



## Improvement and Review Commission

Date: 12 June 2019  
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: K Ahmed, M C Appleyard, H Bull, Mrs L M Clarke OBE, A E Hill, M Hussain JP, M E Knight, Mrs W J Mallen, N B Marshall, H L McCarthy, Ms C J Oliver, S K Raja, R Raja, J A Savage, D A C Shakespeare OBE and R Wilson

### Standing Deputies

Councillors Ms A Baughan, M P Davy, M Hanif, M A Hashmi, A Hussain, M Hussain, Mrs G A Jones, I L McEnnis and R Newman

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## Agenda

Item		Page
1.	<b>Chairman's Introductions</b>	1
2.	<b>Apologies for Absence</b> To receive any apologies for absence.	
3.	<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 should state the nature of that interest whether or not they are required to withdraw from the meeting.	
4.	<b>Minutes of the Previous Meeting</b> To confirm the Minutes of the meeting held on 13 March 2019.	2 - 5
5.	<b>Cabinet Member for Community - Update on Street Wardens</b>	

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6.	<b>Update on the Parking Task and Finish Group</b>	
7.	<b>Commission's Work Programme and Forward Plan</b>	6 - 18
8.	<b>Councillor Call for Action</b> To consider any Councillor Call for Action submitted in accordance with the agreed procedure.	
9.	<b>Supplementary Items</b>	
10.	<b>Urgent Items</b>	

**For further information, please contact Jemma Durkan 01494 421635,  
[jemma.durkan@wycombe.gov.uk](mailto:jemma.durkan@wycombe.gov.uk)**

My Intended I & R 12 Point Plan  
for the Year 2019/20

(subject to constraints beyond my control and the unknown)

- **Completion/closure of all T&F Groups, including Opening up of the River T&F Group.**
- **Even though we will not be preparing a Budget for 2020/21, I have no doubt that we will have some input/involvement for the first year of the new Unitary Authority.**
- **I anticipate possible Call-Ins from the Opposition to be dealt with. These will be complicated and lengthy.**
- **Possible Council Motions to be acted upon.**
- **Receive/act upon the Annual H&S presentation. H&S is always an important matter.**
- **Attend ALL Cabinet meetings – as I have always done.**
- **Work closely with the Cabinet on special, yet unknown, matters.**
- **Examine and consider the Cabinet Forward Plan for the year.**
- **With this being our last year, I cannot believe there will not be considerable pressure on creating a Town Council. That will certainly involve I&R – no doubt the creating of a T&F Group**
- **Working in some way with our Unitary Shadow Board.**
- **Chair ALL I&R meetings during the year and work closely with my Deputy and possibly create new T&F Groups requested by Members.**
- **Finally – The Unknown Factor!**

*Ron Gaffney*

*2 April 2019*

# Improvement and Review Commission Minutes

Date: 13 March 2019

Time: 7.00 - 8.11 pm

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

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

## **37. CHAIRMAN'S INTRODUCTIONS**

Councillor Collingwood informed the Commission that he would be acting as Chairman for the meeting as Councillor Knights was absent due to family commitments.

## **38. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors K Ahmed, D Knights, Mrs W J Mallen and D Shakespeare.

## **39. DECLARATIONS OF INTEREST**

There were no declaration of interests.

## **40. MINUTES OF THE PREVIOUS MEETING**

Regarding Minute 30, the Chairman confirmed that the Cabinet Member for Community would be invited to the meeting in June 2019 to update on the appointment of the Street Wardens and resources for the future.

Regarding Minute 31 the Cabinet Member for Housing would be invited on 6 monthly basis to provide an update on the Licensing of HMOs. It was noted that if the Cabinet Member required any support on issues or resourcing then the invite was open to when this was necessary.

**RESOLVED:** That the minutes of the Improvement and Review Commission held on 24 January 2019 be approved as a true record and signed by the Chairman.

## **41. LOCAL INDUSTRIAL STRATEGY**

The Chairman welcomed Ian Barham, Buckinghamshire Thames Valley LEP to the meeting. Ian provided the Commission with a presentation outlining details of the development of a Local Industrial Strategy (LIS) for Buckinghamshire. The following main points were made:

- The LIS was not intended to replace current strategies such as the Strategic Economic Plan or to replace the Transport Plan.
- Areas of high growth would be considered.
- The LIS would cover the Oxford – Cambridge Arc.
- The exam question from the government was to “identify distinct economic assets”.
- The LIS would be based on sound and solid evidence.
- High Wycombe was at the top end of the arc.
- There were high levels of employment across Buckinghamshire.
- Bucks was the poorest regarding digital connectivity.
- The significant assets in Buckinghamshire were outlined as: creative and digital economy (Pinewood Studios), super high tech (Silverstone), upstream space and Westcott, medical technology and innovation, intelligent mobility.

