

## WORK PROGRAMME - PLACE OVERVIEW AND SCRUTINY PANEL

<b>EXECUTIVE DIRECTORS</b>	<ul style="list-style-type: none"> <li>• Stephen Evans (Chief Executive)</li> <li>• Andrew Durrant (Executive Director of Place)</li> </ul>
<b>LINK OFFICERS &amp; HEADS OF SERVICES</b>	<ul style="list-style-type: none"> <li>• Chris Joyce (Assistant Director of Infrastructure, Sustainability and Economic Growth)</li> <li>• Alysse Strachan (Assistant Director of Neighbourhood Services)</li> <li>• Adrien Waite (Assistant Director of Planning)</li> <li>• Amanda Gregory (Assistant Director of Housing, Environmental Health and Trading Standards)</li> </ul>

### MEETING: 10<sup>th</sup> APRIL 2024

ITEM	RESPONSIBLE OFFICER
Empty Property Strategy	<b>Amanda Gregory</b> , <i>Assistant Director for Housing, Environmental Health and Trading Standards</i>
Maidenhead Parking Strategy	<b>Neil Walter</b> , <i>Parking and Enforcement Manager</i>
Work Programme	<b>Mark Beeley</b> , <i>Principal Democratic Services Officer – Overview &amp; Scrutiny</i>

### ITEMS SUGGESTED BUT NOT YET PROGRAMMED

ITEM	COMMENTS
RBWM Property Company – Action Plan and Improvements to Governance	<i>May be considered instead by Corporate Overview and Scrutiny Panel.</i>
Planning Service Improvement Plan – considering resource and capacity in the Planning team	<b>Andrew Durrant</b> , <i>Executive Director of Place</i>
Community Infrastructure Levy (CIL) Review	<i>Scoping document attached.</i>
Tivoli Contract	<i>Scoping document drafted. Resident has also requested that this topic is considered by the Panel.</i>
Datchet to Hythe End Flood Improvement Programme	<i>Scoping document to be drafted by Councillor Grove.</i>
Street Lighting Performance	<i>Scoping document to be drafted by Councillor Cross.</i>
EV charging procurement implementation	<i>April?</i>
Response and recovery to the flooding	<i>April?</i>

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

## Royal Borough of Windsor and Maidenhead

### Overview and Scrutiny Panels

#### Scrutiny Review – Scoping and Planning Document

<b>Title of the Review</b>	Reviewing the Community Infrastructure Levy (CIL) and S106 funding across RBWM
<b>Panel Name</b>	Place Overview & Scrutiny Panel
<b>Panel Members</b>	Councillors Sian Martin (Chair), George Blundell, Clive Baskerville, Alison Carpenter, Jodie Grove, Asghar Majeed, Gurch Singh, Kashmir Singh and Leo Walters
<b>Support Officer(s)</b>	Andrew Durrant – Executive Director of Place  Adrien Waite – Assistant Director of Planning  Chris Joyce – Assistant Director for Placemaking, Partnerships and Sustainability
<b>Lead Member(s)/Officer(s)</b>  Identify a nominated: - Elected Member - Lead Officer	Councillor Gurch Singh  Chris Joyce – Head of Infrastructure, Sustainability and Economic Growth
<b>Relevant Cabinet Member</b>	Councillor Adam Bermange – Cabinet Member for Planning, Legal and Asset Management
<b>Purpose of the Review</b>  <ul style="list-style-type: none"> <li>• Specify exactly which Outcome(s) the review is examining?</li> <li>• Also being clear what the review is not looking at</li> <li>• What is the Scrutiny Review seeking to achieve?</li> <li>• Where possible refer to VFM issues of service cost, service performance and/or customer satisfaction.</li> </ul>	The Community Infrastructure Levy is a charge which can be levied by local authorities on new developments in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support this new development.  There is a goal in the Corporate Plan to “Review the collection of Community Infrastructure Levy and Section 106 funding, in order to increase developer

