



## Improvement and Review Commission

Date: 13 January 2016  
Time: 7.00 pm  
Venue: Council Chamber  
District Council Offices, Queen Victoria Road, High Wycombe Bucks

### Membership

Chairman: Councillor R Gaffney  
Vice Chairman: Councillor A D Collingwood

Councillors: Mrs S Adoh, K Ahmed, Ms A Baughan, Miss S Brown, H Bull,  
Mrs L M Clarke OBE, M P Davy, C Etholen, M Harris, M E Knight,  
D Knights, A Lee, Ms C J Oliver, S K Raja, R Raja and J A Savage

### Standing Deputies

Councillors M C Appleyard, G C Hall, M Hanif, M A Hashmi, M Hussain,  
M Hussain JP, N B Marshall, H L McCarthy, Ms J D Wassell and  
L Wood

**Fire Alarm** - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff.

## Agenda

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**For further information, please contact Peter Druce (Democratic Services) 01494 421210 peter\_druce@wycombe.gov.uk 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 11 NOVEMBER 2015**

To confirm the Minutes of the meeting held on 11 November 2015.

# Agenda Item 4.

## REGENERATION DELIVERY TASK AND FINISH GROUP

**Contact:** Charles Meakings 01494-421980 [charles\\_meakings@wycombe.gov.uk](mailto:charles_meakings@wycombe.gov.uk)

### What is the Commission being asked to do?

- (i) To agree the terms of reference and scope of the Regeneration Delivery Task and Finish Group as set out below; and
- (ii) To seek Members of the Improvement and Review Commission in the first instance to serve on the Task and Finish Group, commencing in March 2016 and reporting to the Commission on 14 September 2016.

### Background

At the last meeting of the Commission (11 November 2015) it was agreed to establish a task and finish group to investigate the capacity, decision-making process and project delivery arrangements required to achieve the Council's income target as a result of its regeneration priority, covering both commercial and residential regeneration within the Major Projects and Estates Executive's prioritised programme.

#### The Council's Corporate Plan

Cabinet (16 November 2015) recommended to Council (14 December 2015) the adoption of the Corporate Plan 2015-19. One of the priorities related to "Regeneration and Infrastructure", focusing on investing in our District and enabling regeneration through the use of the Council's assets and capital - and where possible, external funding. In this way we are also helping to ensure we have the appropriate infrastructure to support sustainable growth.

The approach is to use the Council's assets and capital in such a way that not only delivers regeneration and growth in a sustainable way, but also generates annual revenue to support Council services to the public, thus contributing to the projected funding shortfall in future years. In this way the Council can make sure essential services continue to be provided and help to provide jobs, as well as retail, leisure and other facilities for local people to enjoy.

This priority is also about making sure that we have plans in place to facilitate the wider delivery of required growth in our district. Our residents have told us that the provision of affordable homes, jobs for local people and other infrastructure is important to them. They have also told us that they value the beautiful landscape setting that we enjoy in this district meaning that a balance has to be sought.

Our plans, such as the new Local Plan, will help us to work with developers to make sure that new developments are sustainable and of high quality: future proofing them for climate change and in particular flooding. Development is not just about the built environment and we want, through this planning process, to investigate opportunities to facilitate the creation of a wide range of solutions for economic, environmental and social benefit - which will not only be good for people, but will help safeguard wildlife

too. The detailed work streams are attached as appendix A for information.

The Government's spending review and autumn statement, delivered on 25 November 2015, confirmed the approach outlined in the Corporate Plan to plan towards financial self-sufficiency.

### Cabinet's response to Budget Task and Finish Recommendations

The two relevant recommendations related to increasing income through the use of Council's assets to generate new income streams to meet a set annual target by December 2018, with a prioritised programme to deliver the short, medium and long-term projects, drawing on the six categories of commercial development identified.

Cabinet (14 December 2015) formally responded to the Budget Task and Finish Group recommendations, agreeing to this approach (which is endorsed in the Corporate Plan) and have included suitable projects in the major projects programme. The resourcing required is currently being identified.

### **Proposed Terms of Reference**

1. To investigate and help shape the emerging arrangements for the delivery of the Council's Regeneration and Infrastructure priority in order that the Council can make the smooth transition to financial self-sufficiency, specifically focusing on:
  - (a) The prioritised regeneration programme to deliver the scale of recurring annual income required by 2018;
  - (b) The organisational resources, decision-making and project delivery arrangements in place to ensure delivery of the regeneration projects on time and on budget; and
  - (c) The partnership arrangements in place to ensure delivery of the regeneration projects on time and on budget, in particular with Buckinghamshire County Council and the Bucks (Thames Valley) Local Enterprise Partnership.
2. To make recommendations to the Improvement and Review Commission on 14 September 2016 for submission to Cabinet on 19 September 2016.

