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NOTICE OF MEETING

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INFRASTRUCTURE OVERVIEW & SCRUTINY PANEL

will meet on

THURSDAY, 12TH MARCH, 2020

At 6.30 pm

in the

DESBOROUGH 4 - TOWN HALL, MAIDENHEAD

TO: MEMBERS OF THE INFRASTRUCTURE OVERVIEW & SCRUTINY PANEL

COUNCILLORS GURPREET BHANGRA (CHAIRMAN), MANDY BRAR, JON DAVEY,
PHIL HASELER (VICE-CHAIRMAN) AND GURCH SINGH

SUBSTITUTE MEMBERS

COUNCILLORS JOHN BALDWIN, CHRISTINE BATESON, JOHN BOWDEN,
NEIL KNOWLES AND SHAMSUL SHELIM

Karen Shepherd – Head of Governance - Issued: 04/03/2020

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 **Fatima Rehman** 01628 796251

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.	-
2.	<u>DECLARATIONS OF INTEREST</u> To receive any Declarations of Interest.	3 - 4
3.	<u>MINUTES</u> To confirm the Minutes of the previous meeting.	5 - 10
4.	<u>REVIEW OF BOROUGH WIDE JUNCTION</u> To review the Borough Wide Junction.	Verbal Report
5.	<u>DEDWORTH ROAD/HATCH LANE ROUNDABOUTS TRIAL</u> To review the Dedworth Road/Hatch Lane Roundabouts trial.	To Follow
6.	<u>ROUGH SLEEPER PATHWAY</u> To review the Rough Sleeper Pathway.	11 - 14
7.	<u>ANNUAL SCRUTINY REPORT - DRAFT</u> Members to consider appropriate content for inclusion in the Panel's Annual Report	15 - 24
8.	<u>WORK PROGRAMME AND ANY PUBLIC TOPICS</u> 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.	25 - 26

MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

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

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

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

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

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

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

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

Prejudicial Interests

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

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

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

Personal interests

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

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

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Agenda Item 3

INFRASTRUCTURE OVERVIEW & SCRUTINY PANEL

MONDAY, 3 FEBRUARY 2020

PRESENT: Councillors Gurpreet Bhangra (Chairman), Mandy Brar, Wisdom Da Costa, Phil Haseler (Vice-Chairman) and Gurch Singh

Also in attendance: Councillors Cannon, Johnson, Rayner, Stimpson, Clark, Hilton, Werner.

Officers: Duncan Sharkey, Ben Smith, Alan Abrahamson and David Cook.

APOLOGIES FOR ABSENCE

None.

DECLARATIONS OF INTEREST

None received.

MINUTES

Resolved unanimously: that the minutes of the meeting held on 9 October 2020 were approved as a true and correct record.

BUDGET 2020/21

The Chairman informed the Panel that this was the Panel's opportunity to ask Lead Members questions regarding the proposed budget and agree any appropriate comments to Cabinet.

The Panel were informed that they would only be considering areas that come under the Panels remit, other O&S Panels were also being ask to comment on the budget prior to the report going to Cabinet and then Council to approve. Corporate O&S Panel would be looking the whole budget.

A local resident Mr Scarborough had registered to speak and addressed the Panel. Mr Scarborough said that he did not feel that the proposed savings would positively influence behaviours to address the environment and climate emergency which the Council had recently declared. Increasing green bin charges would result in more bonfires, more queuing at the tip, more waste in black bins and thus increase emissions. On public transport, cutting subsidies cannot be the right way to go and parking charges being increased can lead to longer journeys as people try and find cheaper spaces.

Cllr Clark, Lead Member for Transport and Infrastructure, informed the Panel that with regards to bus subsidies he had found out that some subsidies that the council were paying for a journey were more than the cost of a full ticket so savings were possible, there were also subsidised large buses doing rounds that were often not used that would be better served with smaller buses and services that met public need. There were also plans to look at the possibility of having electric buses, although this was for future years.

Cllr Stimson, Lead Member for Environmental Services, Climate Change, Sustainability, Parks and Countryside, informed the Panel that she was currently working on a climate change strategy and this would include looking at garden waste. With regards to the cost it was planned to bring costs in line with other authorities, especially as council tax was so low. Even

with the increase, paying £2.50 for garden waste collection was excellent value for money and better than having to drive to a recycling centre.

