
- The Council's [Overview and Scrutiny Panels](#) holds Cabinet decisions to account. This includes undertaking policy development and review performance monitoring, and external Scrutiny.
- COSP reviews the work of management, internal and external audit.

Report Title:	<b>Corporate Overview and Scrutiny Panel - Annual Report</b>
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Chris Targowski, Chairman of the Panel
Lead Officers:	Xxx, Executive Director, xxx, Head of xxx
Meeting and Date:	Full Council June 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 Corporate Overview and Scrutiny Panel.

### 2. CHAIRMAN'S INTRODUCTION

- 2.1 The Corporate Overview and Scrutiny panel met seven times (twice more than originally timetabled) and scrutinised 25 separate reports.
- 2.2 The Chairman would like to thank all members of the panel and Officers of the Council for the time and effort that they have put into the successful running of the panel.
- 2.3 The terms of reference for the Corporate Overview and Scrutiny panel can be found in Part 4 B of the Council Constitution.

### 3. TOPICS SCRUTINISED DURING THE MUNICIPAL YEAR 2019/20

- 3.1 The 25 reports scrutinised included.
  - Annual Governance Statement
  - CIPFA Review
  - GDPR Compliance Progress Report
  - LGA Peer Review
  - Key Risk Report
  - External Audit IAS260
- 3.2 Details of topics scrutinised can be found here <https://rbwm.moderngov.co.uk/ieListMeetings.aspx?Committeeld=594>

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

- 4.1 Maidenhead United Football Club - Request for Relocation. The panel agreed to take no further action on the call in and requested that the next Cabinet report on Maidenhead United Football Club request for relocation comes to the Corporate Overview and Scrutiny Panel to be scrutinised. Full details of the decision can be found here.  
<https://rbwm.moderngov.co.uk/mgAi.aspx?ID=14376>

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

- 5.1 Resident scrutiny topic on shopping trolleys in car parks around Maidenhead. The Panel decided to send the report to Maidenhead Town Forum for consideration at their next meeting.

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

- 6.1 Highways contract outsourcing. Scope and membership of group established. Meeting cancelled due to global pandemic. Will be rearranged when suitable to do so.

#### **7. PROPOSALS FOR IMPROVED WORKING METHODS**

- 7.1 O&S are made aware of Cabinet reports at a much earlier stage with drafts being requested and seen at scrutiny panels, once a topic has been put on the forward plan. This would allow scrutiny panels to be actively involved in the content of the paper rather than just commenting on a finished product.
- 7.2 Being more proactive with T&F. The highway outsourcing was requested at the first meeting of the municipal year but no meeting arranged until the last 3 months.
- 7.3 Only accept reports that have been presented with adequate time to fully understand and question. Work closely with Cabinet to ensure that the panel has input into significant cabinet reports.
- 7.4 Have clear, agreed comments/proposals to inform Cabinet. These are noted at the end of each item and summarised at the end of the meeting so that all members understand what comments are being presented to Cabinet.
- 7.5 Assess current issues and bring forward reports on those topics
- 7.6 Ensure consistent overview of areas of concern, with updates as a permanent agenda item.
- 7.7 Look to follow best practices on scrutiny.

7.8 Review amalgamation of Corporate Scrutiny and Audit Panel - does it work, does Audit timetable conflict with scrutiny function.

**8. THANKS**

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

- 1. Mark Beeley
- 2. Nabihah Hassan-Farooq
- 3. CIPFA
- 4. Maidenhead United Football Club
- 5. Maidenhead Athletics Club

**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:

- Annual Complaints Report
- Performance Q1/2/3/4 Reports
- Key Risk Report
- Budget Report
- 2020/21 Interim Audit and Investigation Report
- Annual Statement of Accounts

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

- Maidenhead United – Request for Relocation
- Annual Governance Statement Progress Reports

**10. APPENDICES**

10.1 This report is supported by two appendices:

- Appendix A - 2019 Member Survey on Overview and Scrutiny – analysis
- Appendix B – Corporate Overview and Scrutiny Panel Work Programme 2019/2020

**REPORT HISTORY**

<b>Decision type:</b> For information	<b>Urgency item?</b> No	<b>To Follow item?</b> No
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# Agenda Item 9

