



Improvement and Review Commission

Date: 18 June 2014
Time: 7.00 pm
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe Bucks

Membership

Chairman: Councillor R H W Gaffney
Vice Chairman: Councillor Mrs J D Langley

Councillors: K Ahmed, D H G Barnes, I Bates, D J Carroll, G C Hall, A E Hill, A Hussain, Ms P L Lee, Mrs W J Mallen, Mrs M L Neudecker, J L Richards OBE, J A Savage, A Slater, T Snaith, R Wilson and Ms K S Wood

Standing Deputies

Councillors: D A Anson MBE, M C Appleyard, R Farmer, M Hanif, Mrs G A Jones, Ms R Knight, J A Malliff, Miss S Manir, S F Parker, A Turner and D M Watson

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**For further information, please contact Peter Druce 01494 421210,
peter_druce@wycombe.gov.uk**

Agenda Item 1

APOLOGIES FOR ABSENCE

To receive apologies for absence.

Agenda Item 2

DECLARATIONS OF INTEREST

To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required to withdraw from the meeting..

Agenda Item 3

MINUTES OF PREVIOUS MEETING 2 April 2014

To confirm the Minutes of the meeting held on 2 April 2014 (previously circulated).

Agenda Item 4.

CABINET MEMBER FOR HR, ICT & CUSTOMER SERVICES

Officer contact: Charles Meakings – Head of Democratic, Legal & Policy Services
(01494 421980 charles_meakings@wycombe.gov.uk)

What is the Commission being asked to do?

The Chairman and Vice-Chairman of the Commission have invited the Cabinet Member for HR, ICT & Customer Services to this meeting of the Commission to give an overview of the Portfolio's work for the current year and to highlight any issues that the Commission could be involved with to help the Cabinet Member when taking decisions.

There will then be an opportunity for questions and discussion, in the spirit of working together, to ensure the Commission plays a constructive added-value role.

Please note the Head of HR, ICT & Shared Support Services has also been invited to the Meeting to accompany the Cabinet Member.

A brief summary produced by the Cabinet Member for HR, ICT & Customer Services outlining the current and planned work within his Portfolio is attached as **Appendix A**.

As Members are aware this is the latest in a series of presentations made to the Commission by Cabinet Members. This is the penultimate presentation, each of the portfolio holders, including the Leader of the Council, will have attended a Commission meeting when the final outstanding portfolio holder Councillor A R Green (Cabinet Member for Economic Development and Regeneration) is invited to the 3 September 2014 meeting. These presentations are an invaluable opportunity for the Cabinet Member to give an overview and update of their work, with a view to highlighting any issues that the Commission could be involved in to help Cabinet decision-making.

IMPROVEMENT & REVIEW COMMISSION MEETING – Wednesday 18th June 2014

Report from the Cabinet Member for HR, ICT & Customer Services

The key projects in 2014/2015 for HR, ICT & Customer Services include: -

ICT & CSC Managed Services

The Council's existing contractual arrangements for the ICT & CSC Managed Services terminate at the end of January 2015. Neither contract can be extended. Therefore, the Council requires new arrangements to be procured and mobilised, ready to start on 1st February 2015.

In response to the need for new arrangements for ICT & CSC Managed Services, the Council is engaged in a procurement exercise using the Restricted Procedure of the Public Contracts Regulations 2006 (as amended).

From 2015 and beyond, the Council will continue to be affected by significant financial challenges and changes in legislation affecting the nature of public services and the way they are delivered. The exact nature of these changes continues to emerge. The new arrangements for ICT & CSC Managed Services need to be capable of flexing to meet new, changed and/or reduced service circumstances and requirements.

The new arrangements from 1st February 2015 will need to: -

- Deliver savings;
- Maintain (or improve) customer satisfaction;
- Be capable of flexing, to ensure that changes in services and/or the way services are delivered result proportionately to changes in costs or fees; and
- Be resilient.

To meet these needs a five year contract (with the opportunity of two, 2 year extensions) for the provision of ICT & CSC Managed Services, have been merged, under which a single contract is to be let.

Overall the Council is seeking a minimum saving c17%.over the first 5 year term of the contract

To achieve these levels of savings Bidders have been offered the flexibility and opportunity to innovate and take advantage of any economies of scale to provide the service requirements and outcomes. Additionally, Bidders have been offered the flexibility to lower operating costs by developing a programme for "channel" migration

(the methods available for customers to contact the Council e.g. telephone, e-mail, self-service) in respect of CSC services.

Five providers responded to the Pre-Qualification Questionnaire and were subsequently invited to submit Tenders for the services. Four providers submitted Tenders which are being evaluated.

A replacement contract is scheduled to be in place in July 2014.

QVR 14 – Office Accommodation Rationalisation

Organisational changes over recent years have reduced the Council's office accommodation requirements. Services and Member accommodation requirements can now be met in Building A & B of the Queen Victoria Road site.

Meeting our office accommodation requirements including essential maintenance work to Buildings A & B and enabling works to facilitate the tenancies of prospective tenants will require a capital investment.

The Council is in advanced discussions with an organisation for the occupation of the whole of the top floor of Building C. The proposal is for a 10 year term.

Based on this proposal for the top floor of Building C, the Council will achieve a break even on the investment within 6.8 years. This payback period will clearly improve with the letting of the remaining space on the first floor of Building C.

Agents continue to pursue tenants for the first floor of Building C.

Agenda Item 5.

TASK AND FINISH GROUP ON HOUSES IN MULTIPLE OCCUPATION

Officer contact: Charles Meakings (Head of Democratic, Legal & Policy Services)
e-mail: charles_meakings@wycombe.gov.uk tel: 01494 421980

What is the Commission being asked to do?

1. To consider and agree the terms of reference for the Task and Finish Group on Houses in Multiple Occupation, which is scheduled to report back to the Commission's meeting on 12 November 2014.
2. To note the membership of the Task and Finish Group

Reason for this Report

At the last meeting of the Improvement and Review Commission (Minute 41 – 2 April 2014) it was agreed that 'A Task and Finish Group in respect of a review of the current operation of the Council's policy towards house in multiple occupation, be established'. It was noted that a scoping report was to be brought to the next meeting of the Commission, hence this report.

The Commission is now asked to determine which of the options and aspects of the Council's Houses in Multiple Occupation operations outlined in the Background and Issues paragraphs below, the Group is to scrutinise, from which ultimately recommendations are to be made by the Commission to Cabinet for implementation.

Background and Issues

Houses in Multiple Occupation are an essential step on the housing ladder for many and in some cases, the only housing option available.

Many people are unable to access alternative accommodation due to many reasons including, but not limited to:

- Affordability issues:
- Offending history and not being able to access supported housing;
- No family to reside with or family relationships broken down;
- Economic migrant to an area (i.e. job in the area but no family); and
- Inability to live independently – need others to support.

Without HMO's we would have a much larger problem with rough sleeping / overcrowding and 'sofa surfing' as well as a greater demand on social housing.

Additionally HMO's provide an invaluable and not insignificant means of accommodation for University / College Students studying in towns away from the family home town.

The 2008 Private Sector House Condition Survey and local knowledge indicates that there are circa 2000 HMO's in the District. The Council has a voluntary accreditation scheme in respect of private sector tenanted properties; circa 200

properties are listed of which 95% are HMO's. This is in addition to the 80 HMO's registered under the mandatory licensing scheme.

The definition of Houses in Multiple Occupation under the mandatory licencing scheme; 'properties that are of three storeys or more and are let to five or more tenants' is to be noted. The Group may wish to examine the legislation and protocols operated by the Council in enforcing this scheme. Along with considering the extension of the licensing scheme to include those HMO's that are not statutorily required to be licensed.

Reading Borough Council's consideration of such a licensing scheme extension was presented to the Council's High Wycombe Town Committee back in January 2013. An informative Information Sheet issued by the Town Committee (3/2013 1 February 2013) subsequent to that meeting is most useful in defining HMO's from the Planning and Licensing viewpoints.

