

Contact: Jemma Durkan jemma.durkan@wycombe.gov.uk

SHADOW OVERVIEW & SCRUTINY COMMITTEE

Date: Thursday, 24 October 2019
Time: 6.30 pm
Location: Aylesbury Vale District Council Offices - The Oculus

Membership: Councillors: A Collingwood (Chairman), J Gladwin (Vice-Chairman), R Bagge, P Birchley, L Clarke OBE, A Cole, P Cooper, C Ford, B Gibbs, G Hall, G Hollis, P Jones, P Kelly, S Lambert, R Newcombe, S Renshell, R Stuchbury, P Turner, J Waters and C Whitehead

Webcasting Notice

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Fire Alarm

In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit, and do not re-enter the building until told to do so by a member of staff.

AGENDA

- 1. CHAIRMAN'S INTRODUCTIONS** **6.30 pm**
- 2. APOLOGIES FOR ABSENCE**
To receive any apologies for absence.
- 3. DECLARATIONS OF INTEREST**
Members to declare any interests.
- 4. MINUTES OF THE LAST MEETING** (Pages 1 - 10)
To approve the Minutes of the Shadow Overview & Scrutiny Committee meeting held on 30 September 2019.
- 5. EQUALITIES POLICY DEVELOPMENT** **6.40 pm**
The Committee will receive a presentation on the proposed approach to the development of the Equalities Policy for the new Buckinghamshire Council. Members will have the opportunity to ask questions and provide their views at the early stages of the policy development to help inform the Shadow Executive decision later in the year.

6. ORGANISATIONAL DEVELOPMENT STRATEGY - FOCUS ON VISION, CULTURE AND VALUES **7.20 pm**

The Committee will receive a presentation on the draft Organisational Development Strategy, with a focus on the vision, culture and values from day one of the new Council. Members will have an opportunity ask questions and comment on the draft strategy to help inform the Shadow Executive's decision.

7. TASK AND FINISH GROUP UPDATES **8.00 pm**

The Committee will receive a verbal updates from the Chairman of the task and finish groups:

Implementation Plan T&F - Councillor Barbara Gibbs, on the progress of the plan and any key risks identified.

Budget T&F – Councillor John Gladwin, on the activity of the Budget T&F group.

8. SHADOW EXECUTIVE FORWARD PLAN (Pages 11 - 24) **8.15 pm**

To consider the Shadow Executive Forward Plan.

9. COMMITTEE WORK PROGRAMME (Pages 25 - 28) **8.20 pm**

The Committee will consider the work programme and agenda items for the next meeting.

10. MEETINGS OF THE COMMITTEE **8.25 pm**

To note the next meeting dates as follows:

- Monday 25 November at 6.30pm
- Monday 16 December at 6.30pm
- Monday 3 February at 6.30pm
- Tuesday 3 March at 6.30pm

Delivering the new **BUCKINGHAMSHIRE COUNCIL**

Shadow Overview & Scrutiny Committee Minutes

Date: 30 September 2019

Time: 6.35 - 8.30 pm

PRESENT: Councillor A Collingwood (in the Chair)

Members: Councillors R Bagge, P Birchley, B Gibbs, J Gladwin, G Hollis, S Jenkins, S Renshell, R Stuchbury, P Turner, J Waters and C Whitehead

1. CHAIRMAN'S INTRODUCTIONS

The Chairman welcomed members and officers to the meeting. He requested that members restrict questions to two minutes per question to officers. The Chairman also noted that the next meeting of the Shadow Executive would be taking place on 8 October.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs L Clarke, Councillor R Newcombe, Councillor A Cole, Councillor P Kelly and Councillor S Lambert. It was noted that Councillor Sandra Jenkins was substituting for Councillor Richard Newcombe for the duration of the meeting.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 5 August 2019 were confirmed as a correct record.

Regarding item 6, Consolidated Financial Position, it was requested that information regarding where the figures originated from, as noted in paragraph 10 and page 25 of the report, be made available.

ACTION: Democratic Services

It was noted that actions outlined in the minutes had been actioned and information outstanding would be circulated to the Committee.