Members asked a number of questions and were concerned at the lack on the inclusion of apprentice schemes, and information on the environment and biodiversity offsetting. In response to a query Ian explained that digital connectivity was poor due to rural areas in the county. He also explained that there had been a clear indication of an aging population; significantly over 90 year olds, and consideration had to be given to this data.

In response to a further query Ian provided information about the BTVLEP: that representatives on the Board included business leaders and leaders of the councils in Buckinghamshire, funding was provided by the government, and that the LEP also bid for other available funds from the government and there were four team members who reported to the Board.

Members were also concerned that the Wycombe area was barely mentioned in the consultation document, there was a lot of business jargon and no firm deliverables outlined in the document. It was noted that there would be an action plan in the final document and the first 5 years would be detailed. The LEPs vision of the future of Wycombe should be mentioned and the heritage, industry and geographic advantage were highlighted. Ian also noted that links to Heathrow was a challenge and the Easton Street Quarter development would be a benefit; as are the links to London. Employment was also an important area and career breaks or changes in career should be supported. Access to opportunities for disabled or people with special needs would be considered for the final document. Travel times and transport issues was covered under the transport strategy however it was confirmed that connectivity of different transport modes would be considered.

The Chairman commented that the main issues missing from the draft document were: the focus on the main junctions from the M40 and the connections from these to important locations in Buckinghamshire, the Chiltern line station points, Cressex Industrial Area in High Wycombe, Globe Park in Marlow and the integration of work and play.

It was requested that all the documents relating to the draft LIS be made available to all members of the council. Members were concerned that this information had not been made available at an earlier opportunity for comments to be noted. The closing date of the consultation was the 8 March, however Ian confirmed that any comments provided by members before the LEP Board meeting on the 22 March would be taken into account.

The Chairman thanked Ian for attending.

#### **42. TASK AND FINISH GROUP UPDATES**

Regarding the Parking Task and Finish Group it was reported that Councillor Lesley Clarke OBE would act as Chairman and Councillor Alex Collingwood would act as Vice-Chairman. A scoping meeting with the Chairman, Vice-Chairman, Cabinet Member for Environment and senior officers would be taking place on 28 March. Following this the first full meeting of the TFG would be taking place and members would be notified of the date via email.

Regarding the Waste Contract Task and Finish Group it was reported that this would meet on an ad-hoc basis to inform the new contract and improve and enhance the process. The following members volunteered for the TFG: Councillors Lesley Clarke OBE, Jon Savage, Alex Collingwood and Mahboob Hussain JP. If there were any further volunteers then contact the Democratic Services Officer.

#### **43. COMMISSION WORK PROGRAMME AND FORWARD PLAN**

The Commission considered the work programme report along with the appended completed work programme suggestion form regarding the Waste Contract TFG, the Cabinet Forward Plan and Commission Work Programme.

The members had previously discussed the Parking TFG and the Waste Contract TFG. The Chairman noted that as these TFGs would be substantial items then no further TFGs would be required at this current time.

#### **44. COUNCILLOR CALL FOR ACTION**

There were no Councillor Calls for Action.

#### **45. SUPPLEMENTARY ITEMS**

There were no supplementary items.

#### **46. 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:	12 June 2019
Part:	Part 1 - Open
If Part 2, reason:	N/A

## 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 - Example 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:

- **Parking Task and Finish Group**

The membership for the Parking Task and Finish Group is as follows: Chairman, Councillor Mrs L Clarke OBE, Vice-Chairman Councillor A Collingwood, and Councillors K Ahmed, A Hill, Mrs W Mallen, N Marshall, H McCarthy and P Turner. The Group have met on 10 April, 30 April and 15 May, and are due to meet on 17 June.

An update will be provided by the Vice-Chairman, Councillor A Collingwood at the Improvement and Review Commission on 12 June.

