



Improvement and Review Commission

Date: Wednesday, 11 March 2015
Time: 7.00 pm
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe Bucks

Membership

Chairman: Councillor R 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, M E Knight, 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, Ms J D Wassell and D M Watson

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Agenda

Item		Page
1.	APOLOGIES FOR ABSENCE	1
2.	DECLARATIONS OF INTEREST	1
3.	MINUTES OF PREVIOUS MEETING	1
TRAINING, JOINT SCRUTINY, WORK PROGRAMME AND SUPPLEMENTARY ITEMS		
4.	IMPROVEMENT & REVIEW COMMISSION - MEMBERS INDUCTION AND WORK PROGRAMME 2015-16	2 - 7

Item		Page
IMPROVEMENT AND REVIEW		
5.	PERFORMANCE INDICATOR ANALYSIS QUARTER 3 - 2014/15	8 - 12
6.	COUNCILLOR CALL FOR ACTION	13
7.	SUPPLEMENTARY ITEMS	13
8.	URGENT ITEMS	13

**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 14 JANUARY 2015

To confirm the Minutes of the meeting held on 14 January 2015.

Agenda Item 4.

MEMBER INDUCTION AND WORK PROGRAMME 2015/16

Officer contact: Charles Meakings, charles_meakings@wycombe.gov.uk, 01494-421980

What is the Commission being asked to do?

- (i) To consider the proposed induction arrangements at the first meeting of the Commission following the elections, on 17 June 2015; and
- (ii) To note the emerging work programme that will be submitted to the Commission's meeting on 17 June, 2105.

Executive Summary

1. This report outlines the components of the induction session for the Members of the Improvement and Review Commission, which will be formed after the district council elections on 7 May this year.
2. Details of the emerging work programme that will be submitted for consideration to the first meeting on 17 June are outlined, which can be changed and added to as necessary at that meeting.

Background and Issues

Member Induction for Improvement and Review Commission

3. As well as the general induction programme for all Members, it is proposed to use the first part of the Commission's meeting on 17 June 2015 to familiarise Members with their role on the Improvement and Review Commission.
4. The session will cover:
 - The improvement and scrutiny roles of the Commission.
 - The relationship between the Commission, the Cabinet and the Council.
 - The various ways Members can propose items for consideration at Commission meetings and for inclusion in the work programme.
 - The call-in process.
 - The emerging work programme for 2015/16.
5. The two key reference documents will be:
 - The Commission's Scrutiny Guide (as agreed on 18 June 2014)
 - The Commission's Protocol as contained in the Constitution (as agreed by Council 26 February 2015)

Emerging Work Programme 2015/16

6. The Commission has successfully completed its work programme for the current year.
7. The work programme will be submitted to the meeting on 17 June 2015 for consideration and approval. At the current time, the following topics will be submitted for consideration:

Local Plan Task and Finish Group

The Commission will be asked to consider whether to establish this Task and Finish Group to input into the review of the Local Plan.

Cabinet considered the current position with regard to the Local Development Scheme at its meeting on 2 March, 2015.

Budget Task and Finish Group

This is an annual feature of the Commission's work. The key issue to be addressed will be regarding the focus of the Task and Finish Group's work and therefore the timing.

There are two broad options:

Option 1- Review of the Council's 2016/17 Budget

The primary focus of the Group's work would be to look at the budget being proposed for 2016/17 and to make recommendations to Cabinet at its meeting on 8 February 2016. The bulk of the work would be undertaken during December and January, given the timings of the Government's funding announcements. It would not look at proposing new schemes or initiatives.

Option 2 – Medium-Term Look Ahead

Under this option the Task and Finish Group would look at the Council's priorities and the medium-term financial strategy, with a view to identify further schemes and initiatives to assist the Council. In view of the need to analyse and cost schemes and initiatives the Group would start work in September and look to report to Cabinet on 16 November, 2015, thus allowing time for any agreed recommendations to be taken forward by Cabinet with appropriate funding included in the 2016/17 budget.

8. In addition to the above, Councillor Trevor Snaith has submitted a topic for inclusion in the Commission's work programme regarding the role of ward members and officers in the planning process and planning enforcement, which is attached as **Appendix A**. A question on this was asked at the Council Meeting (26 February 2015) when the Cabinet Member replied that like all Councils, it was acknowledged that resources were stretched but we were managing to the best of our abilities. If this was to be taken forward care would need to be exercised to ensure that the remit of the review did not cross over into staffing matters or non-executive matters under the purview of the Planning Committee.
9. The Commission's view is sought on whether this topic should be added to the emerging work programme for consideration on 17 June 2015.

Next Steps

10. A report will be made to the 17 June 2015 meeting.

Background Papers*

None.

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: Cllr Trevor Snaith

Contact Number: 07971 475401

Proposed Scope / focus of review:

WDC Planning
Review of the role of ward members and officer in the Planning process and Planning enforcement.