Licensing extensions of the key areas of a Council's District where HMO's are clustered has been considered by some authorities.

Members, if minded to scrutinise such a licensing extension, may wish officers to organise a consultation of, or visit to, Milton Keynes Borough Council; who have recently rejected such and Aylesbury Vale District Council who are currently considering implementation.

The recent amendments to Local Authorities' obligation to deal with Homelessness in that private rented accommodation (of which HMO are deemed such) can be offered to a homeless person and cannot be rejected as unsuitable in favour of social housing, may also have a bearing upon the work of the Group.

At the 2 April 2014 meeting Commission Members Councillors D H G Barnes, I Bates, A E Hill, Mrs W J Mallen and T Snaith all indicated their willingness to serve on the Task and Finish Group, subsequently Councillors R Wilson (also now a Commission member) and R B Colomb have also volunteered.

Councillor D H G Barnes indicated his willingness to serve as Chairman of the Task and Finish Group which is advocated by the Commission Chairman Councillor R H W Gaffney.

It is envisaged that the Task and Finish Group will complete its work and present its recommendations to the 12 November 2014 Commission meeting.

Conclusions/ Recommendations

Including all of the above issues proposed Terms of Reference to read as follows:

- To establish the level of provision, in both quantity and quality, of Houses in Multiple Occupation within Wycombe District:

- To consider the current effectiveness of statutory legislation and voluntary codes utilised by Wycombe District Council in respect of HMO's: and
- To explore the benefits of the extension of licencing of HMO's beyond that required by statute, the cost effectiveness of such and whether this would result in better standards of provision.

It is for Commission Members to decide whether these proposed Terms of Reference are in order for the Group. Members may wish to consider what evidence supports the need for the review of each particular issue. Is there any evidence of dissatisfaction with the service or under-performance?

What are the outcomes the review is seeking or expecting to achieve and how will it benefit or impact on the local community? The Commission needs to be sure that the issues considered under the review do not tie up officers on work which has little impact. Additionally will the outcomes assist in achieving corporate priorities? And if so which ones?

Corporate and Financial Implications

The Corporate and Financial Implications of any recommendations of the Group will be considered by the appropriate officers during the work of the Group and at the drawing up of the Group's final report and recommendations to the Commission in due course.

Next Steps

To set up a timetable of meetings of the Group once Terms of Reference established.

Background Papers

Housing Fact Sheet No 1 (revised December 2006) Houses in Multiple Occupation.

Housing Fact Sheet No 2 (revised December 2006) Mandatory Licensing of Houses in Multiple Occupation.

Housing Fact Sheet No 3 Houses in Multiple Occupation – Prescribed Standards for Occupation for Licensable HMO's.

Houses in Multiple Occupation – Amenity Standards – July 2007.

Protocol for Licensing of Houses in Multiple Occupation – October 2008.

Notes of the Planning & Sustainability Portfolio Advisory Group 10 December 2012.

Report and Minutes of the High Wycombe Town Committee Meeting of 22 January 2013 and subsequent Information Sheet 3/2013 issued 1 February 2013.

Report and Minutes of the Improvement & Review Commission 4 September 2013 re Recommendations of the Affordable Housing Task and Finish Group + Cabinet response to these 10 February 2014.

It is envisaged that the above background papers not featured within the appendices to this report will be shared with Task and Finish Group Members prior to their first Group meeting.

Agenda Item 6.

The Chairman will give a short update on the findings of the Audit / Improvement & Review Chairmens' / Vice Chairmens' Performance Indicator Results Analysis Meeting of 14 May 2014 (2013-14 Quarter 4 and Year End).

A copy of the Action List from this meeting is attached **Appendix A**.

Members are asked to note that the Quarter 4 / Year End 2013-14 performance indicator results will, by the time of this Commission Meeting, have been considered by Cabinet at its 16 June 2014 meeting.

Agenda Item 6. Appendix A

AUDIT/I&R COMMISSION CHAIRMEN/VICE CHAIRMEN PERFORMANCE INDICATOR RESULTS MEETING

14 May 2014

ACTION NOTES

PRESENT:

Task and Finish Group Members

Councillors M C Appleyard (Co-Chair), R Gaffney (Co-Chair), Mrs J D Langley and J L Richards OBE

Apologies for absence were received from Councillors

Also Present: Councillors

NO	ITEM	ACTION
1	APOLOGIES FOR ABSENCE There were no apologies for absence.	
2	DECLARATIONS OF INTEREST There were no declarations of interest.	
3	MINUTES OF LAST MEETING The minutes of the meeting held on 18 February 2014 were agreed as an accurate record.	
4	ACTIONS ARISING FROM LAST MEETING (Pages 7 - 14) Members focussed in on the action points featured in the previous meeting's minutes and received the following updates on these: <ul style="list-style-type: none">• CSC calls answered in 20 seconds HR002: In respect of the introduction of a 0 option for callers to be transferred back to the operator, it was confirmed that this would involve new scripting and additional contact centre licences with resultant costs, however this would be raised with the 2015 contract provider, to see whether this functionality could be delivered.• Complaints DL002: It was confirmed that ombudsman	

NO	ITEM	ACTION
	<p>complaints were reported to the relevant ward member; however this was not possible for complaints that came via the Council's own procedure. Members asked that such notification be effected, so that problem clusters (e.g. recent waste collection issues) could be identified, Andy Foreman was to enquire with officers as to practicality and cost of such reporting.</p> <p>Waste and Recycling Measures: In respect of Members worries that the 2014/15 recycling target of 59% was too low and their request for details of bonus payments to Serco; Andy Foreman reported that Serco did not receive bonus payments for achieving over this target, they did however have an incentive to further increase recycling as under the contract the more they recycled the more income from those recycled materials they were able to generate.</p> <p>Members requested a detailed list of street waste bins throughout the district, their ownership, who was tasked with their emptying and how often and what happened to any recyclables from these sources.</p> <ul style="list-style-type: none"> • Wycombe Sports Centre – number of users CS001a: Members were advised that under the new operators as from 1/7/14 a whole new means of measuring usage would be initiated under 'Places for People's' new booking system. These would be the accurate KPI (Key Performance Indicators) foundation on which performance could be judged in successive years. The running track was to be run separately and discussions were underway with an operator to secure a contract to start from the opening of the facility (weather dependant) on 1/7/2014. • ES009 & ES010 Homelessness Prevention & ES006 numbers in temporary accommodation: Members noted that the prevention figures did not demarcate voluntary / involuntary status given that it was a record of numbers prevented from becoming homeless. Members asked for an overview of what happened to those who left temporary accommodation during 2013/14 (whilst bearing in mind confidentiality of those involved). Members also requested information on the usage of Saunderton Lodge as a temporary accommodation solution. 	<p>AF/JR</p> <p>AF/CH</p> <p>AF/KH</p>