Cllr Da Costa said that with regards to green bins and Saturday waste collection there was a planned increase from £37 to £65 but predicting no change in volume was this realistic and should there be a prudent 10% drop in usage. The Lead Member for Finance and Ascot replied that it was anticipated that at the start there would be a small drop in use but as it was realised the value for money that the service provided the public would revert to using the service as it only cost £2.50 per week collected.

Cllr Da Costa said that anticipated savings were overstated by £50,000 for a 10% fall in users. Ben Smith replied that the line should read £25,000 and thus would be amended for Council.

Cllr Werner asked if the reduced usage for the increased charges had been factored into the budget and also the increase in black bin volume. The Panel were informed that there were over 17,000 users of the service and in increasing the costs it had been modelled with a 20 to 25% decrease in use, although this was not anticipated.

Cllr Werner also asked if the administration had considered giving free food green waste bins and was informed that when introduced they were provided for free and thus those that needed them had already received them.

Cllr Brar said that she had concern that there would be an increase in black bin usage and fly tipping. Cllr Taylor mentioned that there was a need to educate residents towards better recycling and suggested that was there an alternative to using green waste that could be useful for allotments.

Cllr Haseler mentioned that local residents had contacted him regarding the parking tariff reduction re the advantage card and asked if it had been considered the impact on town centre footfall, especially during maidenhead regeneration. Cllr canon, Lead Member for Public Protection and Parking, stated that parking charges had been frozen and were and were considerably lower than comparable authorities.

Cllr Da Costa raised considerable concern about the disparity between the car parking charges and loss advantage card discount for residents between Windsor and Maidenhead, especially as Windsor charges had been considerably increased over the past years. He asked had the administration considered how many trips utilise the advantage card. He mentioned that the number of residents not using the cars parks will increase, which then starts a snowball effect of reduced footfall, loss making local businesses, increased shop closures, greater numbers of unemployed and, reduced business rates. He asked that Windsor residents be taken in consideration and have parking discounts maintained.

Cllr Brar reiterated that by removing car parking discount would have an adverse effect on town centre footfall and said the administration should consider the loss of residents using car parks. The Panel were informed that car parking charges remained cheaper than other authorities and analysis had been done on potential impact of the proposals.

Cllr Davey gave examples of neighbouring authorities car parking charges to illustrate that there were cheaper alternatives for shoppers. Lead Members informed that comparisons had been undertaken with appropriate statistical authorities and RBWM charges remained excellent value for money, it was noted that you needed to compare like for like and not just picking the cheapest charges from other authorities.

Cllr Taylor said that residents would not like the loss of a parking discount and that the offer in neighbouring authorities would increasingly look more attractive. She recommended that a basic discount should be retained for people such as careers who provided an important service for vulnerable residents.

Cllr Tissi also mentioned that there were workers who relied on car parking discounts in Windsor who would be affected by the increased charges as their pay remained the same as areas such as Maidenhead. She also recommended that consideration be given to reviewing parking season tickets so shorter term tickets could be purchased.

Cllr Johnson, Leader of the Council and Chairman of Cabinet, Business, Economic Development and Property, said that they had to make difficult decisions to present a balanced budget. There was a balance to make between having realistic bus substances and appropriate car parking charges. The borough retained good value for money.

Cllr C Da Costa mentioned that there were a number of disabled drivers that had to be considered especially as they may have individual needs that meant they could or could not walk qualifying distances for a blue badge and she asked Cabinet to consider parking discounts for them or how blue badges were issued.

Cllr Werner reiterated the discussion regarding division between parking charges between Windsor and Maidenhead, the need for advantage card discounts to alleviate this and said that Members should be provided with the figures that the decision was based upon.

Cllr Davey questioned the £100,000 predicated savings from buses and asked what routes would be affected. Cllr Clark replied that due to the adverse discount provided he was confident that the savings would be made, as for routes this would be subject to a review before any decision was made. Cllr Werner questioned how a saving could be included within the budget before a review had been undertaken and how concessionary fares savings could be included without data. Cllr Da Costa also felt that members should be provided with the data behind the proposed savings at Council even if it had to be part II.