## WORK PROGRAMME - CORPORATE OVERVIEW AND SCRUTINY PANEL

<b>DIRECTORS</b>	<ul style="list-style-type: none"> <li>• Duncan Sharkey (Managing Director)</li> <li>• Russell O'Keefe (Executive Director)</li> <li>• Adele Taylor (Director of Resources)</li> </ul>
<b>LINK OFFICERS &amp; HEADS OF SERVICES</b>	<ul style="list-style-type: none"> <li>• Elaine Browne (Head of Law)</li> <li>• Nikki Craig (Head of HR, Corporate Projects &amp; ICT)</li> <li>• Catherine Hickman (Lead Specialist Audit and Investigation)</li> <li>• Barbara Richardson (Managing Director RBWM Property Co)</li> <li>• Ruth Watkins (Chief Accountant and Deputy S151 Officer)</li> <li>• Karen Shepherd (Head of Governance)</li> </ul>

### MEETING: 15<sup>th</sup> JUNE 2020

ITEM	RESPONSIBLE OFFICER
Annual Statement of Accounts	<b>Finance</b>
External Audit IAS260	<b>Finance</b>
Annual Governance Statement 2019/20	<b>Karen Shepherd, Head of Governance</b>
Key Risk Report (Bi-Annual)	<b>Steve Mappley, Insurance and Risk Manager</b>
Annual Governance Statement; Progress report – Member/Officer Roles and Responsibilities	<b>Duncan Sharkey, Managing Director</b> <b>Mary Severin, Monitoring Officer</b>
Annual Governance Statement; Progress report – Financial Governance	<b>Duncan Sharkey, Managing Director</b> <b>Adele Taylor, Director of Resources</b>
Q3 and Q4 Performance Reports	<b>Rachel Kinniburgh, Strategy and Performance</b>
Work Programme	Panel Clerk
<b>TASK AND FINISH</b>	
Highways contract outsourcing	<b>Hilary Hall and Ben Smith</b>

### MEETING: 27<sup>th</sup> JULY 2020

ITEM	RESPONSIBLE OFFICER
Annual Statement of Accounts (To be signed off by the Panel)	<b>Finance</b>
2019/20 Annual Audit and Investigation Report	<b>Catherine Hickman, Lead Specialist Audit and Investigation</b>
Work Programme	Panel clerk

### MEETING: 29<sup>th</sup> SEPTEMBER 2020

ITEM	RESPONSIBLE OFFICER
Annual Complaints Report	<b>Nikki Craig, Head of HR, Corporate Projects &amp; ICT</b>
Key Risk Report (Bi-Annual)	<b>Steve Mappley, Insurance and Risk Manager</b>
Q1 Performance Report	<b>Rachel Kinniburgh, Strategy and Performance</b>
Work Programme	Panel clerk

**MEETING: 26<sup>th</sup> JANUARY 2021**

<b>ITEM</b>	<b>RESPONSIBLE OFFICER</b>
Budget Report	<b>Lead Officers and Finance</b>
Annual Scrutiny Report (Draft)	<b>Chairman and Lead Officers</b>
2020/21 Interim Audit and Investigation Report	<b>Catherine Hickman, <i>Lead Specialist Audit and Investigation</i></b>
Q2 Performance Report	<b>Rachel Kinniburgh, <i>Strategy and Performance</i></b>
Work Programme	Panel clerk

**MEETING: 19<sup>th</sup> APRIL 2021**

<b>ITEM</b>	<b>RESPONSIBLE OFFICER</b>
Annual Scrutiny Report (Final version for approval and submission to Full Council)	<b>Chairman and Lead Officers</b>
Key Risk Report (Bi-Annual)	<b>Steve Mappley, <i>Insurance and Risk Manager</i></b>
Q3 Performance Report	<b>Rachel Kinniburgh, <i>Strategy and Performance</i></b>
Work Programme	Panel clerk

**ITEMS SUGGESTED BUT NOT YET PROGRAMMED**

<b>ITEM</b>	<b>RESPONSIBLE OFFICER</b>
Maidenhead United – Request for Relocation	<b>Russell O’Keefe, <i>Executive Director</i></b>

The Terms of Reference for the Corporate Overview and Scrutiny Panel can be found at the following link:  
<https://rbwm.moderngov.co.uk/ecSDDisplay.aspx?NAME=SD558&ID=558&RPID=4678919>



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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