

Public Document Pack

Notice of Meeting

People Overview and Scrutiny Panel

Councillors Mandy Brar, Suzanne Cross, Carole Da Costa, Devon Davies, Jack Douglas, Genevieve Gosling, George Shaw, John Story, Helen Taylor

Co-optees:

Mark Jervis (Academy Governors Representative), Catherine Hobbs (Portsmouth Diocese) and Tony Wilson (Oxford Diocese)

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Tuesday 6 June 2023 7.00 pm

Council Chamber - Town Hall - Maidenhead & on [RBWM YouTube](#)

Agenda

Item	Description	Page
1	Election of Chair To elect a Chair from the Panel Membership for the 2023/24 municipal year.	-
2	Election of Vice Chair To elect a Vice Chair from the Panel Membership for the 2023/24 municipal year.	-
3	Apologies for Absence To receive any apologies for absence from Panel Members.	-
4	Declarations of Interest To receive any declarations of interest from Panel Members.	3 - 4
5	Minutes To consider and approve the minutes of the meeting held on 17 th April 2023.	5 - 10
6	Work Programme To consider what topics the Panel would like to consider over the course of the municipal year. An example scoping document has been added to the work programme, these are used to understand the scope of a topic and what the review will try and achieve. A scoping document needs to be agreed by the Panel once it has been completed. Two existing scoping documents have also been attached for proposals on Task and Finish Groups. The Panel need to decide whether they would like to continue with these suggestions.	11 - 26

By attending this meeting, participants are consenting to the audio & visual recording being permitted and acknowledge that this shall remain accessible in the public domain permanently.

Please contact Mark Beeley, Mark.Beeley@RBWM.gov.uk, with any special requests that you may have when attending this meeting.

Published: 26th May 2023



MEMBERS' GUIDE TO DECLARING INTERESTS AT 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 Disclosable Pecuniary Interest (DPI) or Other Registerable 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.

Any Member with concerns about the nature of their interest should consult the Monitoring Officer in advance of the meeting.

Non-participation in case of Disclosable Pecuniary Interest (DPI)

Where a matter arises at a meeting which directly relates to one of your DPIs (summary below, further details set out in Table 1 of the Members' Code of Conduct) you must disclose the interest, **not participate in any discussion or vote on the matter and must not remain in the room** unless you have been granted a dispensation. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted by the Monitoring Officer in limited circumstances, to enable you to participate and vote on a matter in which you have a DPI.

Where you have a DPI on a matter to be considered or is being considered by you as a Cabinet Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

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 (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her 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 council.*
- *Any licence to occupy land in the area of the council for a month or longer.*
- *Any tenancy where the landlord is the council, and the tenant is a body in which the relevant person has a beneficial interest in the securities of.*
- *Any beneficial interest in securities of a body where:*
 - a) *that body has a place of business or land in the area of the council, 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.

Disclosure of Other Registerable Interests

Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (summary below and as set out in Table 2 of the Members Code of Conduct), you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest.

Other Registerable Interests:

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Disclosure of Non- Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a DPI) or a financial interest or well-being of a relative or close associate, or a body included under Other Registerable Interests in Table 2 you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer) you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a financial interest or well-being of a body included under Other Registerable Interests as set out in Table 2 (as set out above and in the Members' code of Conduct)

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

Where a matter (referred to in the paragraph above) **affects** the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer, you do not have to disclose the nature of the interest.

Other declarations

Members may wish to declare at the beginning of the meeting any other information they feel should be in the public domain in relation to an item on the agenda; such Member statements will be included in the minutes for transparency.

Agenda Item 5

PEOPLE OVERVIEW AND SCRUTINY PANEL

Monday 17 April 2023

Present: Councillors Sayonara Luxton (Chairman), Maureen Hunt (Vice-Chairman), Clive Baskerville, Gerry Clark, Carole Da Costa, Neil Knowles, Julian Sharpe, John Story and Amy Tisi

Also in attendance: Mark Jervis

Also in attendance virtually: Councillor David Coppinger

Officers: Mark Beeley, Kevin McDaniel and Lin Ferguson

Officers in attendance virtually: Danny Gomm

Apologies for Absence

Apologies for absence were received from Councillor Del Campo and Tony Wilson.

Declarations of Interest

There were no declarations of interest received.

Minutes

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 19th January 2023 were approved as a true and accurate record.

FUEL Project

Lin Ferguson, Executive Director of Children's Services and Education, introduced the item and said that the Holiday Activity and Food Programme was to provide fun activities and nutritious food for disadvantaged young people. The programme was referred to as FUEL in RBWM (Feed Ur Everyday Lives), which was a choice made by the young people who were part of the programme.

