



Improvement and Review Commission

Date: 13 June 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, Miss S Brown, H Bull, Mrs L M Clarke OBE, M P Davy, C Etholen, G C Hall, M Harris, A E Hill, M E Knight, D Knights, A Lee, Ms C J Oliver, R Raja and J A Savage

Standing Deputies

Councillors M C Appleyard, Ms A Baughan, M Hanif, M A Hashmi, M Hussain, M Hussain JP, N B Marshall, H L McCarthy 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

Item	Page
1. APOLOGIES FOR ABSENCE	
2. DECLARATIONS OF INTEREST	
3. MINUTES OF PREVIOUS MEETING	
IMPROVEMENT AND REVIEW	
4. REPORT OF THE ICT (INFORMATION & COMMUNICATION TECHNOLOGY) TASK & FINISH GROUP	2 - 10
TRAINING, JOINT SCRUTINY, WORK PROGRAMME AND SUPPLEMENTARY ITEMS	
5. COMMISSION'S WORK PROGRAMME AND FORWARD PLAN	11 - 25
6. COUNCILLOR CALL FOR ACTION	

7. **SUPPLEMENTARY ITEMS**

8. **URGENT ITEMS**

For further information, please contact Peter Druce (Democratic Services) 01494 421210 ext 3210 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 WEDNESDAY 9 MARCH 2016

To confirm the Minutes of the meeting held on Wednesday 9 March 2016.

Agenda Item 4.

Recommendations of the ICT (Information & Communication Technology) Task and Finish Group

Contents

1. Executive Summary

- What is the Commission being asked to do?
- Summary of the recommendations of the ICT (Information & Communication Technology) Task and Finish Group

2. Purpose of the ICT Task and Finish Group

3. Evidence gathering and analysis

4. Recommendations, and informatives

5. Next Steps

6. Group membership and meeting dates

1. Executive Summary

Following the completion of the ICT Task and Finish Group's evidence gathering and analysis, the Commission is now asked to:

- i) Consider the recommendations of the ICT Task and Finish Group as outlined in this report;
- ii) Decide whether to accept, amend or reject these recommendations for referral onto the Cabinet Meeting of 11 July 2016; and
- iii) Note that the ICT Task and Finish Group has now completed its work.

Summary of Recommendations

The ICT Task and Finish Group suggests that Cabinet be recommended:

1. To resolve the legacy issues following the handover from Northgate to Capita:
2. To standardise, streamline and progress the operating systems, processes and tools in use:
3. To implement a formal monitoring and review process for the ICT provision and incorporation of technology into work flow at Wycombe District Council (WDC):

2. Purpose of the ICT Task and Finish Group

The ICT Task and Finish Group was established by the Improvement & Review Commission on 9 March 2016 with the following Terms of Reference:

1. To undertake a review of ICT provided to both Members and Officers at WDC;
2. To consider the current provision of ICT across the Council under the Capita contract; and
3. To identify any measures that can be taken to improve ICT available in order to assist Members and Officers to fulfil their roles.

The need for a review of ICT provision was prompted following a series of system failures and operational issues with the IT infrastructure, software and portable devices in use, preventing Members and Officers from working efficiently and effectively.

It was felt at the time that many of these issues were caused by poor service and support from Capita, and by a lack of functionality on Members' portable devices, which were extraordinarily expensive devices for the sole purpose of reading e-mails.

With this in mind, the Improvement & Review Commission established a Task and Finish Group to analyse the current state of ICT provision at WDC, identify barriers to engagement and productivity, and develop recommendations to overcome any barriers discerned from the evidence gathered.

3. Evidence Gathering and Analysis

Following discussions with both the Leader and the Chief Executive of WDC, the group determined that the general aim for ICT provision, for Members and Officers, was to provide:

- **Accessibility and Efficiency**

The ability for Members and Officers to access emails, files, and software quickly and with the minimum login time, whether they are working from WDC offices, home or site visits.

- **Functionality**

The software in use by the Members and Officers should have a wide range of functionality to facilitate accessibility and efficiency. It was also recognised that open functionality could lead to innovative practices, encouraging both Members and Officers to greater productivity through the use of tools not previously at their disposal.