Cllr Da Costa asked about revenue from advertising and was informed that this varied between adverts on tickets or within parking areas.

Cllr Hilton mention how in Ascot there were volunteer services that provide local bus services and transport for residents to get to shops and hospital appointments.

Cllr Da Costa reiterated the need for councillors to have the data that informed the administrations decisions being made on proposed savings such as figures for the affect of increasing green bin charges, explain what the £2.8 million Saturday waste related to and any assessment done on how many residents would stop using car parks with the loss of the advantage card discount and the effect this would have on town centre vibrancy and drop in business rates.

Cllr Werner questioned how the Lead Member had come up with a saving figure of exactly £100,000 from concessionary fares. Cllr Da Costa also asked how the savings would be materialised and were users being expected to pay more. The Panel were informed that there were instances where a bus route was subsidised and at the same time some passengers were getting discounted fares that the council also paid for. Also about 12% of trips discounted were made before 9.30am when charges were higher. A change in behaviour could see some people travelling later or using different forms of transport.

Cllr Da Costa requested that the supporting data behind the savings and the predicted effect of increasing fees and charges be provided to councillors for Council.

The Panel noted the proposed budget report.

Q2 PERFORMANCE REPORT

The Panel considered the report that provided a quarterly oversight of a range of performance measures that came under the Panels remit and supported the Council Plan.

The Managing Director informed the Panel that appendix A set out the Q2 Performance Report for all measures relating to the Panel's remit, and included performance commentary, related business intelligence and an overview of achievements and key milestones reached for the period July – September 2019. Footfall in Windsor and Maidenhead remained a concern, however this was a national issue.

Cllr W Da Costa asked what was being done regarding the drop in footfall, that with regards to homeliness the indicator was performing well but asked what the figure of 14 related to and with regards to pot holes should road satisfaction also be included. In response the Panel were informed that with regards to pot holes this related to holes that were reported with regards to satisfaction this would come from an annual satisfaction survey that is carried out on condition and cleanliness, the borough was above average. With regards to footfall Maidenhead would be affected by regeneration work but there would be long term benefits. Windsor's footfall figures had been distorted due to high profile events such as the Royal Wedding. Both of the borough town centre managers worked hard with stakeholders on events to keep our highstreets vibrant. With regards to homeliness the indicator had changed since last quarter and it would help if the number of presentations that received help was shown.

Resolved unanimously: that the Infrastructure Overview and Scrutiny Panel notes the report and:

- i) Notes the 2019/20 Q2 Infrastructure Overview and Scrutiny Panel Performance Report in Appendix A.**
- ii) Requests relevant Lead Members, Directors and Heads of Service to maintain focus on improving performance.**

WORK PROGRAMME

The Chairman introduced the Panel's work programme and informed Members that this was an opportunity to identify any areas they wished to add to the work programme. Members were informed that we were adding an additional meeting to consider items held over from this meeting so they could discuss the Budget. The task & finish group (T&FG) would need to produce their final recommendations so another meeting of the T&FG may be required.

Cllr Da Costa mentioned that with regards to the Homelessness T&FG he had been asked by another Cllr who attends to raise the following concerns. There was a lack of progress, lack of adherence to the TOR, lack of minute taking (it was noted that minutes were not taken for T&FG just actions and supporting notes), lack of review of best practice in other boroughs, exclusion of the Brett Foundation, who are a key stakeholders and a lack of meetings. The Chairman said that he would review the concerns raised.

The Chairman said that the Panel were also asked to produce an Annual Report that would be considered by Council in June 2020. This was an opportunity for the Panel to say what they felt had gone well and to proposed improvements. Appendix A had been attached to show analysis of the recent member survey on scrutiny to help in deliberations.

As Panel Members had no suggestions to add to the report the Chairman suggested that it be brought back to their next meeting. Members were asked to consider what they wished to add.

The Panel noted the work programme.

The meeting, which began at 7.30 pm, finished at 9.30 pm

CHAIRMAN.....