Danny Gomm, Family Hub Manager, provided an update on the programme in 2022. Due to the success of the programme in 2021, it was extended for a further three years until 2024. Local authorities were able to use up to 15% of their funding to provide activities for children who were not in receipt of free school meals but could benefit from being part of the programme. The scheme was run for 4 hours a day, 4 days a week, for 4 weeks in the summer, 1 week at Easter and 1 week at Christmas. The objectives of FUEL included:

- To eat more healthy.
- To be more active.
- To take part in engaging and enriching activities.
- To be safe and not feel isolated.
- To have a greater knowledge of health and nutrition.
- To have a greater knowledge of support services available.

Danny Gomm said that RBWM had been initially allocated £296,260 to deliver the FUEL programme in 2022. There had been an increase in the number of children receiving free

school meals compared to the previous year, therefore RBWM were allocated an additional £13,860 which took the total allocation to £310,120. A FUEL coordinator had been recruited to oversee the day to day running of the programme. Extended eligibility of the programme included children in care, refugees, children with an education health and care plan, and young carers. It was important that there was no stigma and every effort was put in to ensuring that FUEL funded children were not highlighted to other children. For some activities, RBWM had provided provision for 5 days a week with some providers as missing out on a key day was not in the best interests of the children. Approximately 95% of the spaces available to children were booked, however there were a number of no shows or cancellations due to illness. A total of 832 individual children had attended the programme across 2022. Feedback had been very positive from families, with at least a 4 out of 5 rating being achieved on the booking process, staff, food and the activities on offer. Over 8,300 spaces had been provided to families and travel had also been provided for family hub run offsite trips. Attendance rates had been high for the summer and Christmas programmes, with some additional space being booked with some providers due to high demand.

Danny Gomm considered some of the challenges of the programme:

- The attendance rates of those children that had booked onto sessions was still lower than hoped for.
- The number of eligible children was known but the demand for spaces was not.
- More provision was needed for children with special educational needs and ensuring that providers were able to meet the needs of this group of children.
- Providing a diverse programme that engaged 12-16 year olds.
- Ensuring that funding was spread across the programme.
- Promotion of the programme, some schools were more effective than others.
- Checking eligibility of those accessing free school meals.
- Managing families understanding of the programme and expectations.

Danny Gomm said that some recommendations had been put in place. This included developing gold, silver and bronze quality marks for providers, developing the right level of SEN support and considering recruiting casual FUEL staff who could provide 1-1 support. It would also be useful for the FUEL team to have access to the remaining schools free school meals system to help check eligibility more effectively.

Councillor Clark asked if any events were run in his ward of Bisham and Cookham at Longridge Activity Centre.

Danny Gomm confirmed that the centre was not part of the programme currently. Providers could apply and RBWM could then decide which providers they would be funding, considering the criteria. The centre had received the information on the programme.

Councillor Clark asked if he could be copied in on communication between the council and the centre on being part of the FUEL programme.

Danny Gomm said that he was happy to do this, the centre would target the 12-16 age range which was something that RBWM needed more providers of. A number of providers on the programme were small local businesses.

ACTION – Danny Gomm to copy in Councillor Clark on any further correspondence about the FUEL programme with Longridge Activity Centre.

Councillor Sharpe congratulated Danny Gomm on the programme for the success over the past year. He asked of all of the challenges identified, which one was the most important.

Danny Gomm felt that the increase in provision for special education needs was the main focus. Progress had been made at Easter but there was still work to do.

Councillor Sharpe asked if the provision of the programme was distributed equally across the borough.

Danny Gomm said that based on the information that the council had on where the children lived, the funding was equitable for each area.

Councillor Tisi asked how many children were eligible for free school meals in RBWM. She was informed that it was approximately 2,900 children.

Councillor Tisi continued by asking if all of these eligible children wanted to take part in the programme, was this possible considering the capacity and resource.

Danny Gomm confirmed that there was enough space for each child to participate in one day out of the four provided during each school holiday. The council did not have the capacity to provide a space for all eligible children for all the days which the programme ran. More spaces could be provided if needed, based on the current demand.

Councillor Tisi noted that the 95% uptake in available of spaces was good to see, she asked if there were any groups which were not taking up the offer.

Danny Gomm was not aware of any gaps, with the extended eligibility criteria there had been a good mix of children on the programme.

Councillor Tisi commented on the lack of a central register for children who were eligible for free school meals, it seemed the council knew how many children there were but not how to contact the families.

Kevin McDaniel, Executive Director of Adult Services and Health, explained that families gave consent directly to the school to gain free school meals. This was because the schools were funded directly from the government rather than through the council.

Councillor C Da Costa asked how the formula for the funding of free schools meals was worked out.

Danny Gomm was unsure how the funding was worked out, he said that funding was provided to the school that the child attended, rather than the area that they lived.

Councillor C Da Costa asked if the young people enjoyed the healthy food which was provided.