### **Conducting the Review**

It is proposed that the first meeting be held in March 2016, when an update on progress can be provided on the programme of work and resources in place to deliver them, which can act as the starting point for the Task and Finish Group's work.

## **Membership**

The Chairman has asked the Vice-Chairman, Councillor Alex Collingwood, to chair this Task and Finish Group.

The aim is to have a cross-party membership of between 6 and 9 Members.

## **Next Steps**

To agree the membership of the Task and Finish Group ahead of the first meeting in March.

## **Background Papers**

Improvement and Review Commission Agenda and Minutes 11 November 2015

Cabinet Agenda and Minutes 16 November and 14 December 2015.

# Agenda Item 5.

## RURAL ISSUES – DISCUSSION ITEM

**Contact:** Charles Meakings, [charles\\_meakings@wycombe.gov.uk](mailto:charles_meakings@wycombe.gov.uk), 01494 421980

### What is the Commission being asked to do?

1. To consider setting up a task and finish group with a specific rural focus based on one of more of the suggested topics below; and
2. To seek Members of the Improvement and Review Commission in the first instance to serve on the Task and Finish Group, reporting to the Commission on 9 November 2016.

### Background

At the last meeting of the Commission (11 November 2015) the need to focus on rural issues was highlighted as part of the debate on the Council's Corporate Plan.

Further to that discussion the Commission is asked whether it wishes to establish a Task and Finish group to explore this issue further.

### Possible scope of the Task and Finish Group

From a review of scrutiny reviews elsewhere, an analysis of the last residents' survey and the issues considered by the Rural Forum, four areas have been identified for consideration.

The scope of the Task and Finish Group needs to be defined carefully in order to ensure it has a manageable remit and can report back to the Commission within a reasonable period of time, say six months.

It is envisaged that the bulk of the work of the Task and Finish Group will be externally focused, meeting with key stakeholders. The recommendations arising from the review are therefore likely to be directed at partner agencies, as well as the District Council.

The Commission is asked to consider **one** of the following areas, or one other area:

#### Option 1 - Connectivity

This could explore issues regarding access to services from rural communities, including public transport and broadband.

#### Option 2 - Employment and Tourism

This could explore issues relating to rural job creation, rural skills (apprenticeships) for the farming industry and expanding tourism opportunities.

### **Option 3 - Quality of Life**

This could explore issues relating to deprivation in rural areas and community cohesion, including the role of the voluntary and community sector.

### **Option 4 - Living Countryside**

This could explore issues relating to conserving and protecting our countryside (AONB) and access to the countryside (green infrastructure, e.g. parks).

### **Membership**

The aim is to have a cross-party membership of between 6 and 9 Members.

### **Next Steps**

To agree the membership of the Task and Finish Group ahead of the first meeting when the detailed terms of reference and conduct of the review can be determined.

### **Background Papers**

Residents Survey 2014



# Agenda Item 6.

## COMMISSION'S WORK PROGRAMME AND CABINET FORWARD PLAN

**Officer contact:** Charles Meakings DDI: 01494 421980

Email: [charles\\_meakings@wycombe.gov.uk](mailto:charles_meakings@wycombe.gov.uk)

### What is the Commission being asked to do?

The Commission is asked to

- (i) note this update on the Work Programme as a whole;
- (ii) identify any topics from the Cabinet Forward Plan that require review by the Commission at a future meeting, ahead of any item scheduled for consideration by Cabinet; and
- (iii) note the current position with regard to the Task and Finish Groups.

### 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).

Earlier items on this agenda are proposing the establishment of two new task and finish groups, one regarding regeneration delivery and one on rural issues. If these are agreed then the Commission currently has its full quota of Task and Finish Groups (4).

The current position regarding the two established Task and Finish Groups is as follows:

- Local Plan Task and Finish Group

Item to be verbally updated at the meeting.

- Budget Task and Finish Group (Phase 2 Scrutiny of Emerging Budget)

The Budget Task and Finish Group was set up this municipal year on a two phase basis. The initial phase in respect of 'Strategic Review of the Budget' reported direct to the Cabinet Meeting of 16 November 2015, making recommendations for inclusion in the Budget preparation for 2016-17. Cabinet responses to these recommendations were given at the Cabinet's Special meeting of 14 December 2015.

Subsequently the Budget Task & Finish Group has carried out a Phase 2 being a scrutiny of the emerging Budget; recommendations from this Phase are currently being prepared, again the Group are to report direct to Cabinet at the 8 February 2016 Cabinet Meeting.