ACTION: Democratic Services

5. COUNCIL ACCESS POINTS

The Committee welcomed Sara Turnbull, Localism Workstream Officer Co-Lead, BCC and Jeff Membery, Assistant Director, Customer Fulfilment, AVDC to the meeting to provide a presentation on establishing Council and Community Access Points across Buckinghamshire. The following points were noted:

- Council Access Points would be available on day one of the new Buckinghamshire Council (1 April 2020).
- A report would be provided to the Shadow Executive on 8 October 2019, outlining the vision, approach and options in establishing the access points across Buckinghamshire.
- A member working group had been established to investigate and consider options. Members of the working group had considered good practice at other local authorities.
- The access points would be undertaken in two phases. Phase one would provide council access points for residents to access council services locally on vesting day. Phase two would be an enhanced service to provide community access points, this would be undertaken post vesting day.
- Work was being undertaken with colleagues at the councils to provide council access points the first day of the new council.
- Phase one would be for all services for both county and district to be accessed via website, social media, email, phone and face to face.
- It would be important to provide online services as these usually had a high volume of customers. However it was noted that all residents would need access to services and more complex issues would require face to face customer service.
- The proposal for phase one would be to have 18 council access points across the county for residents to have access to all services. Larger areas would have more than one access point and staff would be trained to answer queries and signpost residents to the correct area of expertise.
- Existing provision would be kept in place and staff trained appropriately to help residents with any queries. Council access points would provide an upgrade for residents to be able to access all council services.
- Consideration was being given to provide an additional access point at Waddesdon and discussions were taking place with colleagues at the parish council.
- The aim was for council access points to cover the whole of the new Buckinghamshire Council area. In areas of high demand there would be more than one access point.
- Work was being undertaken on branding and a communications plan for the 1 April launch and colleagues were working on the customer and digital strand to provide a training plan for staff to enable them to be confident in the range of services for residents to access.
- Post vesting day work would continue on the design and business case for the community access points. It was confirmed that there would be a wider range of services at the community access points. Public engagement would be included so that they would be designed to meet local needs.

In response to members' questions the following points were noted:

- The current main council offices would be used as council access points from day one but this could be subject to change in the future. The levels of usage would determine phase 2 development and the current offices would provide a range of detailed specialist services and for these to be maintained. Transformation to additional services and community access points would be dealt with post vesting day. Further work and investigation was required.
- Discussions would be taking place to consider integrating and making health services available at integrated locations in phase 2. It was noted that this was a complicated process.
- Telephone communication would be available at all the main council office buildings. At smaller locations there would be face to face customer services and officers would be trained to deal with common queries in an effective way.
- Officers noted that there were 80,000 face to face contacts last year and the aim for the access points was so that residents would not have to travel long distances to access services. Evidence over the next year would inform decisions in the future on how services could be accessed.
- Longer term it would be a consideration to have leisure facilities such as coffee shops at access points. Other local authorities had adopted these type of services along with other leisure, health and police services. Sites would vary along with the needs of the community.
- Some sites would undertake building works to facilitate areas for private face to face contact with residents.
- A member highlighted concern that some areas such as the South Bucks District Council offices were not in an accessible location and it was suggested in Gerrards Cross would be better place to provide services to local residents.
- There was concern that two access points in High Wycombe was unnecessary
- Regarding the suggestion that under used council offices should be sub-let it was confirmed that the main council office buildings would be available for residents on day one of the new council however this could be reconsidered in the future.
- Equality of access was being considered at the sites as these differed across the locations. It was noted that Buckingham Library would be one of the access points and services would be maintained.
- Using communication technology such as Skype would be investigated. Members were invited to provide further suggestions.
- Options were being considered using town and parish council facilities in the future.
- The focus was for feasible options and to minimise costs.
- There was concern that residents would not go to an access point at a library to discuss confidential issues. Work needed to be undertaken on the needs required at locations and to make this was clear for residents. Members were assured that it was critical to make sure that expectations to access

services was clear. Complex issues would be dealt with by trained customer service staff and residents if needed would be signposted to the correct service required. Expectations would need to be managed and a majority of queries would be dealt with at the main council offices or by appointment.