Danny Gomm explained that they had not initially but once they had been encouraged to try healthy foods the majority of young people had enjoyed them. There had not been any feedback received where families had expressed concern because their children had not been eating the food provided.

Councillor C Da Costa asked what more needed to be done to stop non-attendance and if there was anything that the Panel could do to help with that.

Danny Gomm said that families needed to be aware that there was a limited amount of money, he did not want to ban families from booking as this was not fair on the children. It was a national challenge, RBWM was fairly good at attendance overall.

Councillor C Da Costa asked if the funding capacity for children not on free school meals had been used.

Danny Gomm said that a good amount of the 15% additional funding had been used on the programme, it showed that there was a need for the extended offer.

The Chairman suggested that a warning system could be used, for example a 'yellow card' could be used for consistent non-attendance. She asked what plans officers had to address the challenges that had been outlined in the presentation.

Danny Gomm said a warning system had been considered, but it had been decided that it was likely to be the parents who decided not to come rather than the children themselves. Another option was to ask for a deposit which would be returned following attendance. However, some families would struggle to pay the deposit and this would create another barrier to the programme. The team were able to have stern but professional conversations with parents who consistently did not attend booked sessions. On addressing the challenges, the team had been contacting providers on SEN provision and being proactive. There were plans in place to address some of the challenges identified ahead of the summer programme. The team were considering how to make it more attractive for schools to become part of the national free school meals database, which would save admin time and also benefit families.

Councillor Hunt congratulated officers on the FUEL programme, which had gone from strength to strength. She asked how many SEN children there were in the borough and how many had been part of the programme.

Danny Gomm said that he could find this out after the meeting.

ACTION – Danny Gomm to confirm how many SEN children there were in RBWM and how many had been attending activities as part of the FUEL programme.

Mark Jervis asked if any metrics were used to consider the positive effects of children from the programme.

Danny Gomm said that it was difficult to measure but there was an anxiety group which was for children leaving primary school and moving to secondary school. The team received a lot of qualitative feedback from parents, it was something that could be looked at to gain some more quantitative data on the programme.

Adult Social Care Reforms

Kevin McDaniel reminded the Panel that last summer he had explained that some major adult social care reforms were planned, this item was an update on these reforms. A significant number of the reforms had been paused, the original launch date had been October 2024 but this had now been pushed back to October 2025. The pause delayed the introduction of a lifetime spending cap, the provision of an online care account for each resident and an increase in the top threshold of assets from £23,000 to £100,000. The introduction of an inspectorate for adult social care would now be a phased introduction from April 2023.

The Care Quality Commission would start by reviewing publicly available data and published documentary evidence to publish a report at an overall national level. From September, the Care Quality Commission planned to complete an initial formal assessment for all local authorities to establish a starting point. Formal assessments would not include observations and would involve data collection in the form of interviews and case tracking. There were four main themes:

- Working with people
- Providing support
- Ensuring safety
- Leadership

RBWM had a quality assurance working group meeting monthly to provide assurance using the framework as a guide. Audits were taking place in Optalis and a monthly Exec Summary was provided to the Director of Adult Social Care to oversee progress. Using the self-

assessment framework, surveys were being sent to all Optalis staff to complete. Theme by theme staff were also being asked to rate practise. This data would be used to build a report which would be ready internally in September, the intention was to repeat this process each quarter to show highlighted areas of work and make changes.

Councillor C Da Costa welcomed the reforms and the plans that RBWM had in place, she felt that it would be good for residents. She said that the reforms were at a high level, how would this affect a carer going to a residents home on a day to day basis.

Kevin McDaniel said that a number of adult social care staff were employed by separate organisations. However, there would be an opportunity to review care packages and the feedback loop would allow staff and carers to ensure that positive changes could be made to improve good practise.

Councillor C Da Costa suggested that advocates could be recruited from Optalis who could speak up for residents who were more vulnerable, this would allow direct concerns to be addressed.

Kevin McDaniel said it could be a useful way to engage further with the community, he was happy to take the suggestion forward.

Task and Finish Group Update - Domestic Abuse

Lin Ferguson said that the task and finish group had met and developed an action plan of what would be achieved. The group was at the information gathering stage and considering who were the best people to speak to. A list of questions was being drafted in preparation for speaking to witnesses. The Youth Council had also expressed an interest in being involved in the process. It was expected that the task and finish group could take a significant amount of time over the course of the next year.

Councillor Tisi added that the group were keen to explore different groups of people who had been affected by domestic abuse and ensuring that their views were represented. People with neurodiversity and the factor of being diagnosed or not diagnosed was an area the group also wished to explore.