NO	ITEM	ACTION																
	<ul style="list-style-type: none"> • BV012 Sickness absence: the reductions in number of long term sickness cases (absence of 28 days or more) from 13 in 2012-13 to 4 in 2013-14 with long term sickness accounting for 33% of overall sickness in 2012-13 reduced to 17% in 2013-14, were noted. • PS007i, PS008i and PS009i QVR energy usage: Members noted the gas, water and electricity usage report which was summarised in the meeting and is attached to these minutes (attachment 4). Members also noted the benefits secured by means of a joint procurement initiative evidenced in the usage figures. Members asked whether WDC had explored the potential of acting as a broker for a District energy co-operative (whilst bearing in mind the potential for costs to WDC outweighing benefits). 	AF/ LS/GW																
5	<p>QUARTER 4 AND YEAR END 2013-14 PERFORMANCE Members considered the appended Year End Performance overview, along with the Measures for Performance Focus.</p> <p>21 measures (40%) exceeding target, 17 measures (32%) within + or – 5% of target and 15 measures (28%) more than 5% below target were noted. Members requested that trend graphs including performance outturns for previous years be included in future reports, so that comparisons could be made and issues could be detected more easily.</p> <p>It was agreed that the split in actual and virtual visits to the museum under CS002 continue to be included as context for the measure and included in all further reports on this indicator.</p> <p>In respect of NI 192 Waste % recycled and composted: Andy Foreman agreed to circulate the split of the results between recycled materials and composting, now featured below.</p> <table border="1" data-bbox="252 1630 1232 1854"> <thead> <tr> <th></th> <th>12-13 outturn</th> <th>13-14 target</th> <th>13-14 outturn</th> </tr> </thead> <tbody> <tr> <td>Recycled</td> <td>18.4%</td> <td>33%</td> <td>24.9%</td> </tr> <tr> <td>Composted</td> <td>20.7%</td> <td>25%</td> <td>23.1%</td> </tr> <tr> <td>Total recycled and composted</td> <td>39.1%</td> <td>58%</td> <td>47.9%</td> </tr> </tbody> </table>		12-13 outturn	13-14 target	13-14 outturn	Recycled	18.4%	33%	24.9%	Composted	20.7%	25%	23.1%	Total recycled and composted	39.1%	58%	47.9%	AF AF/ JP
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NO	ITEM	ACTION
	<p>Members discussed NI 157a Major Planning Applications determined within 13 weeks. It was felt that developers should be encouraged to make applications after a period of discussion with Planners to ensure determination within the 13 week target. And that if complications arose after an application was submitted which has the potential to draw out the process, developers should withdraw their application, rather than engage in endless amendments which would lengthen the determination period. This could be key to ensuring determination within the 13 week target, which Members felt could be improved. Members requested that their comments be passed onto Cllr Johncock as Planning Committee Chairman.</p> <p>Members noted the review by Service Areas, under their 2014-15 Service and Financial Plans (SFP's), of all performance measures currently collected and also, where appropriate, the development of measures to monitor how functions were performing and what progress was being made against the achievement of agreed service outcomes.</p> <p>These could if appropriate be inclusive of KPI (Key Performance Indicators) and contractual measures Service Areas used to monitor services delivered by third parties.</p> <p>The wish of the Executive to establish and report on the Performance Indicators that concisely told the performance picture of the authority (i.e. a scorecard approach), was commended by the Meeting. Members underlined the importance of setting accurate goals measuring performance and constantly reviewing performance measures to ensure their relevance to the organisation's corporate aims.</p> <p>Members asked that an exception report be included alongside the current report on the measures for performance focus to ensure that any potential issues could be addressed. Members also requested the current number of staff be included in all future reports, with a list of the staff numbers for the last 10 years featured in the next.</p> <p>The wish that notes of this and every Performance Indicator Analysis Meeting to be referred to subsequent meeting of both the Improvement & Review Commission and the Audit Committee to be noted.</p>	<p>AF/ AN</p> <p>AF</p> <p>PD/ EL</p>

NO	ITEM	ACTION
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The meeting closed at 6.25 pm

The following officers were in attendance at the meeting

- Peter Druce - Democratic Services
- Andy Foreman - Policy Officer (Emergency Planning)

Agenda Item 7.

SCRUTINY GUIDE WYCOMBE DISTRICT COUNCIL

Members are asked to note the current Wycombe District Council – Scrutiny Guide as amended post Annual Council 12 May 2014, now featuring the revised line up of Committee Members (page 21) along with changes regarding the restriction of Task and Finish reviews (including joint reviews) (pages 29 & 33).

Wycombe District Council

Scrutiny Guide

Revised June 2014

Introduction by Councillor Ron Gaffney

Scrutiny is the process by which the council looks at its own performance and that of other public sector services, checking how well the people of Wycombe District are being served, identifying their issues of concern, and then acting on their behalf to try to influence policies. Scrutiny cannot take decisions, but it can make recommendations to the Executive or full Council, as appropriate, in order to influence the decision and policy-making process and hold decision-makers to account.

This guide sets out the process by which scrutiny is undertaken at Wycombe District Council and outlines the work of the Improvement and Review Commission, which oversees scrutiny at the council.

Democratic Services

June 2014

MEMBERSHIP OF THE IMPROVEMENT AND REVIEW COMMISSION

In the 2014/15 municipal year the Chairman of the Commission is **Councillor R H W Gaffney**. The Vice-Chairman is **Councillor Mrs J D Langley**.

The Chairman and Vice-Chairman are responsible for leading the work of the Commission and liaising with Cabinet and Committee Chairman on behalf of the Commission.

In addition to the Chairman and Vice-Chairman, the Commission membership is as follows:

Councillor K Ahmed
Councillor D H G Barnes
Councillor I Bates
Councillor D J Carroll
Councillor G C Hall
Councillor A E Hill
Councillor A Hussain JP
Councillor Ms P L Lee
Councillor Mrs W J Mallen
Councillor Ms M L Neudecker
Councillor J L Richards OBE
Councillor J A Savage
Councillor A Slater
Councillor T Snaith
Councillor R Wilson
Councillor Ms K S Wood

Standing deputies:

Councillor D A Anson MBE
Councillor M C Appleyard
Councillor R M H Farmer
Councillor M Hanif
Councillor Mrs G A Jones
Councillor Ms R Knight
Councillor J A Malliff
Councillor Ms S Manir
Councillor S F Parker
Councillor A Turner
Councillor D M Watson

OFFICER CONTACTS

Working with, and for the Commission, the Improvement and Review Officer Team at Wycombe comprises:

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3. Public involvement in the Improvement and Review Commission
4. Joint scrutiny
5. Scrutinising external organisations
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 - What evidence is collected during a review?
 - The first meeting of a new Task and Finish Group
 - Guidelines for interviewing others
 - What happens to the recommendation from the Task and Finish Group?
 - Examples of past completed scrutiny reviews
7. Call-in process and criteria
8. Councillor call for action
9. Do's and don'ts of scrutiny

1. INTRODUCTION

Why we undertake Improvement and Review

Overview and Scrutiny in local government came into being as a result of the Local Government Act 2000, with the aim of improving decision-making and promoting public engagement.

The council's Improvement and Review Commission – which oversees scrutiny within the council - works to add value by providing constructive, challenging support to the Cabinet in taking its decisions. Wycombe took a deliberate decision to use the words 'improvement and review' - rather than 'overview and scrutiny' - as this description better reflects the Council's vision for the Commission.

Improvement is about contributing to policy development, before decisions are made.

Review is about questioning steps that have already been taken.

The Commission undertakes scrutiny of Cabinet proposals and decisions in order to seek to improve performance and try to achieve best value for residents and the local community; check results are being achieved; and enhance accountability by demonstrating areas of success and highlighting issues for consideration.

The Commission looks outwards as well as inwards. Some of the recommendations made by the commission are intended for organisations other than Wycombe District Council whose services also have an impact on the lives of district residents.

We involve others in our work: for example, young people if the Commission is looking at an issue relating to youth opportunities; or those who have direct experience of an issue under review.

When the term 'improvement and review' is used in this guide the term also covers the scrutiny role as necessary.

The Improvement and Review Commission

Wycombe District Council operates one Improvement and Review Commission (IRC). This is a cross-party committee of elected district councillors which offers independent advice to the council's Cabinet (the Executive) on decisions they take. This can either be before decisions are taken, or through the call-in process (by which a decision which has already been taken is reviewed before being implemented). The Commission can also review the on-going effectiveness of policy decisions.

There are also up to four task and finish groups in operation at any time. Task and finish groups work on detailed reviews, undertaking research and taking evidence, and reporting on their findings. More information about the work of the task and finish groups is included in section 6.

The Cabinet will consider recommendations and views of the Commission, but the Cabinet will make the final decision. Where Cabinet changes or rejects a recommendation of the Commission, a written note in the minutes explaining the reason for doing so is made.