- **Joint Waste Contract Task and Finish Group**

At the last meeting of the Improvement and Review Commission it was agreed that the Waste Contract Task and Finish Group would meet on an ad-hoc basis to help support and inform the new contract. The following members have volunteered for the TFG: Councillors Lesley Clarke OBE, John Savage, Alex Collingwood, Mahboob Hussain JP, H McCarthy, R Wilson, and M Clarke.

Once the Chairman and Vice-Chairman have been agreed then an initial scoping meeting will be arranged.

### **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 (**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

Title & Subject Matter	Wards	Corporate Priority	Date to be taken	Lead Member	Department	Where referred to (if referred)	Contact Officer
Update on the Licensing of HMOs	All Wards	People. Engaging and working with our communities	11 September 2019	Cabinet Member for Community	Planning & Sustainability		
Wycombe Community Safety Partnership Plan	All Wards	People. Engaging and working with our communities	11 September 2019	Improvement & Review Commission	Community	N/A	Sarah McBrearty, Community Services Team Leader sarah.mcbrearty@wycombe.gov.uk
Commission Work Programme and Cabinet Forward Plan	All Wards	Pounds. Delivering value for money	11 September 2019	Improvement & Review Commission	Democratic, Legal & Policy Services	N/A	Catherine Whitehead, Head of Democratic, Legal & Policy. catherine.whitehead@wycombe.gov.uk
Report of the Parking Task and Finish Group	All Wards	People. Engaging and working with our communities	11 September 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	All Wards	People. Engaging and working with our communities	6 November 2019	Improvement & Review Commission	Democratic, Legal & Policy Services	N/A	Catherine Whitehead, Head of Democratic, Legal & Policy. catherine.whitehead@wycombe.gov.uk

**IMPROVEMENT AND REVIEW COMMISSION TASK AND FINISH GROUPS – as at April 2019**

2019								
APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>PARKING TASK &amp; FINISH GROUP</b> <b>Membership:</b> <b>Chairman:</b> Cllr Mrs L Clarke OBE <b>Vice-Chairman:</b> Cllr A Collingwood Cllrs K Ahmed, A Hill, Mrs W Mallen, N Marshall, H McCarthy and P Turner								

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

**Cabinet Forward Plan – 2019/2020– Published Friday, 24 May 2019**

**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>On or after 14th June 2019</u></b>					
11 x Article 4 Directions	Y	Head of Planning & Sustainability	Open Report	N/A	Head of Planning & Sustainability
<b><u>Cabinet 8 July 2019</u></b>					
Cabinet Response to the IRC River Wye Task and Finish Group Recommendations	Y	Cabinet	Open Report	N/A	Cabinet Member for Planning

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
Treasury Management Annual Report 18/19 and Prudential Indicators	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources Head of Finance & Commercial
Economic Delivery and Housing Delivery Allocations	Y	Cabinet	Open Report	N/A	Cabinet Member for Economic Development & Regeneration Economic Development Officer
Performance Report 2018/19	Y	Cabinet	Open Report	N/A	Executive Leader of the Council Performance and Improvement Officer
High Wycombe Town Centre Masterplan - Phase 7	Y	Cabinet	Open Report	N/A	Cabinet Member for Planning Head of Planning & Sustainability
Local Plan Adoption	Y	Cabinet	Open Report	N/A	Cabinet Member for Planning Team Leader Planning 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
Provisional Outturn Report for the year ending 31 March 2019	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
Temporary Housing Provision - Update Paper	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 Housing  Interim Head of Economic Development & Regeneration
Eastern Quarter Outline Business Case	Y	Cabinet	Open Report and 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  Interim Head of Economic Development & Regeneration
<b><u>Cabinet 16 September 2019</u></b>					
Budget Monitoring Report 2019/20 Quarter 1	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
<b><u>Cabinet 11 November 2019</u></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
Budget Monitoring Report 2019/20 Quarter 2	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
Treasury Management Mid-Year Report	Y	Cabinet	Open Report	N/A	Cabinet Member for Finance and Resources  Head of Finance & Commercial
<b><u>Cabinet 16 December 2019</u></b>					
<b><u>Cabinet 3 February 2020</u></b>					
Budget Monitoring Report 2019/20 Quarter 3	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
<b><u>Cabinet 9 March 2020</u></b>					

### Members of the Cabinet

<b>Name</b>	<b>Address</b>	<b>Ward represented</b>	<b>Position</b>
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