Annual Scrutiny Report - Drafting Ideas

Mark Beeley, Principal Democratic Services Officer – Overview and Scrutiny, explained that each year a report was produced which would go to Full Council and highlighted the work of scrutiny over the past municipal year. The Panel were asked if there were any comments or areas they would like to see included in the annual report.

Panel Members were able to share comments for inclusion in the report by emailing Mark Beeley and the Chairman.

Work Programme

Councillor Sharpe said that he was interested in how the healthcare system operated across the borough, particularly interactions with Bracknell in the south of the borough.

Kevin McDaniel said that Bracknell Forest was part of the Frimley Integrated Care System, which meant that there should be system wide pieces which were consistent but place areas which would be different. The Integrated Care Board would be releasing the updated strategy and it could be worth inviting health and place leaders to a future meeting, this could be something to include in the September meeting.

ACTION – Kevin McDaniel to speak to health leaders to see if they would be able to attend a future Panel meeting.

Councillor Tisi suggested that the Panel could review whether Ukrainian families living in the borough were receiving the right level of support, healthcare and education.

The Chairman thanked all Panel Members and officers for their support and work over the course of the municipal year.

The meeting, which began at 7.00 pm, finished at 8.30 pm

Chair.....

Date.....

WORK PROGRAMME - PEOPLE OVERVIEW AND SCRUTINY PANEL

EXECUTIVE DIRECTORS	<ul style="list-style-type: none"> • Stephen Evans (Chief Executive) • Kevin McDaniel (Executive Director of Adult Services and Health) • Lin Ferguson (Executive Director of Children’s Services and Education)
LINK OFFICERS & HEADS OF SERVICES	<ul style="list-style-type: none"> • Clive Haines (Deputy Director for Education) • Lynne Lidster (Head of Commissioning – Adults and Children)

MEETING: 4th SEPTEMBER 2023

ITEM	RESPONSIBLE OFFICER
Annual Complaints and Compliments Report	Nikki Craig , <i>Head of HR, Corporate Projects and IT</i>
Work Programme	Mark Beeley , <i>Principal Democratic Services Officer – Overview & Scrutiny</i>

MEETING: 31st JANUARY 2024

ITEM	RESPONSIBLE OFFICER
Work Programme	Mark Beeley , <i>Principal Democratic Services Officer – Overview & Scrutiny</i>

MEETING: 2nd APRIL 2024

ITEM	RESPONSIBLE OFFICER
Work Programme	Mark Beeley , <i>Principal Democratic Services Officer – Overview & Scrutiny</i>

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

ITEM	COMMENTS
Review of day service provision of Hubs following closures of Day Centres	
Edge of Care	
Impact of Home Office decisions in relation to the dispersed support for Asylum seekers (all ages)	
Task and Finish Group – Air Pollution	<i>Scoping document attached – do the Panel want to continue with this proposal?</i>
Task and Finish Group – Domestic Abuse	<i>Scoping document attached – do the Panel want to continue with this proposal?</i>

[Terms of Reference for the People Overview and Scrutiny Panel](#)

[Cabinet Forward Plan](#)

Royal Borough of Windsor and Maidenhead

Overview and Scrutiny Panels

Scrutiny Review – Scoping and Planning Document

Title of the Review	<i>Consider which method will be used (e.g. Challenge Session, Task and Finish Group)</i>
Panel Name	
Panel Members	
Support Officer(s)	
Lead Member(s)/Officer(s) Identify a nominated: - Elected Member - Lead Officer	<i>These individuals will perform the lead roles in the scrutiny review process. • They will provide active oversight and guidance to ensure coordination and delivery of the required outputs.</i>
Relevant Cabinet Member	<i>Which portfolios does this review relate to?</i>
Purpose of the Review <ul style="list-style-type: none"> • Specify exactly which Outcome(s) the review is examining? • Also being clear what the review is not looking at • What is the Scrutiny Review seeking to achieve? • Where possible refer to VFM issues of service cost, service performance and/or customer satisfaction. 	<p><i>Supporting Rationale – Include a brief narrative to set the background and content to justify the purpose of the review.</i></p> <p><i>What are we looking to achieve from the review and how does this relate to the Corporate Plan (when finalised)?</i></p> <p><i>Clearly identify the relevant Corporate Plan Outcome: (specify the relevant Outcome statement from the Corporate Plan).</i></p> <p><i>Outcome Goal and Measure(s) – List the supporting Goal and Measure for this topic.</i></p>
Criteria for Selection	<i>Four core principles have been established (by the Centre for Governance and Scrutiny) to help people understand the</i>

