

Improvement and Review Commission

Date: 20 June 2018
Time: 7.00 pm
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe Bucks

Membership

Chairman: Councillor D Knights
Vice Chairman: Councillor A D Collingwood

Councillors: K Ahmed, M C Appleyard, H Bull, Mrs L M Clarke OBE, A E Hill, M E Knight, Mrs W J Mallen, H L McCarthy, R Newman, Ms C J Oliver, R Raja, J A Savage, D A C Shakespeare OBE, P R Turner, C Whitehead and R Wilson

Standing Deputies

Councillors Ms A Baughan, M P Davy, M Hanif, M A Hashmi, A Hussain, M Hussain, M Hussain JP, Mrs G A Jones and N B Marshall

Agenda

Item		Page
1.	Chairman's Opening Remarks	
2.	Apologies for Absence To receive apologies for absence.	
3.	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.	
4.	Minutes of the Previous Meeting To confirm the Minutes of the meeting held on the 14 March 2018.	1 - 4

IMPROVEMENT AND REVIEW

5. **Update on the Anti-Social Behaviour in the District Task and Finish Group**
6. **Update on the River Wye Task and Finish Group**

TRAINING, JOINT SCRUTINY, WORK PROGRAMME AND SUPPLEMENTARY ITEMS

7. **Commission Work Programme & Cabinet Forward Plan** 5 - 17
8. **Councillor Call for Action**
To consider any Councillor Call for Action submitted in accordance with the agreed procedure.
9. **Supplementary Items**
If circulated in accordance with the five clear days' notice provision.
10. **Urgent Items**
Any urgent items of business as agreed by the Chairman.

**For further information, please contact Jemma Durkan 01494 421635,
jemma.durkan@wycombe.gov.uk**

Improvement and Review Commission Minutes

Date: 14 March 2018

Time: 7.00 - 8.12 pm

PRESENT: Councillor R Gaffney (in the Chair)

Councillors K Ahmed, M C Appleyard, Miss S Brown, H Bull, M E Knight, Mrs W J Mallen, R Newman, Ms C J Oliver, J A Savage, C Whitehead and R Wilson, M Hanif and H L McCarthy

Apologies for absence were received from Councillors: Mrs L M Clarke OBE, C Etholen, A E Hill and R Raja

42. CHAIRMAN'S INTRODUCTIONS

The Chairman welcomed all Members to the Committee meeting.

He noted that a briefing note had been previously circulated to all members regarding Houses in Multiple Occupation (HMOs). The Chairman confirmed that Cllr Julia Langley Cabinet Member for Housing did not need to attend the meeting as this information had been sufficient. A copy of the briefing note would be circulated with the minutes of the meeting for information.

43. DECLARATIONS OF INTEREST

There were no declarations of interest.

44. MINUTES OF PREVIOUS MEETING

RESOLVED: that the minutes of the meeting of the Improvement and Review Commission held on 10 January 2018 be approved as a true record and signed by the Chairman.

45. UPDATE AND DISCUSSION ON THE BUDGET TASK AND FINISH GROUP

The Vice-Chairman of the Budget Task and Finish Group, Councillor Alex Collingwood, provided an update on the second phase meeting of the group.

It was reported that due to the timing of the budget that it had not been possible to bring the phase two recommendations to the Commission. These had been reported directly to Cabinet at its meeting on 5 February.

The Vice Chairman of the Budget Task and Finish Group explained that the Group had considered freezing Council Tax however future risks had also been measured.

It was acknowledged that Council Tax would need to be increased to consider the longer term view.

The Chairman of the Commission noted that discussion would be undertaken regarding the timing of the production of the draft budget.

46. UPDATE ON THE RIVER WYE TASK AND FINISH GROUP

The Chairman of the Task and Finish Group, Councillor Hugh McCarthy provided an update on the status of the Remaking the River Wye Task and Finish Group.