- **Versatility**

The hardware provided to Members and Officers should be suitably adaptable to allow each device to be used across a wide range of settings for multiple purposes. This could also lead to innovative practices.

- **Digital by default**

It has long been established that WDC is aiming to move away from a reliance on paper and printing and move to fully digital operating practices. Any advances in this direction should be welcomed.

With a clear vision for ICT established, the group discussed what areas our review should look at when determining issues and possible solutions. After much debate, the group settled on six themes for their work:

- Accessibility & Efficiency
- Versatility & Functionality
- Security
- Infrastructure
- Economic Value
- Monitoring

Following visits and submissions from:

- The Leader of Wycombe District Council;
- Cabinet Member for HR, ICT & Customer Service;
- Members;
- The Chief Executive of Wycombe District Council;
- WDC HR, ICT & Shared Support Services Officers;
- WDC Democratic, Legal & Policy Services Officers;
- WDC Environment Officers; and
- WDC Planning Officers

The group agreed that the current ICT provision at WDC is not fit for purpose. The group also agreed that without serious and immediate action, the situation would rapidly deteriorate.

Whilst a plethora of problems were identified in the submissions of Members and Officers, the key issues highlighted by the evidence were:

- Constant server and kit failures are preventing staff from working efficiently. This is also leading to severe stress and the loss of outstanding response standards. In some cases work has been delayed by ten days, and one employee was without a dedicated laptop for three weeks;
- There is a lack of accessible and knowledgeable support from Capita in relation to specialised software;
- Capita have repeatedly failed to honour action plans and post-contract agreements;
- The age and variance of operating systems in use is causing and aggravating a wide variety of issues;
- Problems are being patched rather than fixed. Where problems are patched, the workaround is not communicated to other teams creating multiple different responses to each issue;
- Internal wireless networks are slow and not able to handle peak traffic periods, leaving some Members unable to download important documents during Council meetings;

- Multiple logins required for a variety of software, slows down the workflow of Members and Officers;
- Air apps and simple office tools (e.g. Polaris) prevent Members from fully engaging with their work, are not intuitive, and lack functionality;
- Calendar functions for Members are totally inadequate;
- iPads and Samsung J5s lack vital and expected functionality;
- Current webmail completely outdated and not user friendly for those who have upgraded to Windows 10;
- Hardware security token extremely frustrating as yet another piece of kit to carry around;
- iPads only download in Wi-Fi zones, making them useless as a portable device unless carried with phone to tether;
- Members have no access to the shared drive from their devices, only available in group rooms;
- Members don't always receive all staff emails, meaning they miss out on vital information;

Based on the evidence provided, the group also discerned several key points for consideration when making recommendations:

1. We are not entirely bound by the Capita contract and can set our own pace of development, although there would be a cost implication for any suggested development;
2. Capita have failed to achieve against a number of commitments made since signing the contract.
3. We are bound in terms of security by our connection to the Public Services Network (PSN) which has a draconian security standard, but is vital for many of our services;
4. It would be extremely inefficient overall to provide support for Members to use their own wide range of devices, even though this would improve individual Member's efficiency;
5. Any move away from paper documentation would require a functional, versatile, intuitive and efficient digital system to be in place first, along with appropriate training;
6. To operate at peak efficiency with technology, WDC should standardise operating systems and digital tools for both Members and Officers together;
7. The varying levels of digital literacy amongst Members, and the lack of take up at training opportunities, makes it extremely difficult to find single solutions to problems. Either multiple solutions must be found to each issue, or

Members must be expected to undertake training and operate with a certain level of digital literacy;

4. Recommendations and informatives

1. To resolve the legacy issues following the handover from Northgate to Capita:

- 1.1. To immediately clarify and resolve, potentially through third party expert review, the nature of the stability issues either caused or aggravated by 'File Server 1';

Reason: To resolve stability issues leading to server failures and excessive downtime.

- 1.2. To ensure that suitable server power is provided to prevent logon issues during busy periods;

Reason: To resolve failures related to heavy traffic during busy periods at WDC offices.

- 1.3. That adequate and knowledgeable support is available from Capita, both remotely and on-site, for specialist programmes and systems;

Reason: In order to provide IT support that maintains 99.9% operational efficiency.

- 1.4. To require Capita to provide an action plan for fixing issues that have been identified;

Reason: To tackle the culture of patching.