<ul style="list-style-type: none"> • Why has this particular topic been considered to be a priority issue for scrutiny? • Which of the criteria promoted by the Centre for Governance and Scrutiny does it satisfy? 	<p><i>most important qualities of scrutiny and accountability;</i></p> <ol style="list-style-type: none"> <i>1. Constructive ‘critical friend’ challenge</i> <i>2. Amplifies the voices and concerns of the public</i> <i>3. Led by independent people who take responsibility for their role.</i> <i>4. Drives improvement in public services</i> <p><i>Scrutiny review prioritisation assessment criteria;</i></p> <ol style="list-style-type: none"> <i>1. Is the topic/issue likely to have a significant impact on the delivery of council services?</i> <i>2. Is the issue included in the Corporate Plan (e.g. of strategic importance to the council or its partners/stakeholders), or have the potential to be if not addressed?</i> <i>3. Is a focused scrutiny review likely to add value to the performance of its services?</i> <i>4. Is a proactive scrutiny process likely to lead to efficiencies / savings?</i> <i>5. Has other review work been undertaken which is likely to result in duplication?</i> <i>6. Do sufficient scrutiny resources already exist, or are readily available, to ensure that the necessary work can be carried out in a timely manner?</i>
<p>Terms of Reference</p>	<p><i>Be clear about what is being included and excluded to avoid scope creep. What methods/format will be used e.g. task and finish group, challenge session</i></p>

<p>What are the anticipated outcomes of the review?</p> <p>Key Lines of Enquiry</p> <p>Sources of Information/Evidence</p> <p>What factors / outcomes will demonstrate that this Scrutiny Review has been a success?</p>	<p><i>Supporting Key Lines of Enquiry (KLOE) –</i></p> <p><i>What areas are to be examined and what evidence is required to examine these?</i></p> <p><i>If we do nothing where is the trend heading, is this OK? - What's helping and hindering the trend? - Are services making a difference? - Are they providing Value for Money? - What additional information / research do we need? - Who are the key partners we need to be working with (including local residents)? - What could work to turn the trend in the right direction? - What is the Council's and Members' role and specific contribution</i></p>
<p>Resource & budget requirements;</p> <ul style="list-style-type: none"> • specialist staff • any external support • site visits • consultation • research 	<p><i>Include an estimate of any specific support needs and /</i></p> <p><i>or budget requirements to help determine the cost vs</i></p> <p><i>benefit of the review process.</i></p> <p><i>- Consider how formal approval will be obtained for any</i></p> <p><i>specific resource requirement</i></p>
<p>Corporate Risks associated with this Review?</p> <p>Identify any weaknesses and barriers to success</p>	<p><i>Are there any associated risks already identified on the corporate risk register which will require direct consideration?</i></p>
<p>Who will receive the review conclusions and any resultant recommendations?</p>	<p><i>Cabinet or Full Council • Partners • Other?</i></p>
<p>What is the Review Timescale? • Identify key meeting dates and any deadlines for reports, recommendations or decisions.</p>	<p><i>Also consider the appropriate timing of a follow-up review to assess the any levels of improvement achieved as a direct result of the scrutiny review process. (A detailed plan for the review should also be developed to clearly set out the various stages, necessary actions and timescales)</i></p>
<p>How could a review be publicised?</p>	<p><i>Establish a proportionate communications plan (external and internal) to support the review process. • Will this review be subject to a press embargo? Yes / No • Who is the</i></p>

<p>Do we need to publicise the review to encourage community involvement? • What sort of media coverage do we want? (e.g. Flyers, leaflets, radio broadcast, press release, etc.)</p>	<p><i>lead communications contact? • Who is the designated spokesperson for the Scrutiny Review (Elected Member & Officer)?</i></p>
<p>Completed by/ Date:</p>	<p><i>Who has led in the compilation of this scoping document?</i></p>
<p>Approved by Scrutiny Panel / Date:</p>	<p><i>Which Panel has considered this review and when was it formally approved?</i></p>

Royal Borough of Windsor and Maidenhead

Overview and Scrutiny Panels

Scrutiny Review – Scoping and Planning Document

Title of the Review	Domestic Violence and the Domestic Abuse Strategy – Task and Finish Group
Panel Name	People Overview & Scrutiny Panel
Panel Members	Councillors Luxton (Chairman), Hunt (Vice Chairman), Baskerville, Del Campo, Clark, C Da Costa, Knowles, Muir, Sharpe, Story and Tisi
Support Officer(s)	<p>Emma Duncan – Director of Law & Governance and Monitoring Officer</p> <p>Rebecca Hatch – Head of Strategy</p> <p>Lin Ferguson – AfC Director of Children’s Services (Windsor & Maidenhead)</p> <p>Sophie Wing-King – Domestic Abuse Coordinator, RBWM</p> <p>Mark Beeley – Democratic Services & Scrutiny Officer</p> <p>Becky Oates – Democratic Services Officer</p>
Lead Member(s)/Officer(s)	Councillor Catherine Del Campo
Identify a nominated: - Elected Member - Lead Officer	Lin Ferguson – AfC Director of Children’s Services (Windsor & Maidenhead)
Relevant Cabinet Member	Councillor Stuart Carroll – Cabinet Member for Adult Social Care, Children’s Services, Health, Mental Health, and Transformation
Purpose of the Review	<p>The Domestic Abuse Strategy was considered by Cabinet in September 2022.</p> <p>The Corporate Plan contains goals and targets on how safe women feel, this would form part of the refresh of the Corporate Plan which is currently underway.</p>
<ul style="list-style-type: none"> • Specify exactly which Outcome(s) the review is examining? • Also being clear what the review is not looking at • What is the Scrutiny Review seeking to achieve? 	