It was reported that the cost of the project would be high however there was the opportunity to obtain external funding from DEFRA to help restore the river. Regarding the environmental impact it was noted that the culverts stopped fish from moving further up the river and being recolonised with fish. If undertaken then remaking the river would be part of the Phase seven masterplan.

An economic assessment was currently being considered and the outcome was expected to delay the final report. This was now expected to be presented to Cabinet in September/October. There was also joint working being undertaken with the Revive the Wye group and the High Wycombe Society to gauge public opinion.

Members made a number of points and received clarification on queries which included the following:

- Establishing the river through the town centre could make amends for previously made planning decisions.
- The District Council would not be undertaking a consultation at this time. However it was noted that it was important to gauge public opinion and an independent group would provide the best approach in this matter.
- It was suggested to use builder sponsorship to help finance the project as done in other towns. It was noted that Sheffield had provided a good example of what could be done to create positive change.
- It would be difficult to balance the economic benefits to justify the expected high financial costs.
- A report would be provided to the Commission in advance of Cabinet so that members could consider the report and provide feedback on the recommendations.
- Pro bono work from the team at Sheffield City Council was being investigated and it was suggested that an officer from Sheffield could provide a presentation to the Commission.
- The existing culverts were now past their 25 year life expectancy and there would be a need to future proof the scheme.

- The River Wye was an important chalk stream and home to brown trout.

The Chairman of the Commission confirmed that the final report from the Remaking the River Wye Task and Finish Group would be brought to the Commission in advance of Cabinet.

47. COMMISSION WORK PROGRAMME & CABINET FORWARD PLAN

The Chairman of the Task and Finish Group, Councillor Chris Whitehead provided an update on the status of the Policing Task and Finish Group. There had so far been two meetings and it was agreed that the brief was to question, 'Is there a problem with anti-social behaviour (ASB) in the district and if so what can we do about it?'

The following points were noted:

- Statistics were required but these had been difficult to obtain.
- At the past two meeting problems had been discussed with Community Service officers at WDC, Environmental Health, and James Boulton from Wycombe Homeless Connection.
- Future meetings would be attended by Superintendent Kevin Brown, Stan Jones Chair of Neighbourhood Action Groups and Red Kite.
- There had been difficulty in contacting the Chief Constable.
- ASB was a broad topic and included various different and complex issues. Due to these complex problems other agencies would be involved. However the Chairman of the TFG noted that this was one of the weaknesses of the system as not all the agencies provided joined up working and no one was ultimately responsible.
- Due to the different agencies involved it was noted that some recommendations may be directed to external bodies.

Councillor Whitehead confirmed that the final report would be presented to the Commission in June or September.

In response to a query it was reported that the TFG were liaising with officers and the Community Safety Partnership arrangements would be considered as part of the investigations and monitoring. Some members of the Commission were concerned at the lack of policing on the streets and the effect on crime and ASB. Councillor Whitehead explained that the TFG were only considering ASB and other problems with crime could be considered another time. It was suggested that the Police Crime Commissioner also be invited to a future meeting, however Councillor Whitehead explained that the Group were speaking to operational officers at this time. It was suggested that there could be a correlation between ASB and mental health issues and Councillor Matt Knight offered to attend a meeting to discuss this aspect if required.

It was noted that the definition of ASB needed to be defined and who was ultimately responsible. Also the Wycombe District Council ASB Policy would need to be actively monitored. It was reported that the level of policing and resource issues would need to be considered as part of the Groups investigations.

The Chairman of the Commission noted that the Task and Finish Group had been undertaken as a result of the Motion at Full Council. He suggested that the Chief Constable and Police Crime Commissioner be invited to attend a TFG meeting. He thanked Councillor Whitehead, the Group and the officers for all their work so far.

48. COUNCILLOR CALL FOR ACTION

There were no Councillor Calls for Action.

49. SUPPLEMENTARY ITEMS

There were no supplementary items.

50. URGENT ITEMS

There were no urgent items.