Your rationale for selection:

In light of the Reserved Sites and other applications we need to ensure we have in place a robust plan to not only manage the applications but the resulting enforcement and impact arising across the District.

Evidence:

Cllr Snaith raised questions at full council on 26th Feb 2015 around planning process and Planning enforcement.
Cllr N Marshall was very open and candid in his response. This has highlighted a need for a piece of work to look into issues arising from his response.

Desired outcomes / objectives / possible terms of reference:

To investigate the effectiveness of Planning processes and outcomes and the roles members and officers can play in the process
The Terms of reference and scope of the process and outcomes the members of I&R would need to agree.

Other comments:

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

Urgent

Within six months

Within 6-12 months

Agenda Item 5.

UPDATE FROM AUDIT COMMITTEE & IMPROVEMENT & REVIEW COMMISSION CHAIRMEN'S PERFORMANCE INDICATOR ANALYSIS MEETING – QUARTER 3 – 2014-15 11 FEBRUARY 2015.

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

The Commission is asked to note the action list of the Audit Committee and Improvement & Review Commission Chairmen's Meeting of Wednesday 11 February 2015 (as attached **Appendix A**) in respect of Performance Indicator Analysis regards Quarter 3 of 2014-15.

The Commission is particularly asked to note the 'Future of this Group' note (16) in which the Group decided to recommend to Cabinet that the Audit and Improvement & Review Commission Performance Indicator Meetings be disbanded and that all performance indicators collated for each quarter be referred to the Audit Committee. Audit Committee could then if necessary also identify any particular piece of work for Commission / TFG consideration that emerged from the analysis of these indicators.

Also to be noted the Chairmen's Meeting considered the provision of temporary accommodation whether it be with the use of Saunderton Lodge and whether the Lodge be re-furnished or not, was a suitable topic for consideration by the Improvement & Review Commission possibly as a Task and Finish Group.

Agenda Item 5. Appendix A

AUDIT/IR COMMISSION CHAIRMEN/VICE CHAIRMEN PERFORMANCE INDICATOR RESULTS MEETING

11 February 2015

ACTION NOTES

PRESENT:

Task and Finish Group Members

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

NO	ITEM	ACTION
11	APOLOGIES FOR ABSENCE Apologies for absence were received from Councillor Mrs J D Langley.	
12	DECLARATIONS OF INTEREST There were no declarations of interest.	
13	MINUTES OF LAST MEETING The minutes of the meeting held on 18 November 2014 were agreed as an accurate record.	
14	ACTIONS ARISING FROM LAST MEETING In relation to the action points arising from the minutes of the previous meeting, the following updates were noted. ES009 & ES010 Homelessness prevention & ES006 numbers in temporary accommodation: A summary in respect of the future of Saunderton Lodge, WDC's key site in the provision of temporary accommodation, was given to attendees, indicating the various options being considered, to be brought forward to Cabinet in the next 6-12 months. A printed synopsis of these options which had been supplied to Andy Foreman was to be circulated with these notes (attachment 14). The Group felt that the Council should retain ownership of Saunderton Hostel at all costs, and refurbish it as it was essential and ideal for homelessness provision.	

NO	ITEM	ACTION
	<p>The Meeting considered this provision of accommodation whether it be with the use of Saunderton Lodge and whether it be re-furbished or not, was a suitable topic for consideration by the Improvement & Review Commission possibly as a Task and Finish Group.</p> <p>In respect of the referral of Quarters 1 & 2 2014-15 Performance at the previous meeting and the consideration of this data after referral to Cabinet in that instance. Cllr Gaffney reported that he had pursued this issue and had been assured that referral to the Chairmen would henceforth occur before Cabinet, any future meetings were to be scheduled to ensure this.</p>	PD
15	<p>QUARTER 3, 2014-15 PERFORMANCE</p> <p>The Meeting discussed the importance of tying in the Strategic Risk Register to the collation of performance indicators. Priorities of the organisation informed what was to be achieved at service level; the risk registers outlined what how these would be achieved through the mitigation of the risks identified..</p> <p>In respect of the specific indicator results for focus featured in the report Members acknowledged the difficulties experienced in respect of the Number of users of Wycombe Sports Centre (CS001a) indicator, in that the new operator was collecting data on a different basis to the previous operator the year before. Additionally with the creation of the new centre, a similar base line data collection would occur next year, comparing year on for the foreseeable future was nigh on impossible.</p> <p>Again in respect of Number of visits / usage of Wycombe Museum (CS002) the start of a new criteria as from next year of only recording actual visits in person to the museum (not including website visits) was noted.</p> <p>In respect of the three indicators regards household waste, it was agreed consistent graphs to the same scale would be prepared in future along with overlaid data in respect of BV082ai and BV082bi.</p> <p>It was noted the number of people in TA (temporary accommodation) (ES006) represented households, and did not demarcate family and importantly children.</p>	AF

