



## Improvement and Review Commission

Date: 24 January 2019  
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

**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.

**Filming/Recording/Photographing at Meetings** – please note that this may take place during the public part of the meeting in accordance with Standing Orders. Notices are displayed within meeting rooms.

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## Agenda

Item		Page
1.	<b>Apologies for Absence</b> To receive any apologies for absence.	
2.	<b>Declarations of Interest</b> 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	

<b>Item</b>	<b>Page</b>
should state the nature of that interest whether or not they are required to withdraw from the meeting.	
<b>3. Minutes of the Previous Meeting</b>	<b>1 - 5</b>
To confirm the minutes of the meeting held on 28 November 2018.	

#### **IMPROVEMENT AND REVIEW**

- 4. Deputy Cabinet Member for Community - Update on the Cabinet Responses to the Anti-Social Behaviour in the District Task and Finish Group**
- 5. Cabinet Member for Housing - Update on the Licensing of Houses in Multiple Occupation**
- 6. Report of the Budget Task and Finish Group - TO FOLLOW**

#### **TRAINING, JOINT SCRUTINY, WORK PROGRAMME AND SUPPLEMENTARY ITEMS**

- 7. Commission Work Programme and Forward Plan** **6 - 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: 28 November 2018

Time: 7.00 - 8.13 pm

**PRESENT:** Councillor D Knights (in the Chair)

Councillors M C Appleyard, H Bull, Mrs L M Clarke OBE, A D Collingwood, A E Hill, H L McCarthy, Ms C J Oliver, R Raja, C Whitehead and R Wilson,

Apologies for absence were received from Councillors K Ahmed, M E Knight, Mrs W J Mallen, R Newman, J A Savage and D A C Shakespeare OBE

## 20. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 21. MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** that the minutes of the Improvement and Review Commission held on 12 September 2018 be approved as a true record and signed by the Chairman.

## 22. CABINET RESPONSES TO THE ANTI-SOCIAL BEHAVIOUR IN THE DISTRICT TASK AND FINISH GROUP

The Commission considered a report that provided the Cabinet responses to the Anti-Social Behaviour in the District Task and Finish Group (TFG) recommendations.

The Commission discussed the responses and a number of points were made as follows:

- It was disappointing that recommendation 3 had not been fully supported as the current ASB data was unreliable. However it was suggested that it would be bad practice to have duplicate performance measures monitoring ASB.
- The increase of the frequency of the Community Safety Strategy Group meetings to bi-monthly was welcomed.
- There was no timeline for the public toilets investigative work. It was requested that a list of all public toilet closures be provided, with information on when they were reopened and any related issues.

- The partial response from Cabinet regarding recommendation 5 was disappointing and it was noted that the provision of free parking had been rejected. There was also no timeline for a response from the Chief Constable regarding the long waiting times for the TVP 101 number.
- It was noted that Cabinet had agreed the funding for 3 FTE street wardens for the current financial year. It was reported that at the Cabinet meeting a discussion had included that the street wardens would be District wide and a joint venture with HWBIDCo and TVP. The Commission noted that further clarity regarding this matter was needed from the Cabinet Member for Community.
- Some Members supported the rejection of free parking for TVP staff and commented that this was the responsibility of TVP. However it was noted that this had been a direct request from the Chief Constable of TVP at a TFG meeting.

The Chairman of the TFG, Councillor Whitehead expressed his disappointment that only one recommendation out of 10 recommendations was fully supported. He noted that two were already supported, four were partially supported, two were not supported and one was being investigated. It was suggested that an addition report could be presented to Cabinet regarding these responses.

The Commission agreed that the Cabinet Member for Community be invited to the next meeting to provide further information and details regarding the Cabinet response to the recommendations. Also it was resolved that the Chairman of IRC would write back to the Leader expressing concerns in the lack of detail in Cabinet's original response to the Task and Finish Group and point out the Commission's disappointment with the response. Questions would be asked about who would be responsible and, how and where the response would be undertaken.

**RESOLVED:** That

- i) The Cabinet Member for Community be invited to the next meeting of the Improvement and Review Commission.
- ii) The Chairman of IRC would write to the Leader regarding the Cabinet's original response to the Task and Finish group.
- iii) The Cabinet responses be noted.