51. CHAIRMAN'S REMARKS

The Chairman thanked all the Members, especially his Vice Chairman (Cllr Collingwood) and the officers, for their invaluable support and contribution during the Council year. He confirmed that he and Cllr Collingwood would be standing for election as Chairman and Vice Chairman of the Commission respectively for another term of office.

Chairman

The following officers were in attendance at the meeting:

Jemma Durkan	- Senior Democratic Services Officer
Catherine Whitehead	- Head of Democratic, Legal & Policy.

Agenda Item 7.

COMMISSION'S WORK PROGRAMME AND CABINET FORWARD PLAN

Officer contact: Catherine Whitehead (Head of Democratic, Legal & Policy Services)
DDI: 01494 421980 Email: Catherine.whitehead@wycombe.gov.uk

What is the Commission being asked to do?

- 1 The Commission is asked to:
 - i) Note the update on the Work Programme;
 - ii) Identify any topics from the Cabinet Forward Plan that require review by the Commission as a future meeting, ahead of any item scheduled for consideration by Cabinet: and
 - iii) Note the current position with regards to the Task and Finish Groups.

Task and Finish Groups

- 2 The Committee is permitted (under the Constitution) to establish four Task and Finish Groups at any one time (not including joint Task and Finish Groups).
- 3 The current position regarding the established Task and Finish Groups are as follows:

- **Remaking the River Wye Task and Finish Group**

The Task and Finish Group last met on 30 January 2018 and an update was provided by the Chairman, Councillor Hugh McCarthy, to the Improvement and Review Commission at its meeting on 14 March 2018. It was noted that an economic assessment was currently being undertaken the outcome of which was expected to be available at the end of July 2018. It was expected that the Group would meet as soon as this information was available.

Anti-Social Behaviour in the District Task and Finish Group

The Task and Finish Group most recent previous meetings were held on 10 May 2018 and 14 June 2018. The Chairman would provide an update to the Commission.

- **Budget Task and Finish Group**

Arrangements for the first phase of the Budget Task and Finish Group are to be agreed. The Task & Finish Group would be established once a draft budget is nearing completion, estimated to be around October 2018.

Proposed new Review Topics

- 4 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 Suggest Form (**Appendix A**) to the Democratic Services section for consideration at a future meeting of the Commission.

Scrutiny Work Programme

- 5 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 B)**, the current active Task and Finish Groups are also featured in the Gantt chart at the end.

Cabinet Forward Plan

- 6 The Commission is also asked to consider the Cabinet Forward Plan published May 2018 **(Appendix C)**. 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.

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

Wycombe District Council

Improvement & Review Commission Plan

Title & Subject Matter	Wards	Corporate Priority	Date to be taken	Lead Member	Department	Where referred to (if referred)	Contact Officer
Report of the Anti-Social Behaviour in the District Task and Finish Group	All Wards	People. Engaging and working with our communities	12 September 2018	Improvement & Review Commission	Community	To Cabinet on 17 September 2018	Tanya Brown, Democratic Services Officer tanya.brown@wycombe.gov.uk
Report of the Remaking the River Wye Task and Finish Group Report of the Return of the River Wye Task and Finish Group	All Wards	Place. Sustainably regenerating the area	12 September 2018	Improvement & Review Commission	Planning & Sustainability	To Cabinet TBC	Catherine Whitehead, Head of Democratic, Legal & Policy. catherine.whitehead@wycombe.gov.uk
Commission work Programme & Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	12 September 2018	Improvement & Review Commission	Democratic, Legal & Policy Services		Jemma Durkan, Senior Democratic Services Officer Jemma.durkan@wycombe.gov.uk Tel: 01494 421635
Commission Work Programme & Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	7 November 2018	Improvement & Review Commission	Democratic, Legal & Policy Services		Jemma Durkan, Senior Democratic Services Officer Jemma.durkan@wycombe.gov.uk Tel: 01494 421635