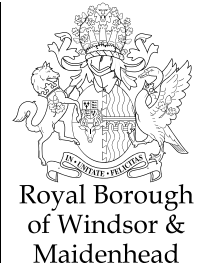
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Agenda Item 6

Subject:	Rough Sleeper Pathway Briefing Note
Reason for briefing note:	Update on Rough Sleeper Pathway
Responsible officer(s):	Russell O'Keefe – Director of Place Tracy Hendren – Head Housing & Environmental
Senior leader sponsor:	Cllr Ross McWilliams
Date:	March 2020

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SUMMARY

1. The briefing is for information only and to provide an update on the Rough Sleeper Pathway, the approach being taken, the details of each stage of the pathway and numbers of rough sleepers within the pathway.
2. The report will also outline the funding for the pathway and the breakdown of the funding including how the pathway is funded.

1 BACKGROUND

Every local authority undertakes an annual count of rough sleepers in their borough, there are three options to estimate the number of people sleeping rough for the national rough sleeping statistics;

- count-based estimate
- evidence-based estimate
- evidence-based estimate informed by a spotlight count

The Royal Borough of Windsor and Maidenhead had previously opted to undertake an evidence based estimate, where on a given night, rough sleepers are counted if they are bedded down, however this year to ensure all rough sleepers were captured in the annual figure, The Royal Borough selected to undertake an evidence based estimate informed by a spotlight count. The evidence-based estimate ensured the gathering of intelligence from officers and partner organisations, this was then added to the number of rough sleepers found bedded down on a given night. This demonstrated an increase from 11 in 2018 to 40 in 2019, with the increase in the number of people estimated to be sleeping rough due to increased intelligence and knowledge of where people are sleeping rough in the local authority since the implementation of the Rough Sleeper Initiative (RSI). Whilst this demonstrated an increase in numbers of the 40 rough sleepers recorded 32 of the rough sleepers have been supported into accommodation through the newly implemented rough sleeper pathway.

In April 2019 a Rough Sleeper Team Leader and Rough Sleeper Outreach Worker were appointed to support rough sleepers off the streets and into accommodation options. The greatest challenge for the officers was the limited accommodation options and the intense support required from officers to ensure the accommodation options were sustainable for the former rough sleepers.

Additional funding was applied for from central government to implement a rough sleeper pathway, that enabled the pathway to be launched in December 2019. Further funding applied

for through this years RSI has been awarded enabling additional roles to be advertised and the team to be re-structure to support a 3 stage pathway.

2 Rough Sleeper Pathway – 3 stages

In November RBWM set out the new, comprehensive approach which introduced a clear pathway from sleeping rough, to supported accommodation and into longer-term sustainable accommodation.

The Rough Sleeper Pathway, which includes a three stage accommodation programme is described below;