<ul style="list-style-type: none"> Where possible refer to VFM issues of service cost, service performance and/or customer satisfaction. 	<p>There has been concern raised that the content of the strategy is good, but not all areas are connected.</p> <p>The EQIA should be linked back to the strategy and the issues raised should be addressed as part of the strategy.</p> <p>Link with undiagnosed issues, for example ADHD or Autism. What additional support can be provided on this?</p> <p>There is a lack of data on transgender people. Are they more likely to be victims of domestic abuse?</p> <p>The objectives outlined as part of Appendix C on the strategy are SMART – dates or timescales on these objectives would be useful to ensure that they are delivered.</p>
<p>Criteria for Selection</p> <ul style="list-style-type: none"> Why has this particular topic been considered to be a priority issue for scrutiny? Which of the criteria promoted by the Centre for Governance and Scrutiny does it satisfy? 	<p>This review meets the following core principles from the Centre for Governance and Scrutiny:</p> <ul style="list-style-type: none"> Amplifies the voices and concerns of the public. Drives improvement in public services. <p>Goals on women’s safety are included as part of the Corporate Plan and is likely to add value to the performance of the council in relation to dealing with and supporting victims of domestic abuse.</p> <p>This review would allow scrutiny to connect with the community which it serves and hear first-hand evidence and accounts.</p>
<p>Terms of Reference</p>	<p>Task and Finish Group to speak to victims of domestic abuse and understand the support they received from their perspective.</p> <p>Ideally the Group would be formed of 4/5 Members of interest or experience in this area, this does not have to be politically balanced. Members from other Panels could be co-opted into the Group as part of</p>

	<p>the review, along with other partner agencies, for example the Dash Charity and Thames Valley Police.</p> <p>It would be ideal, but not mandatory, for a Member from the Corporate Overview & Scrutiny Panel to be part of the Task and Finish Group.</p> <p>Example Task and Finish Group plan:</p> <p>Session to understand the background/context and set out the scope for the Group.</p> <p>Session to speak to victims of domestic abuse, ask questions, further understanding and gather evidence. Consider the areas which have been outlined under ‘Purpose of the Review’.</p> <p>Session to formulate outcomes of the review and make any recommendations for changes to the strategy.</p>
<p>What are the anticipated outcomes of the review?</p> <p>Key Lines of Enquiry</p> <p>Sources of Information/Evidence</p> <p>What factors / outcomes will demonstrate that this Scrutiny Review has been a success?</p>	<p>The main source of information will be the evidence given by representatives of domestic abuse groups and victims of domestic abuse. This will be used in conjunction with domestic abuse strategy.</p> <p>Outcomes will involve recommendations made to officers on the strategy and where improvements can be made.</p>
<p>Resource & budget requirements;</p> <ul style="list-style-type: none"> • specialist staff • any external support • site visits • consultation • research 	<p>Potential for a Task and Finish Group meeting to held at a Family Hub, if appropriate.</p> <p>Consideration of payment or compensation for victims time – for example a shopping voucher.</p>
<p>Corporate Risks associated with this Review?</p>	

Identify any weaknesses and barriers to success	
Who will receive the review conclusions and any resultant recommendations?	The outcomes and recommendations from the Task and Finish Group will be considered by the People Overview & Scrutiny Panel. This could link in with the Domestic Abuse Executive Group.
What is the Review Timescale? • Identify key meeting dates and any deadlines for reports, recommendations or decisions.	<p>Scoping document to be considered by People Overview & Scrutiny Panel in December 2022.</p> <p>Task and Finish Group meetings to be arranged after the scoping document has been agreed by the Panel – starting in 2023.</p> <p>Outcomes and recommendations would then be reported back to the Panel for consideration.</p>
<p>How could a review be publicised?</p> <p>Do we need to publicise the review to encourage community involvement? • What sort of media coverage do we want? (e.g. Flyers, leaflets, radio broadcast, press release, etc.)</p>	<p>Important to consider the victims of domestic abuse who would be speaking to the Group about their experiences, this could be individuals who are currently experiencing domestic abuse and those who are now free from abuse.</p> <p>Task and Finish Group means that the meeting will be private, could be virtual or in a location of comfort to those attending.</p> <p>Review would be listed on the Work Programme of the People Overview & Scrutiny Panel as a current Task and Finish Group – report on findings would then be added to the Work Programme and would be considered at an appropriate meeting of the Panel.</p>
Completed by/ Date:	30 th November 2022
Approved by Scrutiny Panel / Date:	People Overview & Scrutiny Panel – 8 th December 2022