	<p>investment in sustainable, community infrastructure.”</p> <p>This scrutiny review of CIL and S106 funding will look to feed into the overall review, as set out as a goal in the Corporate Plan. The Panel will be able to shape the scope of the review and assist officers by providing useful comments and recommendations as the review progresses.</p>
<p><b>Criteria for Selection</b></p> <ul style="list-style-type: none"> <li>• Why has this particular topic been considered to be a priority issue for scrutiny?</li> <li>• Which of the criteria promoted by the Centre for Governance and Scrutiny does it satisfy?</li> </ul>	<p>This review meets the following principles from the Centre for Governance and Scrutiny:</p> <ul style="list-style-type: none"> <li>• Amplifies the voices and concerns of the public.</li> <li>• Drives improvement in public services.</li> </ul> <p>The topic could have an impact on the delivery of council services.</p> <p>Development could also be affected depending on the rate of CIL charged, for example a higher rate of CIL could affect development being prioritised in a specific area of the borough.</p> <p>There is a requirement in the Corporate Plan for CIL to be reviewed – this agenda item would help to achieve this goal.</p>
<p><b>Terms of Reference</b></p>	<p>It is anticipated that this would be considered as an agenda item at a Panel meeting. This would allow Panel Members to be provided with the context and ask questions to aide understanding and knowledge.</p> <p>The Panel could then focus on making some recommendations for the scope of the CIL review as outlined in the Corporate Plan and request oversight of the review as it progresses.</p>
<p><b>What are the anticipated outcomes of the review?</b></p>	<p>This scrutiny review proposes to:</p>

<p><b>Key Lines of Enquiry</b></p> <p><b>Sources of Information/Evidence</b></p> <p>What factors / outcomes will demonstrate that this Scrutiny Review has been a success?</p>	<ul style="list-style-type: none"> <li>• Understand the background and context to CIL.</li> <li>• What is the council's current policy and strategy on CIL?</li> <li>• What can the council do to improve collection across the borough to support investment in local infrastructure?</li> <li>• How does the council engage with residents to identify what CIL/S106 funding should look to address, both before and after the levy?</li> <li>• How does the council communicate the existence of CIL/S106 funds to local interest groups who could have an interest in using funds in their local communities?</li> </ul>
<p><b>Resource &amp; budget requirements;</b></p> <ul style="list-style-type: none"> <li>• specialist staff</li> <li>• any external support</li> <li>• site visits</li> <li>• consultation</li> <li>• research</li> </ul>	<p>Officer resource and availability.</p>
<p><b>Corporate Risks associated with this Review?</b></p> <p>Identify any weaknesses and barriers to success</p>	<p>None identified.</p>
<p><b>Who will receive the review conclusions and any resultant recommendations?</b></p>	<p>Officers and Cabinet will consider the findings and recommendations made by the Panel on the CIL review. This is an objective in the Corporate Plan and the Panel will be able to provide some useful input into what the review will look like.</p>
<p><b>What is the Review Timescale?</b> • Identify key meeting dates and any deadlines for reports, recommendations or decisions.</p>	<p>Scoping document to be drafted and agreed by the Panel.</p> <p>CIL scrutiny item to be considered by the Panel, dependant on officer availability and resource.</p>
<p><b>How could a review be publicised?</b></p>	<p>The review report would be added to the agenda for the meeting and published on the council's website.</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>Members of the public who have an interest in CIL would be able to register to speak on the item.</p> <p>It could be worth the Panel considering whether it wants to speak to developers and parish councils about CIL and how it affects them. Representatives could be invited to give evidence at the meeting.</p> <p>The Chair of the Corporate Overview and Scrutiny Panel and the Chair of the Audit and Governance Committee could be invited to share the views of their respective Panel's at the meeting.</p>
<p><b>Completed by/ Date:</b></p>	<p>Councillor Gurch Singh</p> <p>Mark Beeley – Principal Democratic Services Officer – Overview and Scrutiny</p>
<p><b>Approved by Scrutiny Panel / Date:</b></p>	