NO	ITEM	ACTION																									
	<p>Reductions in sickness absence (BV012) were commended.</p> <p>The usefulness of HR002 (% calls to CSC (Customer Service Centre) answered within 20 seconds) in monitoring Capita after taking over the contract was noted.</p> <p>It was suggested that alongside major applications (NI 157a) ‘minor’ and ‘others’ should also be monitored against their national targets, these were of more interest to the local public applying for planning to their properties.</p> <p>Andy Foreman outlined limited Benchmarking that the Local Government Association’s LG Inform Team had carried out during 2014 under a pilot, to which WDC had contributed. The three indicators relevant to Wycombe revealed the following for Q2 June – September 2014:</p> <table border="1" data-bbox="252 913 1264 1451"> <thead> <tr> <th data-bbox="252 913 555 1003">Measure</th> <th data-bbox="555 913 762 1003">WDC outturn</th> <th data-bbox="762 913 954 1003">Avg. outturn (all LAs)</th> <th data-bbox="954 913 1121 1003">Best outturn</th> <th data-bbox="1121 913 1264 1003">Worst outturn</th> </tr> </thead> <tbody> <tr> <td data-bbox="252 1003 555 1137">% Waste sent for re-use, recycling and composting</td> <td data-bbox="555 1003 762 1137">54.7%</td> <td data-bbox="762 1003 954 1137">47.3%</td> <td data-bbox="954 1003 1121 1137">65.3%</td> <td data-bbox="1121 1003 1264 1137">21.5%</td> </tr> <tr> <td data-bbox="252 1137 555 1227">Kgs waste collected per household</td> <td data-bbox="555 1137 762 1227">101.6 kgs</td> <td data-bbox="762 1137 954 1227">123.1 kgs</td> <td data-bbox="954 1137 1121 1227">77.6 kgs</td> <td data-bbox="1121 1137 1264 1227">185.9 kgs</td> </tr> <tr> <td data-bbox="252 1227 555 1361">Formal complaints received per 10,000 residents</td> <td data-bbox="555 1227 762 1361">6.39 complaints</td> <td data-bbox="762 1227 954 1361">9.7 complaints</td> <td data-bbox="954 1227 1121 1361">0.2 complaints</td> <td data-bbox="1121 1227 1264 1361">118 complaints</td> </tr> <tr> <td data-bbox="252 1361 555 1451"><i>(context: complaints received)</i></td> <td data-bbox="555 1361 762 1451"><i>(111)</i></td> <td data-bbox="762 1361 954 1451"><i>(246)</i></td> <td data-bbox="954 1361 1121 1451"><i>(2)</i></td> <td data-bbox="1121 1361 1264 1451"><i>(4,026)</i></td> </tr> </tbody> </table>	Measure	WDC outturn	Avg. outturn (all LAs)	Best outturn	Worst outturn	% Waste sent for re-use, recycling and composting	54.7%	47.3%	65.3%	21.5%	Kgs waste collected per household	101.6 kgs	123.1 kgs	77.6 kgs	185.9 kgs	Formal complaints received per 10,000 residents	6.39 complaints	9.7 complaints	0.2 complaints	118 complaints	<i>(context: complaints received)</i>	<i>(111)</i>	<i>(246)</i>	<i>(2)</i>	<i>(4,026)</i>	AF
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	<p>Wycombe compared very well amongst this limited sample of 80 authorities (21 of which were in the South East, which was the best represented area).</p> <p>Members were aware of the high accuracy of WDC’s data, but were not so confident of other authorities; and Members felt that other authorities may even inflate their performance figures. If so to compare so well to such figures was commendable.</p> <p>The Meeting supported the extension of this benchmarking, and would like to see a further sub section to such with a comparison to say ½ a dozen similar sized authorities.</p>	AF																									

NO	ITEM	ACTION
16	<p>FUTURE OF THIS GROUP</p> <p>The Group decided to recommend to Cabinet that these Audit and Improvement & Review Commission Performance Indicator Meetings be disbanded and that all performance indicators collated for each quarter be referred to the Audit Committee. Audit Committee could then if necessary also identify any particular piece of work for Commission / TFG consideration that emerged from the analysis of these indicators.</p>	<p>IRC to consider 11 March and Cabinet to consider 15 June 2015</p>
17	<p>ANDY FOREMAN (POLICY OFFICER)</p> <p>The Meeting thanked Andy Foreman for his invaluable input into the performance work of the Policy Unit over several years. Andy will be going to take on a Contracts Performance role with the NHS in Sussex and will be leaving the Council mid-March. Members were pleased to see his post was to be filled, performance assessment being key to the successful operation of the Council, he would be a hard act to follow.</p>	

The meeting closed at 6.30 pm

The following officers were in attendance at the meeting

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

Agenda Item 6

COUNCILLOR CALL FOR ACTION

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

Agenda Item 7

SUPPLEMENTARY ITEMS (IF ANY)

Agenda Item 8

URGENT ITEMS (IF ANY)