- Regeneration Delivery Task & Finish Group

As part of its Phase 1 report prepared by the Budget Task & Finish Group the Group recommended that a separate Task and Finish Group be established to investigate the capacity, decision-making process and project delivery arrangements required to achieve the targets set, covering both commercial and residential regeneration.

The establishment of this Regeneration Delivery Task and Finish Group was agreed by the Commission at its previous 11 November 2015 meeting, a scoping report being featured on this Agenda for consideration.

- Task and Finish Group on rural issues

This is proposed in an earlier item on this agenda.

### **Proposing new Review Topics**

If at any time Commission Members wish to suggest further topics for the Commission's consideration then please complete and return the new Work Programme Suggestion Form (**Appendix C**) to the Democratic Services section for consideration at a future meeting of the Commission.

### **Scrutiny Work Programme**

For items coming to meetings of the Commission that are not the subject of a Task and Finish Group, please see the table in **Appendix A**, the current active Task and Finish Groups are also featured in this document in the Gantt chart at the end.

### **Cabinet Forward Plan**

The Commission is also asked to consider the draft Cabinet Forward Plan published on 22 December 2015 (**Appendix B**). The purpose of submitting the Forward Plan to the Commission; is so that Members can review forthcoming items and highlight any reports that the Commission would like to review ahead of Cabinet consideration.

**Wycombe District Council – published 12 November 2015**

**Improvement & Review Commission Plan – DECEMBER 2015 - MARCH 2016**

<b>Title &amp; Subject Matter</b>	<b>Wards</b>	<b>Corporate Priority</b>	<b>Date to be taken</b>	<b>Lead Member</b>	<b>Department</b>	<b>Where referred to (if referred)</b>	<b>Contact Officer</b>
Regeneration Delivery Task & Finish Group Regeneration Delivery Task & Finish Group scoping report	All Wards	Place. Sustainably regenerating the area	13 January 2016	Improvement & Review Commission	Property Services		Peter Druce, Democratic Services, Charles Meakings, Head of Democratic, Legal and Policy Services peter_druce@wycombe.gov.uk Tel: 01494 421210, charles_meakings@wycombe.gov.uk Tel: 01494 421982
Rural Issues - Discussion Item Rural Issues – Discussion Item	All Wards	People. Engaging and working with our communities	13 January 2016	Improvement & Review Commission	Community		Peter Druce, Democratic Services, Charles Meakings, Head of Democratic, Legal and Policy Services peter_druce@wycombe.gov.uk Tel: 01494 421210, charles_meakings@wycombe.gov.uk Tel: 01494 421982
Commission's Work Programme & Cabinet Forward Plan Commission's Work Programme & Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	13 January 2016	Improvement & Review Commission	Democratic, Legal & Policy Services		Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210
Commission's Work Programme & Cabinet Forward Plan Commission's Work Programme & Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	9 March 2016	Improvement & Review Commission	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 12 November 2015

2015		2016						
NOV	DEC	JAN	FEB	MAR	APR			
<b>LOCAL PLAN</b> <b>Chairman:</b> Cllr J Savage <b>Membership:</b> Cllrs A Collingwood (Vice Chairman), Ms S Adoh, Miss S Brown & H McCarthy <b>Scheduled Meetings:</b> TBC								
<b>BUDGET TASK AND FINISH GROUP (PHASE 2 EMERGING BUDGET SCRUTINY)</b> <b>Chairman:</b> Cllr A Collingwood <b>Membership:</b> Cllrs Miss S Brown, H Bull, Mrs L Clarke OBE, C Etholen (Vice Chairman), M Knight, D Knights, R Raja, S Raja & C Whitehead. <b>Scheduled Meetings:</b> 8.10.15.								
		<b>REGENERATION DELIVERY TASK AND FINISH GROUP</b> <b>Chairman:</b> TBC <b>Membership:</b> TBC <b>Scheduled Meetings:</b> TBC						
<b>KEY</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid black; background-color: #ffff00;">current task and finish group</td> <td style="width: 33%; border: 1px solid black; background-color: #c8e6c9;">planned task and finish group</td> <td style="width: 33%; border: 1px solid black; background-color: #ffe0b2;">extant groups not currently active</td> </tr> </table>						current task and finish group	planned task and finish group	extant groups not currently active
current task and finish group	planned task and finish group	extant groups not currently active						