2. THE WORK OF THE IMPROVEMENT AND REVIEW COMMISSION

The Improvement and Review Commission publishes a work programme. This identifies the issues due to come forward to Commission meetings for consideration, as well as the work of the Task and Finish Groups.

The Commission's work is drawn from a number of sources:

1. The Cabinet Forward Plan

The Cabinet Forward Plan identifies the known items to be considered by Cabinet at its forthcoming meetings. There is a special procedure to be followed if an item needs to be considered without having been included on the Forward Plan. In such cases the approval of the Chairman of the IRC and the publication of an exemption notice is required.

The Cabinet Forward Plan is submitted to each meeting of the Commission so that councillors can review the forthcoming items and specifically request the consideration of any items prior to the Cabinet meeting.

2. The Commission's Work programme

The Commission's own work programme identifies items which are scheduled to come to Commission meetings. Councillors are able to suggest relevant items for inclusion on the agenda for future meetings.

3. Relationship of the Commission with Performance Management of the Council

Every Quarter the Chairman and Vice Chairman of the Audit Committee and the Improvement and Review Commission meet to look at how well services are performing, and to identify a route of action to address underlying causes of any poor performance. (Other bodies are also involved in Performance Management). This may involve the Commission undertaking a review.

4. Joint Scrutiny

The Commission will also participate in joint scrutiny work with other councils, where it makes sense to do so and avoids duplication of effort.

5. Call-In

This is a formal process for Councillors to review a decision which has already been taken by the Cabinet. There are specific criteria which have to be met to proceed with a call-in. The Cabinet's decision cannot be implemented until the Improvement and Review Commission has considered the matter. Section 7 has more information about the call-in process.

6. Councillor Call for Action

This is a formal process, which can be triggered by an individual councillor only after all other avenues have been pursued, to obtain resolution of a specific issue. Section 8 has more information about the Councillor Call for Action process.

3. PUBLIC INVOLVEMENT IN INVOLVEMENT AND REVIEW

An important function of the Improvement and Review Commission is to provide an interface between the public and the Council and enhance public involvement in local decision-making.

Members of the public can get involved in several different ways, by:

- attending a meeting of the Commission. These are held in public, unless there are specific reasons for taking information in private. Information about Information and Review Commission meetings and agendas, as well as contact details, can be accessed from the main page of the WDC website via the 'Have Your Say' link
- lobbying their local councillor to request that an item be put forward on the Work Programme
- giving evidence to a Task and Finish Group
- Drop us an e-mail with their issue for consideration by the Commission, utilising the scrutiny@wycombe.gov.uk e-mail address

Where appropriate off-site venues are used for meetings, where doing so will give members greater awareness/engagement with local communities and/or will raise the level of engagement of a community with the work of the council.

4. JOINT SCRUTINY

Examples of completed joint reviews include:

- Social Cohesion
- Crime and Disorder
- Empty Homes
- Big Society in Bucks

The above examples are those where county and district scrutiny chairmen have selected topics for joint reviews. To be selected for a joint review, topics need to have impact on more than one authority, and, principally, to have arisen from local communities' concerns. Topics are not suitable for a review if they can be dealt with by co-option of additional members onto an existing committee or Task and Finish Group.

The Commission is seeking increasingly to take joint scrutiny opportunities into account when planning its work programme. As with any Task and Finish Group established by the Commission Joint reviews may last up to 6 months only.

Wycombe District Council also has councillor representation on the following health-related county wide committees:

The Health and Adult Social Care Select Committee

The Health and Adult Social Care Select Committee is the designated statutory health scrutiny committee and carries out the local authority scrutiny functions for all policies and services relating to the scrutiny of public health, local health services, adult social services and family wellbeing, including:

public health and wellbeing; NHS services; health and social care commissioning; GPs and medical centres; dental practices; health and social care performance; private health services; family wellbeing; adult social services; older people; safeguarding; physical and sensory services; learning disabilities.

The Select Committee scrutinises the work of the County Council and other service providers in this area and can suggest improvements where necessary. In addition to the Health Scrutiny co-optees set out in the council's constitution, the Health and Adult Social Care Select Committee may, at the discretion of the Chairman, appoint topic specific co-optees to inform the work of the committee.

Buckinghamshire Health and Wellbeing Board

The Buckinghamshire Health and Wellbeing Board (HWB) is the key partnership for promoting the health and wellbeing of residents. Its focus is on securing the best possible health outcomes for all local people.

The key functions of the board include:

- co-ordinating the development of the Joint Strategic Needs Assessment (JSNA) to understand the health and wellbeing needs of the people of Buckinghamshire

- determining the priorities for, and preparing, the Joint Health and Wellbeing Strategy for Buckinghamshire which spans the NHS, social care, public health, and wider health determinants. The Strategy will be based on the JSNA and will focus on outcomes
- promoting integration and partnership across areas, including through promoting joined up commissioning plans across the NHS, social care and public health
- ensuring that, regardless of provider, commissioning decisions for health and wellbeing are in line with the joint Health and Wellbeing Strategy and take due notice of the JSNA
- co-ordinating effort to make the public monies invested in health and wellbeing work effectively to deliver the priorities in the Health and Wellbeing Strategy
- holding to account those responsible for the delivery of the outcomes set out in the Strategy.

Wycombe Community Safety Partnership

Every local authority is required to have a designated crime and disorder Overview and Scrutiny Committee, with power to make recommendations regarding the functioning of its local Crime and Disorder Reduction Partnership (now called Community Safety Partnerships). Wycombe District Council's Improvement & Review Commission carries out this role for the District.

The regulations leave the frequency of meetings to local discretion, subject to the minimum requirement of once a year.

5. SCRUTINISING EXTERNAL ORGANISATIONS

Scrutiny is not limited to internal council issues, and it can be carried out with partners. Specific matters of community interest should be investigated by scrutiny committees. These issues may sometimes include external organisations and partnerships. This involves developing a strong outward focus, encouraging participation from partners and the public. External scrutiny can be achieved through collaborative working and cross-cutting scrutiny work.

External organisations can be invited, and in some cases, required, to send representatives to meet with and answer questions from the scrutiny committee, submit evidence or meet people appointed by the scrutiny committee to help with their investigation.

6. TASK AND FINISH GROUPS

The Commission is responsible for establishing Task and Finish groups. No more than four Task and Finish groups are established at any one time.

Choosing subjects for scrutiny

Commission Members wishing to suggest topics for the Commission's scrutiny by means of a Task and Finish Group are invited to complete and return the Work Programme Suggestion Form (**Appendix A** to this document) to the Democratic Services section.

Before establishing a Task and Finish Group, a detailed scoping paper will be prepared to ensure that the review is comprehensive, focused, and has a clear reporting date.

Membership

The Chairman (and sometimes the Vice Chairman) of the Task and Finish Group is normally announced by the Chairman of the Improvement and Review Commission (IRC) at the meeting at which the TFG is set up.

Any Wycombe district councillor who is not a Cabinet Member or Deputy Cabinet Member, regardless of whether a member of the IRC, can serve on a task and finish group.

Permission for the co-option of up to two non-Wycombe district councillors (for example, representatives of voluntary organisations) may be given by the IRC when the task and finish group is established.

A Task and Finish Group review (including joint reviews with other authorities) may last up to 6 months. Frequency of meetings can be variable, with monthly as average. Meetings usually take place in the early evening, but occasionally during office hours at the discretion of the Chairman.

What evidence is collected during a review?

To carry out the investigation a Task and Finish Group must collect evidence from a wide variety of sources. This can include:

- questioning witnesses and experts
- reading books and reports
- visiting places to see how things work elsewhere
- undertaking surveys
- written submissions from professionals, business and community groups
- talking to local people and service users.