## **23. REPORT OF THE REMAKING THE RIVER WYE TASK AND FINISH GROUP**

The Commission considered and discussed the report of the Remaking the River Wye Task and Finish Group (TFG). The Chairman of the TFG, Councillor McCarthy explained that the report had been presented to the High Wycombe Town Committee on 13 November. There had been a varied discussion and a number of queries were raised. Councillor McCarthy noted that the report had been well received and a majority of the Committee had supported the recommendations.

The Commission noted the following comments from the High Wycombe Town Committee as follows:

- That sufficient water flow be made available to the river.
- That the public should be consulted on the reopening of the river.

The report was discussed and a number of points were made:

- Health and safety protocols would be in place so that accidents, such as people falling into the river, would be prevented.
- Regarding pollution, it was explained that pumping further down the river was expected to end; this would improve the flow rate of the river and prevent stagnation. There would be roadside drainage to avoid pollution from the road to the river and the Environment Agency had not yet raised any issues.
- It was noted that members of the TFG, and others had visited the river restoration works undertaken by the Chiltern Rangers on behalf of WDC and the Revive the Wye group. It was reported that this had been an interesting and helpful tour. The Commission agreed that this visit should be noted in the TFG report.
- It was suggested that the community should not only be consulted but also be involved in the restoration works, such as the work with schools undertaken by the Chiltern Rangers. .

The Commission also agreed to include in the report that the Leader and Deputy Leader were in attendance at the High Wycombe Town Committee meeting.

Also that recommendation 7 be amended to read as follows:

- To recommend funding the works from its CIL & capital programme.

The Chairman of the TFG confirmed that the amendments would be made to the report before submission to Cabinet on 17 December. He also thanked Phil Simpkin, Natural Environment Officer and Jemma Durkan, Democratic Services Officer for their work with the Group.

The Commission also thanked Councillor McCarthy for his professional manner and noted his ability and experience in dealing with the subject.

## **24. COMMISSION WORK PROGRAMME & CABINET FORWARD PLAN**

The Commission considered the work programme report along with the appended Cabinet Forward Plan and Commission Work Programme.

The Chairman of the Budget Task and Finish Group, Councillor Collingwood reported that the TFG would be meeting on 29 November to consider the draft Capital and Revenue Budget with follow up meetings in December and early

January. The findings of the Budget TFG would be brought to the Commission meeting in January.

The Chairman of the Commission suggested that the date of the next meeting be moved to allow time for the Budget TFG findings to be considered.

It was also suggested that an update from the Cabinet Member for Housing be provided to the Commission regarding the Licensing of Houses in Multiple Occupation (HMOs).

The following items were suggested as possible items for future task and finish groups -

- Future of car parking in the District – this could also include issues regarding parking on verges.
- The future of the Brunel Shed.
- Unauthorised gypsy and traveller encampments.
- Joint Waste Contract.
- Provision of Temporary Housing in the District.
- Waste Recycling.

The work programme suggestion form would be circulated to the members for completion.

**RESOLVED:** That

- i) The date of the next Commission meeting be moved to 24 January 2018,
- ii) The Cabinet Member for Housing be invited to update the Commission on Licensing of Houses in Multiple Occupation,
- iii) The Commission Work Programme and Cabinet Forward Plan be noted.

**25. COUNCILLOR CALL FOR ACTION**

There were no Councillor Calls for Action.

**26. SUPPLEMENTARY ITEMS**

There were no supplementary items.

**27. URGENT ITEMS**

There were no urgent items.

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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.



Report For:	Improvement & Review Commission
Meeting Date:	24 January 2019
Part:	Part 1 - Open
If Part 2, reason:	Choose a reason

## SUMMARY

<b>Title of Report:</b>	<b>COMMISSION'S WORK PROGRAMME AND CABINET FORWARD PLAN</b>
Officer Contact: Direct Dial: Email:	Catherine Whitehead (Head of Democratic, Legal & Policy Services) 01494 421980 Catherine.whitehead@wycombe.gov.uk
What is the Commission being asked to do?	The Commission is asked to: <ul style="list-style-type: none"> <li>i) Note the update on the Work Programme;</li> <li>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</li> <li>iii) Note the current position with regards to the Task and Finish Groups.</li> </ul>
Executive Summary	To consider the scheduled work of the Improvement and Review Commission and to discuss any suggestions for the work programme.
Sustainable Community Strategy/Council Priorities - Implications	Risk: N/A  Equalities: N/A  Health & Safety: N/A
Monitoring Officer/ S.151 Officer Comments	<b>Monitoring Officer:</b> There are no apparent legal implications.  <b>S.151 Officer:</b> No direct financial implications.