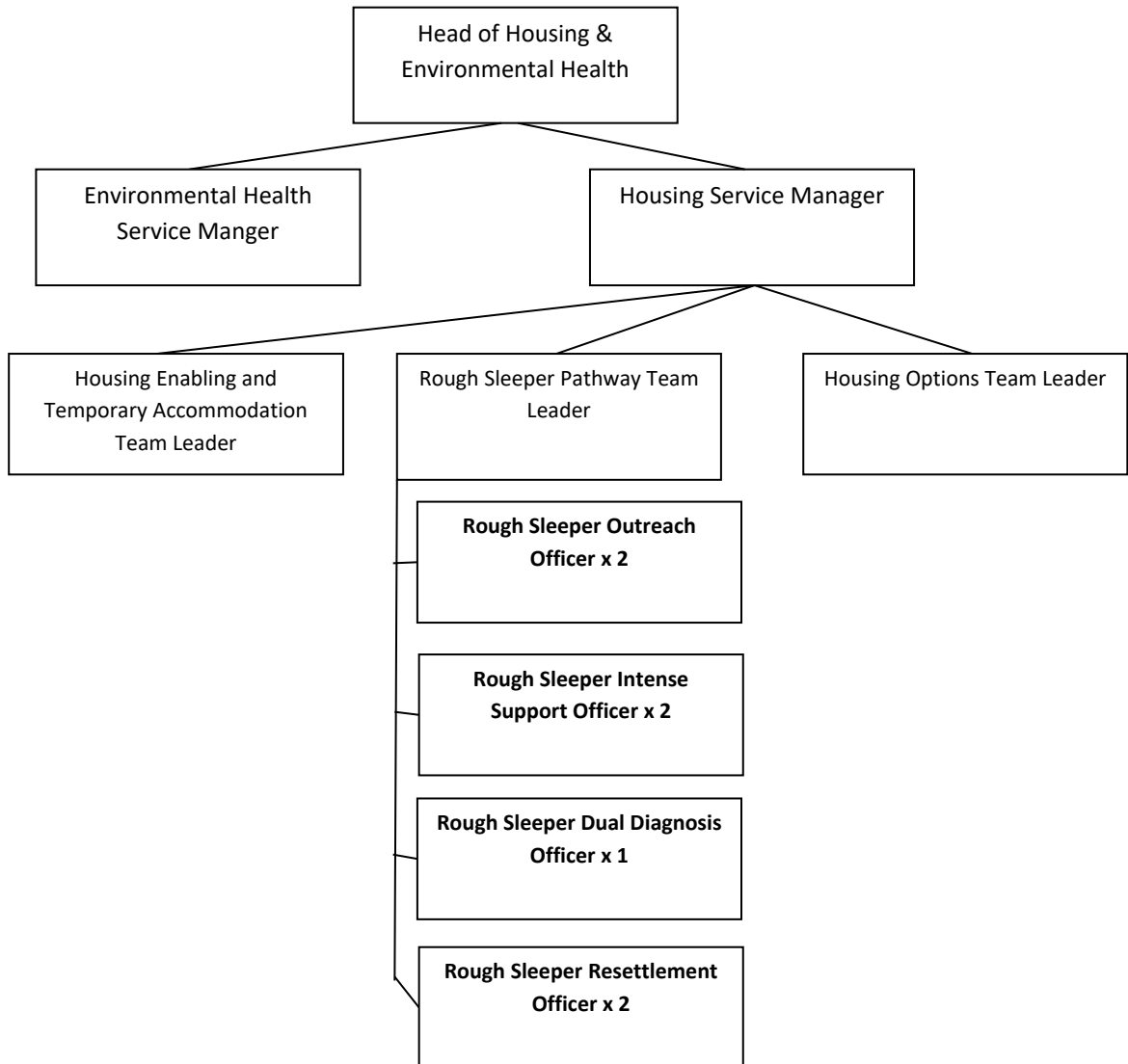
1. Stage one - will see those identified as rough sleeping or at risk of rough sleeping jointly assessed by the Housing Options team and Rough Sleeper Initiative Outreach team, and offered stage 1 accommodation, where the Rough Sleeper Initiative team will provide the required support and assessment leading to agreed actions and solution focused outcomes. The assessment will take place in the council offices with a referral being made to stage 1 accommodation. Within the first 10 days of approach the experienced outreach team will work with the rough sleeper and determine the bespoke pathway approach for each rough sleeper. This will include referring through to stage 2 intense support, reconnecting to another local authority or country.
2. Stage two – once assessed and ready to move on from stage 1 accommodation, service users will be offered stage 2 accommodation that includes intensive support provided by Brown Community Services CIC (BCS), which specialise in providing support to those who traditionally would not engage well with support services. Those in stage two accommodation will be given resettlement support including support with health, finances, employment and general life skills. Stage two support will be provided for a minimum of 12 weeks but up to two years depending on the requirements of the service user.
3. Stage three – when the service user is ready for independent accommodation they are then supported into private rented sector or social housing accommodation with ongoing support for up to six months from the Rough Sleeper Initiative Outreach team. The support whilst in self-contained stage 3 accommodation is to ensure the tenancy is sustainable and the service user does not return to rough sleeping.

To date 32 of the 40 rough sleepers from the 2019 rough sleeper count have been housed through the pathway.