The first meeting of a new Task and Finish Group

Agenda items:

Declarations of Interest

Any declarations of interest must be made at this point. For example, members who have a current role in developing a particular policy cannot serve in a scrutiny capacity looking at that same policy. Any potential for personal gain due to commercial interests is another example.

Agreeing the scope of the review

This sets the scope of the review so that everyone is clear about the task, including what will not be covered.

Usually the relevant Cabinet Member is invited to the first meeting to allow them the opportunity to state their views on the subject being reviewed and any suggestions as to the evidence from other sources the group may wish to consider (in writing or in person).

Background information

Members are expected to be familiar with the documents sent with the agenda.

Conducting the review programme

This involves planning any external visits and any dates when interviews will take place at WDC.

Dates of next meetings

Members are requested to bring their diaries.

Final meeting of the Task and Finish Group

Often the Cabinet Member will be invited to the final meeting, as a courtesy, after the draft recommendations have been discussed.

Guidelines for IRC interviewing others

It is good practice to meet prior to interview to prepare for interviewing guests and to form an initial view as to what issues are within the scope of the exploration. Plan the running order of the issues to be explored (and who will open on each issue).

Approach at interviews

The goal is to enable the guest to make the maximum contribution of relevant information and ideas, through use of the following key techniques:

- Put guest at ease
- Adopt tone of encouragement
- Ask open questions (particularly at the outset)

Scoping Report and Terms of Reference for Task and Finish Groups

Once the Commission has selected a topic for a Task and Finish Group, a preliminary scoping report can be used to define the focus of the work to be done. An alternative to a scoping report is a set of questions which the Task and Finish Group will seek to answer.

1. What are we trying to achieve?
2. What has worked elsewhere?
3. How will we achieve it (set out as key issues and options)?
4. How will we know when we have achieved it?

It is important that the precise focus of the work is identified. This aids the process of formulating clear recommendations to Cabinet.

What happens to the recommendations from the Task and Finish Group?

Stage One – The Improvement and Review Commission

The Chairman of the Task and Finish Group presents the recommendations to Improvement and Review Commission, which can make amendments to the recommendations and/or make additional recommendations.

When the report and recommendations have been accepted by the Commission, they become Commission recommendations to Cabinet. The only exception to this is when permission has been given for the Task and Finish Group to report directly to Cabinet, usually because of time constraints.

Stage Two – WDC Cabinet

The Commission's report is presented to Cabinet. Cabinet can either:

- Accept one or more of the recommendations;
- Amend one or more of the recommendations;
- Make additional recommendations; or
- Reject one or more of the recommendations.

If any recommendations are rejected, Cabinet is required to state their reasons which must appear in the minutes of their meeting.

If the recommendations relate to actions for another organisation, then they will be passed on following consideration by Cabinet.

Stage Three – Progress Reports

Normally those to whom the recommendations are addressed are asked to report progress to the Improvement and Review Commission after either 6 or 12 months.

Examples of past completed scrutiny reviews

Financial Strategy and Budget Review
Town Centre Regeneration
Developer Contributions
Gypsies and Travellers
Homelessness
Carbon Reduction Framework
Housing Strategy
Waste and Recycling
Access to Health Services
Activities for young people
Southern Quadrant Transport Solutions
Employment and Economy
Services to adults with disabilities in Wycombe district
Affordable Housing

The Commission:

- Makes use of expert witness
- Learns from best practice at other councils
- Co-opts members
- Makes public its reports

7. CALL-IN PROCESS AND CRITERIA

The Call-In Facility

The Call-In facility allows for decisions made by Cabinet, or in some cases, officer delegated decisions, to be scrutinised prior to their implementation. A Call-In will only be used as a last resort, if after using other mechanisms to influence policy, there are still concerns. The Call-In process is described briefly in the section following below, and in full in the WDC Constitution and Members' Handbook. The Cabinet is not bound by the recommendations from a Call-In, but where the recommendations are not accepted it must state its reasons for rejecting them.

The Call-In Process

- Cabinet decisions cannot be implemented until after 5 working days, with some exceptions, to allow time for a Call-In
- A Call-In process effectively freezes the implementation of the decision

Decisions can only be called in if they satisfy at least 3 of the following criteria:

- Decision is outside agreed policy or budgets
- Proposes expenditure in excess of £100,000
- Affects at least one quarter of the wards of the District
- Request made by at least 5 members of IRC, excluding Chairman but including members of at least two political groups
- The decision that is being called-in is not supported by at least 1 Local Member (2 in a 3 Member ward)
- Consent of the Chairman of the Improvement and Review Commission has been obtained
- There has been insufficient opportunity for members to input into the decision

Points for the Improvement and Review Commission to consider when deciding whether or not to Call-In:

- Is the decision likely to cause significant concern or distress to the local community or prejudice individuals?
- Has more than one-third of the Improvement and Review Commission expressed the view that the call-in should proceed?
- Is the issue one that has been considered or consulted upon, whether in an open meeting or otherwise?
- Would delay significantly damage the interests of the Council?
- Have other significant representations been made but not considered before the decision was taken?
- Are there significant representations against the decision from outside bodies?

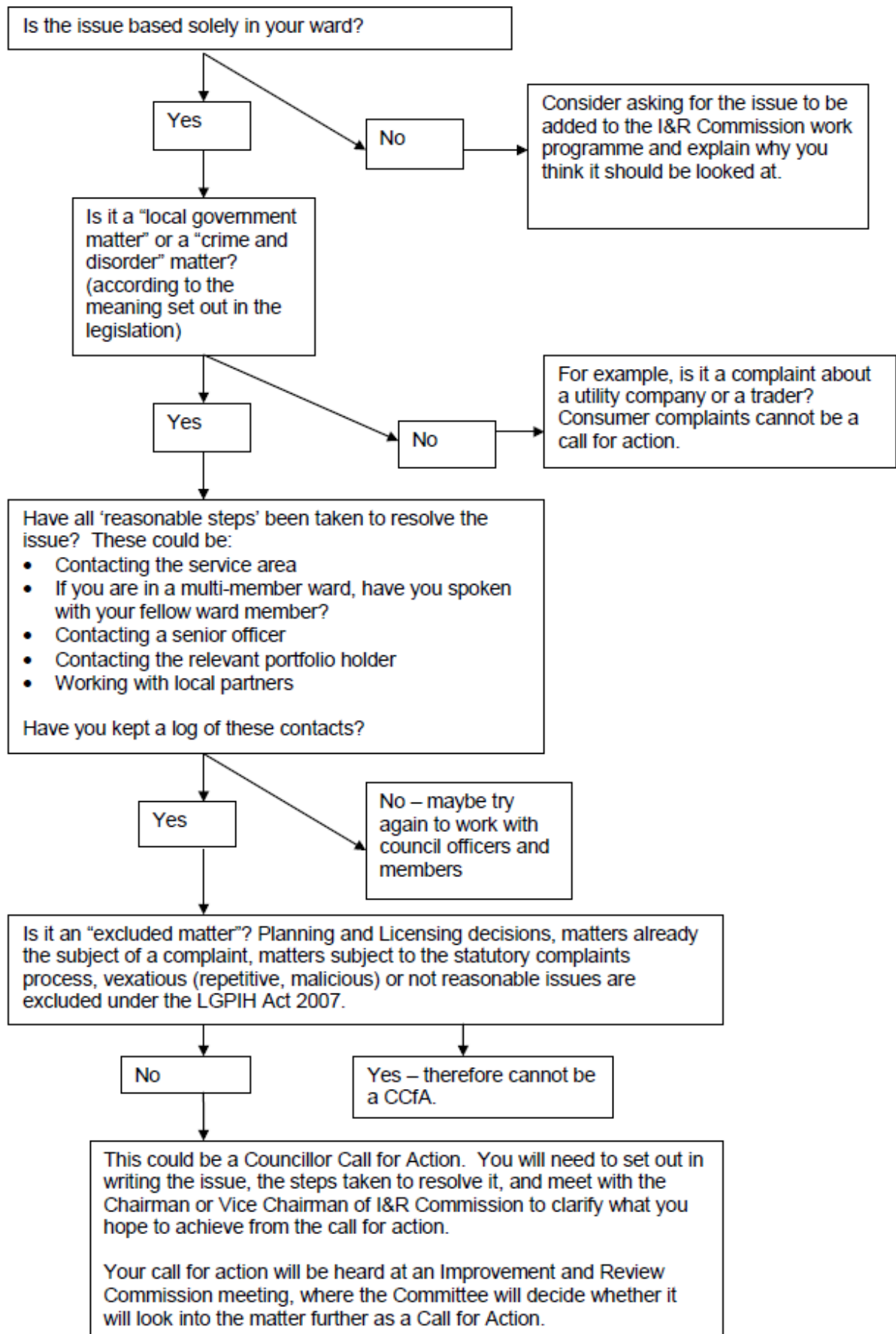
Further points:

- The Improvement and Review Commission will consider the request for call-in at its next scheduled meeting, or at a special meeting.
- A decision may only be called in once unless the original is substantially amended by Cabinet.