- 1.5. To ensure that where short term patches are used, they are communicated to all staff;

Reason: To resolve problem of repetitive issues across departments.

- 1.6. That the possibility of implementing financial penalties against Capita for failures be explored.

Reason: To hold Capita to account for failures and ensure implementation of action plans.

- 1.7. To scope out, develop and implement a modern IT infrastructure of servers and systems that will support continual growth and development in WDC's use of technology;

Reason: To end issues relating to current infrastructure and prepare WDC ICT for ongoing development as the nature and functionality of technological innovations improve our operational capabilities.

- 1.8. To devise, schedule and implement a single sign-on process for Members and Officers.

Reason: To reduce inefficiencies related to constant logging in and out of software.

2. To standardise, streamline and progress the operating systems, processes and tools in use:

- 2.1. To immediately devise, schedule and implement a plan to upgrade all council devices running on Windows to Windows 10;

Reason: To resolve issues relating to age and variance of operating systems, and to improve efficiency and consistency within the work flow.

- 2.2. To immediately devise, schedule and implement a plan to upgrade all Members and Officers to Office 365;

Reason: To standardise digital tools in use by Members and Officers to improve efficiency and consistency within the work flow.

- 2.3. To work with RSA or competitors to move away from hardware security tokens and introduce software based security tokens, or tokenless authentication;

Reason: To modernise and streamline the necessary 2-stage authentication process.

- 2.4. To implement a new Members ICT Scheme whose core elements should include:

- 2.4.1. An end to the provision by WDC of printed documentation for meetings;

Reason: To continue our move towards 'digital by design'.

- 2.4.2. The introduction of a £25 per month Members ICT allocation;

Reason: To cover the costs of digital and remote working.

- 2.4.3. The mandatory issue to all members of a combined notebook & tablet, and a smartphone, which operate on Windows 10 and are compatible with Office 365, particularly the current version of Microsoft Outlook.

These devices will be designated as the Members property and paid for using the £25 Members ICT allocation, so that the Members will fully own the devices at the end of their term in office;

Reason: To resolve issues relating to the variance of operating systems and devices in use, to standardise Members equipment to improve efficiency, to increase

functionality and versatility of members equipment, to resolve issues with webmail and calendars. Generally, to provide Members with effective ICT tools.

- 2.4.4. The new devices should also provide Members with access to the shared drive, and must allow sharing of calendars with third parties;

Reason: To improve work flow efficiency, capabilities and organisation.

- 2.4.5. To design and implement a mandatory training programme and set of training tools for Members on how to use their new devices. This training is to be repeated following every District Council election and all members must complete it;

Reason: To ensure that all Members have the same level of digital literacy and are familiar with new equipment and innovations within supplied software.

- 2.4.6. To allow Officers to purchase the same devices as Members on a monthly payment scheme for work and/or private use;

Reason: To provide parity and standardisation between Members and Officers to improve efficiency and consistency.

- 2.4.7. To develop a process for offering disused technology (e.g. iPads) for purchase by Members and Officers.

Reason: To recoup as much funding as possible from disused devices to roll into budgets for acquiring new equipment.

- 2.4.8. For members of the ICT Task and Finish Group to be included in any trial of new equipment as they will be able to provide an informed review.

Reason: To ensure that any trial is viewed from the wider perspective of the needs of WDC as a whole as outlined in this report, not just personal preference.

- 2.5. To include Members on the 'All Staff' mailing list, and to close the Members' Extranet and transfer them to the Staff Intranet;

Reason: To ensure that Members do not miss vital or useful communications.

- 2.6. To ensure that the highest possible Wi-Fi and Internet speeds are available throughout the Council buildings at Queen Victoria Road site;

Reason: To resolve issues around internet traffic at peak meeting times.

- 2.7. To install such hardware or software as may be necessary to cast presentations to Members' portable devices, ending any reliance on (but not necessarily the use of) projector screens, particularly in the Council Chamber;

Reason: To resolve issues around poorly placed projector screens, and to improve functionality and versatility.

- 2.8. To provide Members' payslips and certificates online;

Reason: To continue our move towards 'digital by design'.

- 2.9. To provide USB charging sockets in the Council Chamber and at desks in meeting rooms;

Reason: To reduce the amount of equipment Members and Officers have to carry.