3 TIMELINE DETAILS

- Rough Sleeper Initiative funding applied for in April 2019 and approved – Rough Sleeper Team Leader and Rough Sleeper Outreach Worker appointed
- Task & Finish Group Homelessness – Initial enhanced pathway proposal discussed and agreed at Task & Finish Group
- Cold Weather Provision Funding applications submitted to MHCLG for Rough Sleeper Pathway – Applied for 100k approved 50k
- Rough Sleeper Initiative funding applied for 690k 2020/2021 and approved – 490k
- Cold Weather Provision Funding additional application submitted March 2020 for 50k – awaiting outcome

4 Staff Structure – April 2020



5 RISKS

- 5.1 The rough sleeper pathway and related staff are externally funded from MHCLG on an annual basis, with additional funding being applied for four months in advance of the next tranche of funding being released.
- 5.2 There is no guarantee that funding will be provided from one year to the next, however, MHCLG have recognised the importance of providing a rough sleeper pathway and their commitment to this through the funding provision

5.3 Staff are on one-year fixed term contracts and therefore there is a risk that they could seek permanent employment elsewhere.

6 NEXT STEPS

- 6.1 Recruitment is currently ongoing to ensure the additional posts are all in place for the 1st April 2020.
- 6.2 A dashboard is being developed to enable monitoring of the approach and report on outcomes

Report Title:	xxx Overview and Scrutiny Panel - Annual Report
Contains Confidential or Exempt Information?	No - Part I or Yes - Part II <i>delete as appropriate. If yes, state which paragraph(s) of the Access to Information Rules the exemption relates to e.g. 'Not for publication by virtue of paragraph X of Part 1 of Schedule 12A of the Local Government Act 1972.'</i>
Member reporting:	Councillor xxx, 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 xxx Overview and Scrutiny Panel

2. CHAIRMAN'S INTRODUCTION

2.1

3. TOPICS SCRUTINISED DURING THE MUNICIPAL YEAR 2019/20

3.1 *Include details of issues called-in and any findings/outcomes including recommendations to Cabinet.*

3.2

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

4.1 *Include details of issues considered and any findings/outcomes.*

4.2

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

5.1 *Include details of issues considered and any findings/outcomes*

5.2

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

6.1 *Include details of issues considered and any findings/outcomes*

6.2

7. PROPOSALS FOR IMPROVED WORKING METHODS

7.1 *Panels can consider the outcome of the 2019 Member survey on Overview and Scrutiny (attached as an appendix)*

7.2

8. THANKS

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

-

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:

-

New topics:

-

10. APPENDICES

10.1 This report is supported by xxx appendices:

- Appendix A - 2019 Member Survey on Overview and Scrutiny - analysis

REPORT HISTORY

Decision type: For information	Urgency item? No	To Follow item? No
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Overview and Scrutiny – Analysis of responses to Member Survey

Respondents

The survey was open to Councillors from 18 November 2019 – 9 December 2019. All Members were notified by an initial email and a subsequent reminder, alongside articles in the weekly Members' Update message.

Responses were received from 15 councillors from across the political spectrum, each of whom have attended at least one panel meeting since the start of the 2019-20 municipal year. The majority of respondents have attended between 1-3 panel meetings.

Respondents have attended Panel meetings in the following capacities: Chairman, Vice Chairman, Panel Member, Lead Member, call-in signatory and non-Panel member therefore providing a wide variety of viewpoints.

Member training

The training held in August 2019 was attended by 12 of the respondents.

The training, based on best practice in other councils, was seen as a good introduction, particularly for newly-elected councillors. Key learning points were the importance of cross-party scrutiny and collaborative working, including the option to appoint Opposition Members to Chairman/Vice Chairman positions, and the legal parameters of the Panel's remit.

Respondents made suggestions for additional training throughout the survey; these have been referred to in suggestions for improvement.

Panel meetings

Members identified numerous positives relating to Panel meetings under the new structure, brought in from the start of the 2019/20 municipal year.

The opportunity to present issues of concern and scrutinise evidence in public was greatly valued, along with the opportunity to identify issues and develop solutions, in partnership with Lead Members where appropriate. The ability for the panels to set their own work programme was a key benefit. Meetings were effective when the Chairman had a firm grasp of what they and the panel wanted to achieve.

Meetings, including special meetings, had provided time to enable in-depth scrutiny of specific issues. Reports had been made available in a timely manner with minutes acting as an audit trail. Lead Members had attended when appropriate. Meetings had provided the opportunity to engage with external agencies and partners, to get to know other councillors, to meet more officers, and to learn more about the work of the council.