8. COUNCILLOR CALL FOR ACTION – GUIDANCE FOR MEMBERS

Councillor Call for Action (CCfA) has been developed as part of the government initiative to delegate power to local communities. CCfA will provide any member of the council with the opportunity to place a matter that impacts on their ward on any Improvement and Review Commission (IRC) agenda. This is regardless of whether they are a member of the IRC.

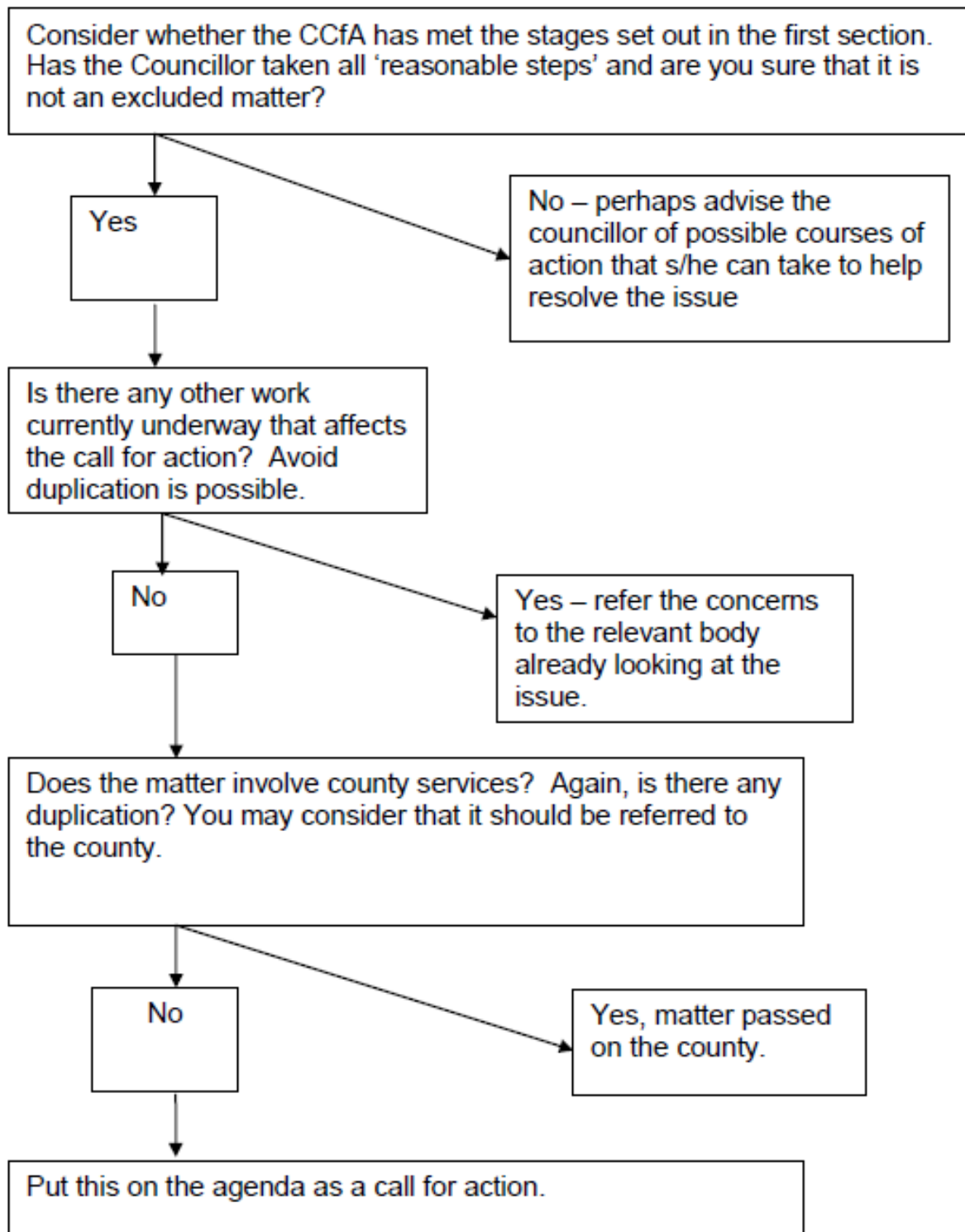
The Councillor Stage



Councillor Call for Action – Improvement and Review Commission stage

A councillor presents his or her call for action.

First, the Improvement and Review Commission must decide whether or not to hear the CCfA in full. This must be done at a committee meeting. If the Commission decides not to go ahead, it must give reasons.



9. SOME DO'S AND DON'T'S OF SCRUTINY...

Scrutiny is about learning and being a 'critical friend'. It should be a positive process.

DO's

- Take an overview and keep an eye on the wider and national picture.
- Benchmark performance against local standards, comparing results with other local authorities, using the results to ask more informed questions.
- Take account of local needs, priorities and policies.
- Be persistent and inquisitive.
- Ask effective questions – be constructive, not judgmental.
- Be open-minded and self-aware, encourage openness within services.
- Listen to users and the public – seek the voices that are not often heard and balance views.
- Praise good practice and seek to spread this throughout the authority.
- Provide feedback to those who have been involved in the review, and to stakeholders.
- Take time to review your own performance.

DON'Ts

- Witch-hunt or use performance review as punishment.
- Be party political.
- Get bogged down in the detail.
- Be frightened of asking the basic questions.
- Undertake too many issues in insufficient depth.
- Start with a clear brief and remit.
- Underestimate the task.
- Lose track of the main purpose of Scrutiny.
- Lack sensitivity to other stakeholders.

Guidance for Councillor for Work Programme Suggestions

Proposed scope / focus of review

Identify precisely what will be reviewed to provide focus and direction.

Your rationale for selection

What are the reasons for reviewing the topic and the key issues? Are they good ones which will stand up to Scrutiny themselves?

e.g. Is the issue important to local people?

What is the strength of Member interest?

What is the possible impact of a review – is there the potential to make a difference?

The focus must be on improving services, performance, policies or decisions for residents and/or significant savings. The Commission needs to be sure that the reviews do not tie up officers on work which has little impact.

Evidence

What are the issues / facts which will support the need for a review?

e.g. Is there any evidence of dissatisfaction with the service or under performance?

Desired outcomes/objectives

What are the outcomes the review is seeking or expected to achieve and how will it benefit or impact on the local community? Again, the Commission needs to be sure that the reviews do not tie up officers on work which has little impact.

e.g. Will the outcomes assist in achieving corporate priorities? If so, which ones?

Other comments

Any other information, proposals or queries.

e.g. How will the subject be reviewed and is this achievable by the resources available?

The Commission needs to be aware of any impact on the ability of officers to deliver services especially small teams where there is likely to be a disproportionate impact.