- 2.10. Explore the possibility of using electronic voting in the Council Chamber, and having Councillors names displayed on public screens when speaking.

Reason: To improve the efficiency of meetings and the experience for the public.

3. To implement a formal monitoring and review process for the ICT provision and incorporation of technology into work flow at WDC:

- 3.1. The Cabinet Member for HR, ICT & Customer Services is requested to give an annual presentation to the Improvement & Review Commission on the state of the ICT provision at WDC, and the progress made with the recommendations of the Commission;

- 3.2. The HR, ICT & Customer Services Policy Advisory Group to monitor progress of ICT development in the interim;

- 3.3. A full assessment of the ICT provision to be undertaken by a Task and Finish Group once in each four year Council Term.

Reason for these recommendations: To ensure the implementation of recommendations and timely future adaptation of ICT provision across the organisation, continuing to drive efficiency, consistency, versatility, functionality, high quality service provision and good value.

The Task and Finish Group consider the above recommendations to be featured in a general order of priority.

5. Next Steps

Subject to Cabinet approval and funding, it is the opinion of the Task and Finish Group that these recommendations should be scheduled for implementation immediately, with a view to complete implementation within one year, except for recommendations 1.7 and 1.8.

6. Group membership and meeting dates

Membership

Councillor L Wood (Chairman)

Councillor H Bull (Vice-Chairman)

Councillor M Davy

Councillor T Green

Councillor D Knights

Councillor K Ahmed

Meeting dates

- **30 March 2016**
Scoping meeting and update from Leader and Chief Executive on ICT Vision.
- **5 April 2016**
Visit from Cabinet Member HR, ICT & Customer Service, and the Head of HR, ICT & Shared Services.
- **15 April 2016**
Submissions from Members.
- **25 April 2016**
Submissions from Officers – Heads of Democratic, Legal and Policy Services, Environment, and Planning & Sustainability visited to present and discuss submissions from their teams.
- **9 May 2016**
Meeting to discuss evidence and formulate draft recommendations.
- **17 May**
Meeting to review and finalise report
- **13 June 2016**
Formal presentation of report to Improvement & Review Commission

Agenda Item 5.

COMMISSION'S WORK PROGRAMME AND CABINET FORWARD PLAN

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) 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).

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

- Local Plan Task and Finish Group

The Group last met on Wednesday 11 May 2016 having scrutinised the emerging Local Plan namely:

- Part 1 covering timescales/approvals; content and vision/strategy;
- Part 2 being a Housing numbers update;
- and Part 3 covering the Green Belt; Corporate site issues; a Princes Risborough update and Development management policies.

It was agreed that once the housing numbers had been amended etc. that the draft Cabinet report and documents be emailed to each Task and Finish Group Member for their information as this could then be read at their leisure and that if a further meeting was deemed necessary, it could be arranged through Democratic Services.

Cabinet will be considering the New Local Plan Consultation Draft report on 6th June 2016.

- Regeneration Development Task & Finish Group.

The Group had recently met with the Chief Executive and Chairman of the Buckinghamshire Thames Valley Local Enterprise Partnership and the Buckinghamshire County Council Cabinet Member for Transportation along with the Director of Transport TEE (Buckinghamshire County Council) discussing with these guests the contribution the LEP and BCC are making towards regeneration within the Wycombe District and the effectiveness of our joint working arrangements.

Further Group meetings are to be scheduled with the Task and Finish Group looking to produce its final report and recommendations to the meeting of the Commission on 9 November, 2106.

- Rural Issues Task and Finish Group

The Group last met on 19 May 2016 with Nick Phillips, Chief Executive of Community Impact Bucks and member of The Buckinghamshire Rural Affairs Group (BRAG). Discussions took place on the BRAG priorities and how these relate to the Wycombe District area. Information was also provided on future aims of BRAG and consideration was given to the main issues facing rural communities in the District. Representatives from Buckinghamshire Business First and officers from the Planning Team would be invited to further Group meetings.

The Group is focussing on rural affordable housing and the rural economy including broadband provision, with its final report and recommendations due at the Commission's 9 November 2016 meeting.

Budget Task and Finish Group

Last year the Commission's Budget Task & Finish Group reported to Cabinet at both November and February, members are asked to form a view as to the format for Budget Scrutiny this year.