Report Title:	Task and Finish Group Update - Domestic Abuse
Contains Confidential or Exempt Information	No - Part I
Meeting and Date:	People Overview and Scrutiny Panel – 17 April 2023
Responsible Officer(s):	Mark Beeley – Principle Democratic Services Officer – Overview and Scrutiny

REPORT SUMMARY

A Task and Finish Group on domestic abuse was agreed by the People Overview and Scrutiny Panel at the meeting held in December 2022, following consideration of the scoping document.

This briefing note provides an update on the progress made by the Group so far, exact details and figures have been kept generic.

RECOMMENDATION: That the People Overview and Scrutiny Panel notes the work of the Domestic Abuse Task and Finish Group.

1.1 Membership:

- Councillor Catherine Del Campo – Chair of the Group
- Councillor Amy Tisi
- Councillor Carole Da Costa
- Lin Ferguson – Executive Director of Children’s Services and Education
- Sophie Wing-King – Domestic Abuse Strategic Lead for RBWM
- Mark Beeley – Principle Democratic Services Officer – Overview and Scrutiny

1.2 The Group met on 8th February 2023 via Microsoft Teams to review the scoping document and decide the best course of action.

1.3 Lin Ferguson and Sophie Wing-King provided some initial context to the strategy and background information on domestic abuse in RBWM.

1.4 The new RBWM Domestic Abuse Strategy had been recently launched and the two year strategy had been aligned with the safe accommodation strategy until 2024.

1.5 The Group heard information on the number of domestic abuse cases, repeat rates, data gathered by the police, information on the Domestic Violence Disclosure Scheme and the role of the Dash Charity.

- 1.6 Areas of consideration for the Group to explore included the EQIA for the strategy, this needed to justify groups that were disadvantaged and make relevant links with the strategy. Neurodiversity also needed to be considered, particularly the amount of time it took to be diagnosed, which was sometimes not picked up as part of domestic abuse cases.
- 1.7 The Group discussed which witnesses and individuals they would like to speak to as part of its work. The suggestions included:
 - Survivors of domestic abuse
 - Perpetrators of domestic abuse
 - Dash Charity
 - Thames Valley Police
 - Housing
 - Health
 - Adult and Children's social care - Principle Social Worker
- 1.8 The Group agreed to work on the questions to be asked of witnesses. A dedicated Microsoft Teams channel was set up to allow the Group to collaborate together on a list of questions.
- 1.9 A draft set of questions was planned to be confirmed before the next meeting of the Group.
- 1.10 Key documents to help aide the Group were also circulated, including datasets from the police and Dash Charity and other previous case reviews.
- 1.11 It was agreed that the Group would look to meet again following the election in May 2023.

Royal Borough of Windsor and Maidenhead

Overview and Scrutiny Panels

Scrutiny Review – Scoping and Planning Document

Title of the Review	Corporate Plan 2021-26 Performance Report – Air Pollution
Panel Name	People Overview & Scrutiny Panel
Panel Members	Councillors Luxton, Hunt, Clark, Muir, Sharpe, Story, Baskerville, Del Campo, Tisi, Knowles and C Da Costa
Support Officer(s)	<p>Feliciano Cirimele – Environmental Protection Officer</p> <p>Obi Oranu – Environmental Health Service Manager</p> <p>Tracy Hendren – Head of Housing, Trading Standards and Environmental Health</p> <p>Mark Beeley – Scrutiny and Democratic Services Officer</p> <p>Becky Oates – Democratic Services Officer</p>
Lead Member(s)/Officer(s) Identify a nominated: - Elected Member - Lead Officer	Councillor Julian Sharpe and Councillor Karen Davies will help to provide the scope on the topic from the Corporate Overview & Scrutiny Panel.
Relevant Cabinet Member	Councillor David Cannon
Purpose of the Review <ul style="list-style-type: none"> • Specify exactly which Outcome(s) the review is examining? • Also being clear what the review is not looking at • What is the Scrutiny Review seeking to achieve? • Where possible refer to VFM issues of service cost, service performance and/or customer satisfaction. 	<p>The Corporate Overview and Scrutiny referred the council's performance on air pollution to be considered in greater detail by the People Overview & Scrutiny Panel.</p> <p>The in-depth review is proposed to consider:</p> <ul style="list-style-type: none"> • Progress towards achieving the Corporate Plan objective 'Achieve the National Air Quality Objective (AQO) across all Air Quality Management Areas (AQMAs) by