The ability for panels to call officers to attend meetings was seen as very useful, to ensure Members made informed decisions. Officers were described as 'open', and were complimented on their professionalism and the depth of briefings provided.

Suggested improvements to make Panel meetings more effective

	Suggested improvement	Comments	Responsible party/parties
1.	Additional meetings to allow for more debate Ability of Panels to consider wide remits (particularly Adults, Children and Health)	Panels are able to agree additional meetings when discussing the 'Work Programme' item that is included in every Panel agenda Panels to consider additional meetings to ensure all issues can be addressed	Panel Members Panel Members (Full Council can amend terms of reference if it so wishes)
2.	Detailed information and briefings for Members before meetings Chairman to review the items prior to the meeting and highlight key questions to be asked/ key issues for scrutiny	Covering reports are provided for all items. Members to consider items as soon as the agenda is published and submit requests for further information in a timely manner	Panel Members /Chairman (officers to respond to requests)
3.	Task and Finish Groups to focus on policy creation rather than simply receiving briefings	Training on effective Task and Finish Groups to be arranged	Head of Governance to arrange training / Group Leaders to ensure Member attendance
4.	Create a facility for residents to be able to ask for matters to be scrutinised by the relevant panels	Residents are already able to do this via the website	-
5.	Removal of political balance	Not possible under current legislation	-
6.	Opposition Member to be appointed as Chairman Chairman to be elected based on skill set	Under the O&S Panel terms of reference in the constitution, the Panel is able to select its Chairman and Vice Chairman	Panel Members
7.	Improved Chairing Skills	Training on O&S chairing skills to be arranged	Head of Governance to arrange training / Group Leaders to ensure attendance of Chairman

8.	Increased panel sizes	Panel sizes were agreed following the 2018 constitution review in light of the reduced number of Councillors from May 2019	Full Council can amend panel memberships if it so wishes
9.	Scrutiny handbook for new Members	Best practice examples to be identified	Scrutiny Officer
10.	Training on local government / council finances	Training on local government / council finances to be arranged	Head of Governance to arrange training / Group Leaders to ensure attendance of Chairman
11.	<p>Clarity on the purpose, objectives, responsibilities and function of panels including resources available.</p> <p>Effective scrutiny rather than just information gathering</p> <p>Focus on the purpose of discussions</p> <p>Setting of clearer objectives</p> <p>More challenging questions to be asked</p> <p>Panels to reconsider their terms of reference to identify wider issues for scrutiny</p>	<p>Training on effective scrutiny skills to be arranged</p> <p>All Panel meeting agenda contain a link to the latest Cabinet Forward Plan. Panels to regularly review this and identify issues for consideration well in advance.</p>	<p>Head of Governance to arrange training / Group Leaders to ensure Member attendance</p> <p>Panel Members; Lead Officers</p>
12.	Clerks to be more proactive in advising on procedure and supporting the Chairman	Further training to be provided for all Panel clerks	Scrutiny Officer, Panel clerks

Call-ins

Respondents had attended Panel meetings considering call-ins in the following capacities: Chairman, Vice Chairman, Panel Member, Call-in signatory and non-Panel member.

The opportunity to present issues of concern and scrutinise evidence in public was highlighted again as being good for transparency. Officers could be questioned to enable Panel Members to fully understand the reasoning behind decisions. Call-in debates allowed for a 'deep dive' into a particular policy area that could then draw out other elements, for example relating to financing of projects or the overall strategic approach.