What sort of timescale is involved?

Need to check what else has happened, is happening or is planned in the areas being considered in order to avoid duplication or wasted effort (i.e. have regard to the wider programmes of reviews recently completed, being undertaken or programmed).

Are there other, more suitable, ways of investigating or picking up the issues?

Work Programme Suggestion Form

Democratic Services
Wycombe District Council
Council Offices
Queen Victoria Road
High Wycombe, Buckinghamshire HP11 1BB

committeeservices@wycombe.gov.uk 01494 421214

Your Name:

Contact Number:

Proposed Scope / focus of review:

Your rationale for selection:

Evidence:

Desired outcomes / objectives / possible terms of reference:

Other comments:

What timescale do you perceive to be necessary for this review?

- Urgent
6-12 months
- Within six months
- Within

Agenda Item 8.

CABINET FORWARD PLAN AND SCRUTINY WORK PROGRAMME

Officer contact: Charles Meakings DDI: 01494 421980

Email: charles_meakings@wycombe.gov.uk

What is the Commission being asked to do?

The Commission is asked to

- (i) to identify any topics from the Cabinet Forward Plan that require review by the Commission;
- (ii) to note the Scrutiny Work Programme as a whole;

Report

Cabinet Forward Plan

The Cabinet Forward Plan is published 28 days before each Cabinet meeting. It identifies the known items that will be considered by Cabinet at its forthcoming meetings.

The Forward Plan issued on the 16th May 2014 is attached as **Appendix "A"**.

The purpose of submitting the forward plan to the Commission is so that Members can review the forthcoming items and highlight any reports that the Commission would like to consider ahead of Cabinet consideration.

Scrutiny Work Programme

The Commission's own work programme is attached as **Appendix "B"**. This schedule identifies the items currently scheduled to come to future meetings of the Commission. Members of the Commission are able to suggest relevant items for inclusion on the agenda.

Task and Finish Groups

The Commission is permitted (under the Constitution) to establish four Task and Finish Groups at any one time (not including joint Task and Finish Groups). The current position is that three Task and Finish Groups are established and still meeting, namely:

- Local Plan Task and Finish Group

The Local Plan Task and Finish Group is due to re-convene after the conclusion of the analysis of the New Local Plan Public Consultation, probably later this month.

- Sports and Leisure Centre Task and Finish Group

The Sports & Leisure Centre Task & Finish Group was re-convened at the Commission's meeting of 4 September 2013. It met on 14 October 2013, and

agreed to a further meeting to receive additional information on the traffic model from Buckinghamshire County Council highways officers.

Buckinghamshire County Council Cabinet Member Decision PT11.13 (the outstanding routing of the Daws Lea link aspect of the Southern Quadrant Transport Plan) was subsequently called in. Given that changes to this decision would affect the information to be given, County Highways Officers recommended that the presentation should be deferred until the call-in had been considered.

The Environment, Transport and Locality Services Select Committee agreed the call-in on 18 December 2013, and on 31 January 2014 the Cabinet Member's response was published: this was to call for a further officer report before taking a decision. The Task and Finish Group is therefore awaiting this report, and for the call-in process to be concluded, before a further meeting to receive the information can be scheduled.

A third Task and Finish Group was established at the last Commission meeting in respect of:

- Houses in Multiple Occupation

Item 4 on this agenda features a scoping report in respect of this Group, from which Group Meetings are to be scheduled and terms of reference established.

Members may recall that a Budget Task and Finish Group is also established each Autumn, to feed into and make recommendations to Cabinet on the Budget Preparation for the following Financial Year.

If at any time Commission Members wish to suggest further topics for the Commission's consideration at a future meeting or as a topic for consideration by a Task and Finish Group it is suggested that they complete and return the Work Programme Suggestion Form featured at final two pages of the Scrutiny Guide as appended to **item 7 (Appendix A)**.

Wycombe District Council
THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND)
REGULATIONS 2012

Cabinet Forward Plan – 2014/2015– Published Friday, 16 May 2014

Notice is hereby given of the decisions listed below that are likely to be taken in private at the meetings indicated. For further information on why these matters will be considered in private, please see the description on the individual item.

Should you wish to make any representations in relation to the meetings below being held in private, please contact Democratic Services, Wycombe District Council, Queen Victoria Road, High Wycombe, Bucks, HP11 1BB. Email: committeeservices@wycombe.gov.uk

Y = key decision *= item to be submitted/decision to be made if necessary

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
<u>Cabinet 16 June 2014</u>					
HWTC Referral - Proposal for the Community Asset Transfer of Bellfield Community House This report details the recommendation to transfer the property to a local community group as set out in the Council's Community Asset Transfer Policy.	Y	Cabinet	Open Report	N/A	Cabinet Member for Community Community Projects Officer

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Agenda Item 8. Appendix A

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
Revenue Outturn, Major Projects Programme and S106/CIL	Y	Cabinet	Open Report (whole)	N/A	Cllr Mel Foster Head of Finance and Commercial
2014/15 Q4 Service Performance	Y	Cabinet	Open Report	N/A	Cllr Richard Scott Policy Officer (Emergency Planning)
Wycombe Museum A report on the way forward	Y	Cabinet	Open Report	N/A	Cabinet Member for Community Head of Community
Cemetery Options Appraisal	Y	Cabinet	Open Report	N/A	Cabinet Member for Community Head of Community
Lease of Queensway for use as a Tranquil Park Proposal to grant a 25yr lease to the Grange Area Trust to create and manage a tranquil park at land known as Queensway , Hazlemere	Y	Cabinet	Exempt Report	Schedule 12A of the Local Government Act 1972. Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cllr Richard Scott Corporate Director

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
Formal Cabinet Response to the Recommendations of the Budget Task and Finish Group Formal Response of Cabinet to the recommendations of the Budget task and Finish Group / Improvement & Review Commission as presented to Cabinet 10 February 2014.	Y	Cabinet	Exempt Report (part)	Schedule 12A of the Local Government Act 1972. Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cllr Mel Foster Head of Finance and Commercial
Handy X Hub – Marketing Budget	Y	Cabinet	Exempt Report	Schedule 12A of the Local Government Act 1972. Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Economic Development & Regeneration Major Projects and Property Executive
Hughenden Quarter Spine Road	Y	Cabinet	Exempt Report	Schedule 12A of the Local Government Act 1972. Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Economic Development & Regeneration Major Projects and Property Executive
<u>Cabinet 14 July 2014</u>					
Joint Crematorium Committee Update	Y	Cabinet	Open Report	N/A	Cllr John Gibbs Head of Community
<u>Cabinet 22 September 2014</u>					

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
Final New Local Plan - Recommendations of Improvement & Review Commission Recommendations of Improvement & Review Commission (Task and Finish Group) re Final New Local Plan	Y	Cabinet	Open Report	N/A	Cllr Mrs Julia Langley Head of Democratic, Legal and Policy Services
2014/15 Q1 Service Performance	Y	Cabinet	Open Report	N/A	Cllr Richard Scott Policy Officer (Emergency Planning)
Budget Monitoring Report Quarter 1	Y	Cabinet	Open Report	N/A	Cllr Mel Foster Head of Finance and Commercial
<u>Cabinet 17 November 2014</u>					
2014/15 Q2 Service Performance	Y	Cabinet	Open Report	N/A	Cllr Richard Scott Policy Officer (Emergency Planning)
Budget Monitoring Report Quarter 2	Y	Cabinet	Open Report	N/A	Cllr Mel Foster Head of Finance and Commercial