IMPROVEMENT AND REVIEW COMMISSION TASK AND FINISH GROUPS – as at 1 June 2018

2018 - 2019							
JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN 19
RETURN OF THE RIVER WYE TASK AND FINISH GROUP Chairman: Cllr H McCarthy Membership: Cllrs A Baughan, Mrs L Clarke (Vice Chairman), M Clarke, R Farmer, A Hill, Mahboob Hussain, R Raja, P Turner and C Whitehead Scheduled Meetings: Next meeting TBA							
POLICING TASK AND FINISH GROUP Chairman: Cllr C Whitehead Membership: Cllrs K Ahmed, M Clarke, A Collingwood (Vice Chairman), G Hall, A Hussain, Mahboob Hussain and H McCarthy Scheduled Meetings: Next meeting TBA							
				BUDGET TASK AND FINISH GROUP Chairman: TBA Membership: TBA Scheduled Meetings: TBA			

KEY

	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 – 2018/2019– Published Tuesday, 29 May 2018

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 9 July 2018</u>					
Medium Term Finance Plan (MTFP) Refresh	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & Commercial
2018/19 Budget Monitoring Report	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & 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
Collins House	Y	Cabinet	Exempt Report	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
Baker Street - Phase 2	Y	Cabinet	N/A	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 17 September 2018</u>					
2018/19 Service Performance: Q1 (April - June)		Cabinet	Open Report	N/A	Executive Leader of the Council Head of Democratic, Legal & Policy.
Remaking the River Wye - Task & Finish Group Recommendations Report of the Remaking the River Wye - Task & Finish Group	Y	Cabinet	Open Report	N/A	Improvement & Review Commission Head of Democratic, Legal & Policy.

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
Recommendations from the IRC - Anti-Social Behaviour in the District Task and Finish Group	Y	Cabinet	Open Report	N/A	Improvement & Review Commission Senior Democratic Services Officer
Proposed Land Acquisition	Y	Cabinet	Exempt Report	Para 3 - Information about the financial or business affairs of any particular person (including the authority holding that information).	Cabinet Members for Housing, Finance & Planning Head of Planning & Sustainability
Temporary Accommodation	Y	Cabinet	Exempt Report	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 12 November 2018</u>					
2018/19 Service Performance: Q2 (July - September)		Cabinet	Open Report	N/A	Executive Leader of the Council Head of Democratic, Legal & Policy.

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
2018/19 Quarter 2 Budget Monitoring Report	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & Commercial
Treasury Management Mid Year Report	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & Commercial
<u>Cabinet 17 December 2018</u>					
2019/2020 Council Tax Base & Collection Fund Surplus/Deficit	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & Commercial
Draft Capital Programme	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & Commercial
Draft Revenue Budgets	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & 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 4 February 2019</u>					
2018/19 Quarter 3 Budget Monitoring Report	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & Commercial
Referral from the Audit Committee on the Treasury Management Strategy 2019/20	Y	Cabinet	Open Report	N/A	Head of Finance & Commercial
Revenue Budgets & Capital Programme	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & Commercial
<u>Cabinet 11 March 2019</u>					
2018/19 Service Performance: Q3 (October - December)		Cabinet	Open Report	N/A	Executive Leader of the Council Policy 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 Environment
Cllr S Broadbent	Michaelmas Cottage Bryants Bottom Road Great Missenden Buckinghamshire HP16 0JS	Greater Hughenden	Cabinet Member for Economic Development & Regeneration
Cllr D Carroll	10 Hoppers Way Great Kingshill Bucks HP15 6EY	Greater Hughenden	Cabinet Member for Youth & External Partnerships
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 G Peart	8 Abbotswood Speen Princes Risborough Buckinghamshire HP27 0SR	Lacey Green, Speen and the Hampdens	Cabinet Member for Community
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 L Wood	37 New Road Penn High Wycombe Buckinghamshire HP10 8DL	Tylers Green and Loudwater	Cabinet Member for Digital Development & Customer Services