Consultees:	<b>None.</b>
Options:	<b>To not consider the report.</b>
Next Steps:	<b>None</b>
Background Papers:	<b>None</b>
Abbreviations:	<b>IRC - Improvement and Review Commission TFG - Task and Finish Group</b>

Appendices to this report are as follows:

Appendix A - Work Programme Suggestion Form and Guidance

Appendix B - IRC Work Programme

Appendix C - Cabinet Forward Plan

## 1 Task and Finish Groups

- 1.1 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 established Task and Finish Groups are as follows:

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

The final report of the Task and Finish Group was presented to Cabinet on 17 December 2018. A Cabinet report responding to each of the recommendations in detail was due to be presented to Cabinet in March 2019. The Task and Finish Group has concluded its scrutiny.

- **Anti-Social Behaviour in the District Task and Finish Group**

At its meeting on the 12 November Cabinet responded to the recommendations of the Task and Finish Group. These responses were considered at the Commission meeting on 28 November, subsequently the Deputy Cabinet Member has been invited to attend the meeting on the 24 January for a discussion on the matter.

- **Budget Task and Finish Group**

The Budget Task and Finish Group has completed its scrutiny of the draft budget and a report outlining the suggested recommendations has been included in this agenda for discussion and agreement. The report will then be submitted to Cabinet and a formal response will be provided at its meeting on the 4 February 2019.

### Proposed new Review Topics

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

### Scrutiny Work Programme

- 1.3 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

- 1.4 The Commission is also asked to consider the Cabinet Forward Plan published 21 December 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](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

## Wycombe District Council

### Improvement & Review Commission Plan – JANUARY 2019 – SEPTEMBER 2019

Title & Subject Matter	Wards	Corporate Priority	Date to be taken	Lead Member	Department	Where referred to (if referred)	Contact Officer
Commission Work Programme & Cabinet Forward Plan Improvement & Review Commission Work Programme & Cabinet Forward Plan	All Wards	People. Engaging and working with our communities	13 March 2019	Improvement & Review Commission	Democratic, Legal & Policy Services	N/A	Catherine Whitehead, Head of Democratic, Legal & Policy. catherine.whitehead@wycombe.gov.uk
Commission Work Programme and Cabinet Forward Plan Improvement & Review Commission Work Programme & Cabinet Forward Plan	All Wards	Pounds. Delivering value for money	12 June 2019	Improvement & Review Commission	Democratic, Legal & Policy Services	N/A	Catherine Whitehead, Head of Democratic, Legal & Policy. catherine.whitehead@wycombe.gov.uk
Wycombe Community Safety Partnership Plan Community Safety Plan Update	All Wards	People. Engaging and working with our communities	11 September 2019	Improvement & Review Commission	Community		

## IMPROVEMENT AND REVIEW COMMISSION TASK AND FINISH GROUPS – as at 15 January 2019

2019					
JAN	FEB	MAR	APR	MAY	JUN
<b>BUDGET TASK &amp; FINISH GROUP</b> Chairman: Cllr A Collingwood Membership: Cllrs R Wilson (Vice-Chairman), Mrs L Clarke, M Knight, C Whitehead, R Raja, H McCarthy					

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

**Cabinet Forward Plan – 2018/2019– Published Friday, 21 December 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](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>Cabinet 4 February 2019</u></b>					
Cabinet Response to the IRC River Wye Task and Finish Group Recommendations (TBC)		Cabinet	Open Report	N/A	Cabinet Member for Planning
Referral from the Audit Committee on the Treasury Management Strategy 2019/20	Y	Cabinet	Open Report	N/A	Cabinet Member for Community  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
2018/19 Quarter 3 Budget Monitoring Report	Y	Cabinet	Open Report/ Exempt Appendices	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 & Commercial
Revenue Budgets & Capital Programme	Y	Cabinet	Open Report/ Exempt Appendices	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 & Commercial
Ashwells	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
Hughenden Quarter Upper Site	Y	Cabinet	Open Report/ Exempt Appendices	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



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 11 March 2019</u></b>					
Bucks Home Choice Policy Amendments		Cabinet	N/A	Open Report	Cabinet Member for Housing Housing Services Manager
Article 4 Direction	Y	Cabinet	Open Report	N/A	Cabinet Member for Planning

### 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