	<p>2025', specifically including trajectory of progress.</p> <ul style="list-style-type: none"> • Review of the Borough's air quality improvement action plan and fitness for purpose in the light of the revised WHO guidelines and of the emerging central government air quality strategy that prioritises PM2.5 standards.
<p>Criteria for Selection</p> <ul style="list-style-type: none"> • Why has this particular topic been considered to be a priority issue for scrutiny? • Which of the criteria promoted by the Centre for Governance and Scrutiny does it satisfy? 	<p>This topic is considered to be a valid area for scrutiny in light of the motion unanimously passed at Full Council on 23 November 2021 to review the air quality improvement action plan in light of the revised WHO guidelines and the emerging central government air quality strategy that prioritises PM2.5 standards.</p>
<p>Terms of Reference</p>	<p>Review of progress towards achieving Corporate Plan objective 'Achieve the National Air Quality Objective (AQO) across all areas of the borough by 2025'.</p> <p>Review of the Borough's air quality improvement action plan, level of ambition and fitness for purpose in light of the revised WHO guidelines and the emerging central government air quality strategy that prioritises PM2.5 standards.</p>
<p>What are the anticipated outcomes of the review?</p> <p>Key Lines of Enquiry</p> <p>Sources of Information/Evidence</p> <p>What factors / outcomes will demonstrate that this Scrutiny Review has been a success?</p>	<p>Key Lines of Enquiry –</p> <p>Ensure we have coverage of measuring stations, with the correct monitoring capability in place throughout all areas of the borough to ensure that measurement covers all areas.</p> <p>Officers should provide information on the factors which will impact the measurement results from the measuring stations so that appropriate action may be taken to ensure that the objectives are met. Data should be provided on a 6 monthly basis.</p>

	<p>Need to ensure and get confirmation that we engage with the correct monitoring authorities.</p> <p>The trend on some NO2 monitoring stations within the Borough's five AQMAs is upwards following a post-Covid dip. Should this continue, will the Borough meet its objective to 'Achieve the National Air Quality Objective (AQO) across all Air Quality Management Areas (AQMAs) by 2025'?</p> <p>Is this objective sufficiently ambitious given that three years remain to meet this objective? This is across the borough from Cookham to Sunningdale, so measurements must be relevant to all areas.</p> <p>Is this trajectory in line with the revised WHO guidelines on levels of air pollution and the emerging central government air quality strategy?</p> <p>Is the Air Quality Improvement Action Plan fit for purpose in light of the revised WHO guidelines?</p> <p>Sources of Information/Evidence –</p> <ul style="list-style-type: none"> • Air Quality Improvement Action Plan • Monitoring data and trajectories of data from monitoring stations across the borough • Revised WHO guidelines on air pollution limits, where adopted by central government. • Information on emerging central government air quality strategy
<p>Resource & budget requirements;</p> <ul style="list-style-type: none"> • specialist staff • any external support • site visits • consultation • research 	<p>N/A</p>

<p>Corporate Risks associated with this Review?</p> <p>Identify any weaknesses and barriers to success</p>	<p>Risk of health to residents of the borough in light of the Corporate Plan 2021-2026 underpinning principle ‘the council will promote health and wellbeing, and seek to reduce inequalities, within all of its decision-making’.</p> <p>Risk of not achieving the objective in the Corporate Plan 2021-2026 ‘Achieve the National Air Quality Objective (AQO) across the borough by 2025’.</p>
<p>Who will receive the review conclusions and any resultant recommendations?</p>	<p>Findings will be reported back to the Corporate Overview & Scrutiny Panel every 6 months. If appropriate, a Task and Finish Group can be arranged to monitor progress.</p>
<p>What is the Review Timescale? • Identify key meeting dates and any deadlines for reports, recommendations or decisions.</p>	<p>Air pollution identified as a topic which the Corporate Overview & Scrutiny Panel felt required further scrutiny – July 2022.</p> <p>Scoping document on air pollution to be considered by the People Overview & Scrutiny Panel – December 2023.</p> <p>Topic proposed to be considered by the People Overview & Scrutiny Panel – January 2023</p>
<p>How could a review be publicised?</p> <p>Do we need to publicise the review to encourage community involvement? • What sort of media coverage do we want? (e.g. Flyers, leaflets, radio broadcast, press release, etc.)</p>	<p>Scoping document added to the agenda for the December meeting, if agreed by the Panel it will be added to the work programme and would be due to be considered at the following meeting of the Panel, in January 2023.</p>
<p>Completed by/ Date:</p>	<p>30th November 2022</p>
<p>Approved by Scrutiny Panel / Date:</p>	<p>To be agreed by the People Overview and Scrutiny – 8th December 2022.</p>