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.

No suggestions have been received for consideration at this meeting.

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 31 May 2016 (**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 consider ahead of Cabinet consideration.

Wycombe District Council – published 10 March 2016

Improvement & Review Commission Plan – MARCH 2016 - JULY 2016

Title & Subject Matter	Wards	Corporate Priority	Date to be taken	Lead Member	Department	Where referred to (if referred)	Contact Officer
Report of the ICT Task & Finish Group Recommendations of the Members / Officers ICT - ICT Contract Task & Finish Group	All Wards	Pounds. Delivering value for money	13 June 2016	Improvement & Review Commission	Human Resources, ICT/Customer Service Centre & Shared Support Services	Cabinet 11 July 2016	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 Review of the Commission's Work Programme & Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	13 June 2016	Improvement & Review Commission	Democratic, Legal & Policy Services	n/a	Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210
Update on Joint Waste Contract Update from the Cabinet Member for Environment on the Joint Waste Contract	All Wards	Place. Sustainably regenerating the area	14 September 2016	Cabinet Member for Environment	Environment	n/a	Peter Druce, Democratic Services, Caroline Hughes, Head of Environment peter_druce@wycombe.gov.uk Tel: 01494 421210, caroline_hughes@wycombe.gov.uk Tel: 01494 421729
Preview of CCTV Cabinet Item Preview of CCTV Cabinet Report	All Wards	Place. Sustainably regenerating the area	14 September 2016	Cabinet Member for Community	Community	n/a	Elaine Jewell, Head of Community elaine_jewell@wycombe.gov.uk Tel: 01494 421891
Update on Saunderton Lodge Appraisal / Consultation Update by the Cabinet Member for Housing on Saunderton Lodge Appraisal / Consultation	All Wards	Place. Sustainably regenerating the area	14 September 2016	Cabinet Member for Housing	Environment	n/a	Brian Daly, Housing Services Manager, Peter Druce, Democratic Services brian_daly@wycombe.gov.uk, peter_druce@wycombe.gov.uk Tel: 01494 421210
Housing Portfolio Update Update by the Cabinet Member for Housing (following on from 9 march 2016 update)	All Wards	Place. Sustainably regenerating the area	14 September 2016	Cabinet Member for Housing	Environment	n/a	Brian Daly, Housing Services Manager, Peter Druce, Democratic Services brian_daly@wycombe.gov.uk, peter_druce@wycombe.gov.uk Tel: 01494 421210

Title & Subject Matter	Wards	Corporate Priority	Date to be taken	Lead Member	Department	Where referred to (if referred)	Contact Officer
Community Safety Plan Community Safety Plan Update	All Wards	People. Engaging and working with our communities	14 September 2016	Cabinet Member for Community	Community	n/a	Peter Druce, Democratic Services, Sarah McBrearty, Community Services Team Leader peter_druce@wycombe.gov.uk Tel: 01494 421210, sarah.mcbrearty@wycombe.gov.uk
Commission's Work Programme & Cabinet Forward Plan Review of the Commission's Work Programme & Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	14 September 2016	Improvement & Review Commission	Democratic, Legal & Policy Services	n/a	Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210
Regeneration Delivery Task and Finish Group Recommendations Regeneration Delivery Task and Finish Group Recommendations	All Wards	Place. Sustainably regenerating the area	9 November 2016	Cllr Alex Collingwood	Property Services	Cabinet 19/9 or 14/11/16	Charles Meakings, Head of Democratic, Legal and Policy Services charles_meakings@wycombe.gov.uk Tel: 01494 421982
Rural Issues Task & Finish Group Recommendations Recommendations of the Rural Issues Task & Finish Group	All Wards	People. Engaging and working with our communities	9 November 2016	Cllr Carl Etholen	Democratic, Legal & Policy Services	Cabinet 14/11/16 or 6/2/17	Charles Meakings, Head of Democratic, Legal and Policy Services charles_meakings@wycombe.gov.uk Tel: 01494 421982
Commission's Work Programme & Cabinet Forward Plan Review of the Commission's Work Programme & Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	9 November 2016	Improvement & Review Commission	Democratic, Legal & Policy Services	n/a	Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210
Commission's Work Programme & Cabinet Forward Plan Review of the Commission's Work Programme & Cabinet Forward Plan		People. Engaging and working with our communities	11 January 2017	Improvement & Review Commission	Democratic, Legal & Policy Services	n/a	Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210
Commission's Work Programme & Cabinet Forward Plan Review of the Commission's Work Programme & Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	1 March 2017	Improvement & Review Commission	Democratic, Legal & Policy Services	n/a	Peter Druce, Democratic Services peter_druce@wycombe.gov.uk Tel: 01494 421210