Suggested improvements to make Call-in procedures at Panel meetings more effective

	Suggested improvement	Comments	Responsible party/parties
1.	Removal of the potential for Panel Members to be whipped to enable debates (and votes) not constrained by party politics	Legal advice is awaited on whether this is possible.	Full Council can amend terms of reference if it so wishes
2.	Councillors who have been whipped to ensure this is declared at the start of the meeting.	This is already a requirement under Part 4A 17 of the constitution.	Panel Members
3.	Increase the number of Members required to initiate a call-in	The current requirements are: 3 Members (1 from relevant O&S Panel) OR 5 Members	Full Council can amend the terms of reference if it so wishes
4.	Members to ensure they are fully informed on the topic before the debate including asking questions/seeking information before the meeting. Chairman should be proactive in monitoring this.	Covering reports detailing options available under the call in process are published in the agenda, along with details of the relevant Cabinet decision. Members to consider details as soon as the agenda is published and submit requests for further information in a timely manner	Panel Members /Chairman (officers to respond to requests)
5.	Members submitting call-ins to ensure their requests are supported by clear evidence	Training on effective scrutiny skills to be arranged	Head of Governance to arrange training / Group Leaders to ensure attendance of Member attendance Members in their capacity as signatories to call-ins
6.	Ensure rules relating to Lead Member speaking are adhered to	Detailed in Part 4A 18 of the constitution	Chairman / Panel Clerk

Task and Finish Groups

Respondents have attended Task and Finish Group meetings in the following capacities: Chairman, Lead Member, Task and Finish Group member, and non-Task and Finish Group member.

15 Councillors responded to the question 'Have the O&S Panels been effective in instigating Task and Finish Reviews?': 13.3% answered 'yes' and 33.3% answered 'no'. The remaining 53.3% did not know, reflecting the small number of Task and Finish Groups that have been established so far.

Members identified positive aspects of Task and Finish Group meetings, including when a clear agenda had been set, and the welcome attendance of experts and external partners where appropriate. Allocating time in already busy meeting schedules was identified as a concern.

However, overall responses demonstrated a lack of Member understanding of the role of Task and Finish Groups, in particular that they should be driven by the Chairman and Panel Members themselves. There was also a lack of clarity on the resources available to Panels. This has resulted in wide-ranging Task and Finish Group scopes that are lacking in focus, and a subsequent lack of momentum.

Suggested improvements to make Task and Finish Groups more effective

	Suggested improvement	Comments	Responsible party/parties
1.	Improved understanding of the role of Chairman and Member of a Task and Finish Group Improved O&S Chairing skills	Training on effective task and finish groups to be arranged	Head of Governance to arrange training / Group Leaders to ensure Member attendance
2.	Clear objectives / work plan	Training on effective task and finish groups to be arranged	Head of Governance to arrange training / Group Leaders to ensure Member attendance Chairman/ Panel Members

3.	Ensuring minutes include action points for individual members of the group	TFG notes should capture context of the debate plus action points with identified responsible parties	Panel clerk / Chairman
4.	Make Task and Finish Group findings enforceable	Task and Finish Group reports are submitted to the full Panel for approval, then to Cabinet for consideration	Task and Finish Group and Panel Members / Cabinet for consideration

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Agenda Item 8

WORK PROGRAMME- INFRASTRUCTURE OVERVIEW AND SCRUTINY PANEL

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

DIRECTORS	<ul style="list-style-type: none"> • Duncan Sharkey (Managing Director) • Russell O'Keefe (Executive Director)
LINK OFFICERS & HEADS OF SERVICES	<ul style="list-style-type: none"> • James Carpenter (interim Head of Planning) • Maggie Nelson (Head of Housing Services) • Rachel Kinniburgh (Strategy and Performance Manager) • Ben Smith (Head of Commissioning & Communities)

MEETING: 7th APRIL 2020

ITEM	RESPONSIBLE OFFICER
Annual Scrutiny Report (Final version for approval and submission to Full Council)	Chairman & Lead Officers
[Subject to TFG] - Final recommendations from TFG (for Approval and onward submission to full council if any changes made.)	<i>The Chair, Cllr Bhangra</i>
Q3 Performance Update Report	<i>Strategy and Performance Manager</i>
Work Programme and any Public Topics	Panel clerk
TASK AND FINISH	
TBC	

ITEMS SUGGESTED BUT NOY YET PROGRAMMED

ITEM	RESPONSIBLE OFFICER
Volker and Project Centre Annual Review	Hilary Hall, <i>Deputy Director Strategy and Commissioning</i>
Highways Investment Report	Ben Smith, <i>Head of Commissioning and Communities</i>
Draft Parking Permit Scheme Policy	At the request of the Chairman
Capital Programme Update	Lead Officers

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