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

**Cabinet Forward Plan – 2015/2016– Published Tuesday, 22 December 2015**

**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](mailto: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
<b><u>January 2016</u></b>					
Individual Officer Decision - Council Tax Base Setting	Y	Standards Committee	Open Individual Decision	N/A	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
<b><u>Cabinet 8 February 2016</u></b>					
Referral from the High Wycombe Town Committee on Cemetery Fees and Charges for 2016/17	Y	Cabinet	Open Report	N/A	Cabinet Member for Community Head of Community
Referral from the Audit Committee on the Treasury Management Strategy	Y	Cabinet	Open Report	N/A	Chairman of the Audit Committee Head of Finance and Commercial
Revenue Budget and Council Tax Setting 2016/17	Y	Cabinet recommend to Council	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance and Commercial
Castlefield Community Centre Transfer	Y	Cabinet	Open Report	N/A	Cabinet Member for Community Head of Community
Budget Monitoring Report Q3	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources 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
Visitor Information Services	Y	Cabinet	Open Report	N/A	Cabinet Member for Community Head of Community
Budget Task & Finish Group Recommendations - Phase 2	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).	Chairman of the Improvement & Review Commission
Public convenience cleaning contract Award of a contract for the provision of a cleaning service	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 Environment Head of Environment
CCTV Monitoring Services To consider options for the future of the service	Y	Cabinet	Exempt Report	Paragraphs 1 & 4 of Schedule 12A of the Local Government Act 1972. Paragraph 1 - Information relating to an individual & Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister if the Crown and employees , or office holders under the authority.	Cabinet Member for Community Head of Community

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
<b><u>Cabinet 7 March 2016</u></b>					
Recommendation from HWTC - High Wycombe Town Committee Community Infrastructure Levy Funding Priorities	Y	Cabinet	Open Report	N/A	Chairman of the High Wycombe Town Committee  Developer Contributions Officer
Cabinet Response to the HMO Task and Finish Group Recommendations	Y	Cabinet	Open Report	N/A	Cabinet Member for Housing  Housing Services Manager
Bucks Infrastructure Plan	Y	Cabinet	Open Report	N/A	Executive Leader of the Council  Head of Democratic, Legal and Policy Services
Public Spaces Protection Order Asking for members to agree to proceed with public consultation on the implementation of a Public Spaces Protection Order for HW town centre and surrounding area.	Y	Cabinet	Open Report	N/A	Cabinet Member for Community  Community Services Team Leader



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
Community Infrastructure Levy and Section 106 allocations	Y	Cabinet	Open Report	N/A	Cabinet Member for Planning  Developer Contributions Officer
2015/16 Service Performance Quarter 3	Y	Cabinet	Open Report	N/A	Executive Leader of the Council  Policy Officer
Medium Term Financial Strategy	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources  Head of Finance and Commercial

### Members of the Cabinet

Name	Address	Ward represented	Position
Cllr Ms K Wood	c/o Wycombe District Council Council Offices Queen Victoria Road High Wycombe HP11 1BB	Tylers Green & Loudwater	Executive Leader of the Council
Cllr D Barnes	18 Juniper Rd Marlow Bottom Bucks SL7 3NX	Greater Marlow	Executive Deputy Leader & Cabinet member for Engagement & Strategy
Cllr Mrs J Adey	Hatherley, Princes Road, Bourne End, Bucks SL8 5HZ	The Wooburns	Cabinet Member for Community
Cllr D Johncock	32 Highfield Road Flackwell Heath High Wycombe Buckinghamshire HP10 9AN	Flackwell Heath & Little Marlow	Cabinet Member for Planning
Cllr J Langley	18 Rush Burn Wooburn Green Bucks HP10 0BT	The Wooburns	Cabinet Member for Housing
Cllr R Newman	38 The Row Lane End Buckinghamshire HP14 3JS	Hazlemere South	Cabinet Member for Youth
Cllr D Shakespeare	Elephant Walk House Hammersley Lane Loudwater High Wycombe HP13 7BY	Tylers Green & Loudwater	Cabinet Member for HR, ICT & Customer Services

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
Cllr Mrs J E Teesdale	43 Green Lane Radnage High Wycombe HP14 6DJ	Chiltern Rise		Cabinet Member for Environment	
Cllr D Watson	Copper Howe, 17 Wendover Road, Bourne End 17 Wendover Road Bourne End Buckinghamshire SL8 5NS	Flackwell Heath & Little Marlow		Cabinet Member for Finance & Resources	
Cllr R Wilson	25 Beechtree Avenue Marlow Bottom Bucks SL7 3NH	Marlow North & West		Cabinet Member for Economic Development & Regeneration	

## 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](mailto: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                                       Within six months                                       Within 6-12 months

## Agenda Item 7

### **COUNCILLOR CALL FOR ACTION**

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

## Agenda Item 8

### **SUPPLEMENTARY ITEMS (IF ANY)**

## Agenda Item 9

### **URGENT ITEMS (IF ANY)**