IMPROVEMENT AND REVIEW COMMISSION TASK AND FINISH GROUPS – as at 10 March 2016

2016								
MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
LOCAL PLAN TASK AND FINISH GROUP Chairman: Cllr A Collingwood Membership: Cllrs Ms S Adoh, Miss S Brown, H McCarthy, S K Raja & A Turner (Vice Chairman) Scheduled Meetings: 11/5/16								
REGENERATION DELIVERY TASK AND FINISH GROUP Chairman: Cllr A Collingwood Membership: Cllrs Miss S Brown, H Bull, Mrs L Clarke OBE (Vice Chairman), M Davy, M Knight, D Knights & R Raja. Scheduled Meetings: 21/3/16, 13/4/16, 10/5/16 & 23/5/16.								
RURAL ISSUES TASK AND FINISH GROUP Chairman: Cllr C Etholen Membership: Cllrs M Harris (Vice Chairman), Ms S Adoh, H McCarthy & J Savage Scheduled Meetings: TBC								
ICT TASK AND FINISH GROUP Chairman: Cllr L Wood Membership: Cllrs K Ahmed, H Bull, M Davy, D Knights & S K Raja Scheduled Meetings: 9/5/16 & 17/5/16.								
	current task and finish group			planned task and finish group			extant groups not currently active	

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

Cabinet Forward Plan – 2016/2017– Published Tuesday, 31 May 2016

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 11 July 2016</u>					
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

Page 17

Agenda Item 5. Appendix B

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
Referral from the Improvement & Review Commission - ICT Task & Finish Group Recommendations	Y	Cabinet	Open Report	N/A	Democratic Services
Dissolution of JWC		Cabinet	Open Report	N/A	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
Handy X Update Report	Y	Cabinet	Exempt report (whole)	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Member for Finance and Resources Head of Finance and Commercial
<u>Cabinet 19 September 2016</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
2016/17 Quarter 1 Service Performance Report Quarterly Service Performance Report	Y	Cabinet	Open Report	N/A	Executive Leader of the Council Policy Officer
Budget Monitoring Report Quarter 1 Quarterly report	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Financial Services Manager
Court Garden - <i>Feasibility study</i>	Y	Cabinet	Open Report	N/A	Cabinet Member for Community Head of Community
Saunderton Lodge - <i>Future options</i>	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 Housing Housing Services Manager
<u>Cabinet 14 November 2016</u>					
2016/17 Quarter 2 Service Performance Report Quarterly Service Performance Report	Y	Cabinet	Open Report	N/A	Executive Leader of the Council Policy Officer

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
Referral from the Improvement & Review Commission - Recommendations of the Rural Issues Task and Finish Group (Part1)	Y	Cabinet	Open Report	N/A	Senior Democratic Services Officer
Referral from the Improvement & Review Commission - Recommendations of the Regeneration Task and Finish Group	Y	Cabinet	Open Report	N/A	Democratic Services
Budget Monitoring Report Quarter 2 quarterly report	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Financial Services Manager
Referral from the Improvement & Review Commission - Recommendations of the Budget Task and Finish Group (Part1)	Y	Cabinet	Exempt Report	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Democratic Services

January 2017

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
Individual Officer Decision - Council Tax Base Setting	Y	Mr S Richardson, Head of Finance and Commercial and Section 151 Officer	Open Individual Decision	N/A	Head of Finance and Commercial
<u>Cabinet 6 February 2017</u>					
Revenue Budget and Council Tax Setting 2017/18	Y	Cabinet recommend to Council	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance and Commercial
Referral from the Improvement & Review Commission - Recommendations from the Budget Task & Finish Group	Y	Cabinet	Exempt Report	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Principal Democratic Services Officer

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 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 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)