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
<u>Cabinet 9 February 2015</u>					
Budget Monitoring Report Quarter 3	Y	Cabinet	Open Report	N/A	Cllr Mel Foster Head of Finance and Commercial
Treasury Management Strategy 2015/16	Y	Cabinet	Open Report	N/A	Cllr Mel Foster Head of Finance and Commercial
Treasury Prudential Indicators 2015/16	Y	Cabinet	Open Report	N/A	Cllr Mel Foster Head of Finance and Commercial
Revenue Budget & Council Tax Setting 2015/16	Y	Cabinet	Open Report	N/A	Cllr Mel Foster Head of Finance and Commercial
Houses in Multiple Occupation - Improvement & Review Commission recommendations Houses in Multiple Occupation - Improvement & Review Commission (Task and Finish Group) recommendations	Y	Cabinet	Open Report	N/A	Cabinet Member for Environment Housing Services Manager

Title & Subject Matter	Key	Decision to be taken by	Will the report be held wholly or partly in private	Reason no public access	Lead Member & Contact Officer
Developer Contribution Funding of Infrastructure	Y	Cabinet Member for Community	Open Report	N/A	Cllr Neil Marshall Developer Contributions Officer
<u>Cabinet 2 March 2015</u>					
2014/15 Q3 Service Performance	Y	Cabinet	Open Report	N/A	Cllr Richard Scott Policy Officer (Emergency Planning)

Members of the Cabinet

Name	Address	Ward represented	Position
Cllr R J Scott	Fulshaw Court Mill Road Marlow Bucks SL7 1QB	Marlow South East	Executive Leader of the Council
Cllr H L McCarthy	Snowhill North Road,Widmer End High Wycombe Bucks HP15 6ND	Hazlemere North	Executive Deputy Leader & Cabinet member for Strategy
Cllr M Foster	Jasmin Cottage Cherry Tree Close Speen Princes Risborough Bucks HP27 0TB	Lacey Green, Speen and the Hampdens	Cabinet Member for Finance
Cllr J Gibbs	185a Main Road Naphill High Wycombe Bucks HP14 4SD	Stokenchurch & Radnage	Cabinet Member for Community
Cllr T Green	2 Totteridge Drive High Wycombe Bucks HP13 6JH	Terriers and Amersham Hill	Cabinet Member for Economic Development and Regeneration
Cllr M Hussain JP	19 Mendip Way Downley Bucks HP13 5TE	Abbey	Cabinet Member for HR,ICT & Customer Services
Cllr N Marshall	Old Kiln House Marlow Common Marlow	Marlow North and West	Cabinet Member for Planning and Sustainability

	Bucks SL7 2QP		
Cllr Mrs J E Teesdale	43 Green Lane Radnage High Wycombe HP14 6DJ	Chiltern Rise	Cabinet Member for Environment

Wycombe District Council published 7 April 2014

Improvement & Review Commission Plan – APRIL 2014 - MAY 2015

Title & Subject Matter	Wards	Corporate Priority	Date to be taken	Lead Member	Department	Where referred to (if referred)	Contact Officer
Presentation by Cabinet Member for HR, ICT & Customer Services Presentation by the Cabinet Member for HR (Human Resources), ICT (Information Communication Technology) and Customer Services	All Wards	People. Engaging and working with our communities	18 June 2014	Cabinet Member for HR, ICT & Customer Services	Human Resources, ICT/Customer Service Centre & Shared Support Services		Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210
Scoping Report re Houses in Multiple Occupation Task and Finish Group Scoping Report re Houses in Multiple Occupation Task and Finish Group	All Wards	Place. Sustainably regenerating the area	18 June 2014	Cabinet Member for Environment	Environment		Brian Daly, Housing Services Manager brian_daly@wycombe.gov.uk
Produce Report for Feedback from Performance Indicator Analysis Meeting (Q4/year end 2013/14)	All Wards		18 June 2014		Democratic, Legal & Policy Services		
Scrutiny Work Programme Consideration of the Improvement & Review Commission's Work Programme	All Wards		18 June 2014		Democratic, Legal & Policy Services		
Community Safety Partnership Report Annual Community Safety Partnership Report	All Wards	People. Engaging and working with our communities	3 September 2014		Community		Gillian Stimpson, Community Safety Manager gillian_stimpson@wycombe.gov.uk Tel: 01494 421404
Presentation by Cabinet Member for Economic Development & Regeneration Presentation by Cabinet Member for Economic Development & Regeneration	All Wards	Place. Sustainably regenerating the area	3 September 2014	Cabinet Member for Economic Development & Regeneration	Property Services		Charles Brocklehurst, Major Projects and Property Executive charles_brocklehurst@wycombe.gov.uk Tel: 01494 421283
Final report of the Sports/Leisure Centre Task and Finish Group Final report of the Sports/Leisure Centre Task and Finish Group	All Wards		3 September 2014		Community		Charles Meakings, Head of Democratic, Legal and Policy Services charles_meakings@wycombe.gov.uk Tel: 01494 421982
Finalised New Local Plan Finalised New Local Plan after consultation	All Wards		3 September 2014	Improvement & Review Commission	Democratic, Legal & Policy Services	To Cabinet September 2014	Ted Piker, Scrutiny Support Officer ted_piker@wycombe.gov.uk

Title & Subject Matter	Wards	Corporate Priority	Date to be taken	Lead Member	Department	Where referred to (if referred)	Contact Officer
Produce Report for Feedback from Performance Indicator Analysis Meeting (Q1 2014/15)	All Wards		3 September 2014		Democratic, Legal & Policy Services		
Scrutiny Work Programme Consideration of the Improvement & Review Commission's Work Programme	All Wards		3 September 2014		Democratic, Legal & Policy Services		
Report of the Houses in Multiple Occupation Task and Finish Group Report of the Houses in Multiple Occupation Task and Finish Group	All Wards	Place. Sustainably regenerating the area	12 November 2014	Cabinet Member for Environment	Environment	to Cabinet 9/2/2015	Brian Daly, Housing Services Manager brian_daly@wycombe.gov.uk
Scrutiny Work Programme Consideration of the Improvement & Review Commission's Work Programme	All Wards		12 November 2014		Democratic, Legal & Policy Services		Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210
Performance Indicator Analysis Quarter 2 - 2014/15 Produce Report for Feedback from Performance Indicator Analysis Meeting (Q2 - 2014/15)	All Wards	Pounds. Delivering value for money	14 January 2015		Democratic, Legal & Policy Services		Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210
Scrutiny Work Programme Consideration of the Improvement & Review Commission's Work Programme	All Wards		14 January 2015		Democratic, Legal & Policy Services		Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210
Performance Indicator Analysis Quarter 3 - 2014/15 Produce Report for Feedback from performance Indicator Analysis Meeting (Q3 - 2014/15)	All Wards	Pounds. Delivering value for money	11 March 2015		Democratic, Legal & Policy Services		Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210
Scrutiny Work Programme Consideration of the Improvement & Review Commission's Work Programme	All Wards		11 March 2015		Democratic, Legal & Policy Services		Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210

IMPROVEMENT AND REVIEW COMMISSION TASK AND FINISH GROUPS – as at 7 April 2014

2014								
APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
NEW LOCAL PLAN Chairman: Cllr Mrs W J Mallen Membership: Cllrs D A Anson MBE, Mrs L M Clarke OBE, S Graham, B R Pollock JP, J A Savage (Vice Chairman) Scheduled Meetings: TBA								
REPLACEMENT SPORTS / LEISURE CENTRE AT HANDY CROSS Chairman: Cllr R M H Farmer Membership: Cllrs Z Ahmed, D H G Barnes, Mrs L M Clarke OBE, Mrs W J Mallen & R Wilson Scheduled Meetings: TBA								
HOUSES IN MULTIPLE OCCUPATION Chairman: TBC Membership: TBC Scheduled Meetings: TBA								

KEY

 current task and finish group	 planned task and finish group	 extant groups not currently active
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Agenda Item 9

COUNCILLOR CALL FOR ACTION

To consider any Councillor Call for Action submitted in accordance with the agreed procedure.

Agenda Item 10

SUPPLEMENTARY ITEMS (IF ANY)

Agenda Item 11

URGENT ITEMS (IF ANY)