- The amount of staff and working hours would be dependent on the type of access point. All would be paid staff, volunteers would not deal with complex queries.
- The current budget was not extensive and three sites would require building work ahead of day one to provide private areas. Sites would be reconsidered in relation to demand.
- The aim for phase one was to offer an enhanced service with a variety of services to be accessed. There was a need to gather evidence to build a business case and review demand post vesting day.
- Members highlighted concern that evidence had not been sufficiently obtained ahead of expanding the services and not all of the access points would be required. In response it was noted that the Shadow Executive report provided information on the work undertaken and detailed the training programme to be delivered to front line staff to prepare them ahead of vesting day. It was important that access to services was available on day one and to reassure residents that the council was not remote; a communications plan would be important to deliver this message.
- Concern was raised regarding a perceived possible relocation of the BCC Children's Services offices in High Wycombe. It was noted that the safeguarding of children was paramount. The officer explained that there were no plans regarding a change of office location as part of the Council Access Point Proposal and concerns would be passed on to the relevant children's services officers.
- Regarding the potential demolition of the existing Winslow Community Library, officers confirmed that BCC were undertaking discussions and future options were being considered. A press release was due to be issued regarding the matter shortly.
- Regarding the budget officers confirmed that some funding was already covered in existing budgets. The additional funding requested would be to support phase 1 of the works. It was noted that phase 2 would require significant investment but this funding was not required at this time until a business case had been undertaken.

Members outlined their concerns and agreed that these would be provided to the Shadow Executive ahead of their meeting on the 8 October. Members were concerned at the lack of evidence and business case ahead of phase 1 and that residents were provided with a continuity of service. Resources needed to be considered to help deliver a balance of services. Residents were familiar with using the 5 council locations and it was questioned if additional resources would risk confusing the public on where to go for services. However one member noted that council offices should not be under occupied and could be sub-let.

The Chairman thanked the officers for the presentation and the Policy Officer confirmed that, in consultation with the Chairman and Vice Chairman, key points would be provided to the Shadow Executive for consideration ahead of their meeting on 8 October.

6. CUSTOMER STRATEGY

The Committee welcomed Maryonne Hassell, IT Strategy Manager, AVDC and Lloyd Jeffries, Director of Customer, BCC to the meeting to provide a presentation on the planned approach and implementation of customer and digital services for vesting day of the new Council.

Members were informed that initially there would be no major transformation, new and existing signposting would be provided to residents to access services.

Members were provided with information regarding customer channel storyboards which demonstrated the customer's experience when accessing services on vesting day and beyond. It was noted that the existing telephone numbers would still be in use and a new telephone number for Buckinghamshire Council would also be available. Staff would be trained and upskilled to deal with enquiries on the telephone and for face to face queries. Payment methods would remain in place for Day 1 and websites for the councils would stay open but would be rebranded. Existing processes would be kept in place with additional signposting. Webchat would be available and social media sites would need to be rebranded.

In response to a query it was confirmed that the process for payments to town and parish councils from council tax would be in line with the current process and this was being dealt with within the finance workstreams.

It was noted that there would be an area on the new website for new residents and for people who were unsure which service to use. Testing would be undertaken well in advance of vesting day to ensure the least disruption as possible to customers.

It was unknown at this time where the central customer service team would be based for the new council.

Officers commented that currently the larger resources available provided a better position for customer access to the council than ever before and there would be multiple 'front door' access to the council for residents.

It was noted that the current telecommunication providers to the councils would be used and officers were currently in discussion with suppliers. The website for the new council would be delivered by a new provider and should be up and running by Christmas 2019.

The Chairman thanked the officers on behalf of the Committee and welcomed them to a future meeting to bring any demonstrations or tests to the Committee so that they could support the work being undertaken.

7. SHADOW EXECUTIVE FORWARD PLAN

The Committee noted the Shadow Executive Forward Plan. An updated version published on the 25 September had been forwarded by email to the Committee in advance of the meeting.

The Chairman reported that he would be attending the Shadow Executive meeting on 22 October to present the Scrutiny Work Programme. He noted that discussions were being undertaken with the Shadow Executive Leader regarding access to the Executive reports in advance of the meetings.

8. COMMITTEE AND TASK AND FINISH WORK PROGRAMME

The Committee noted and agreed the draft Work Programme, the proposed approach and schedule for the Budget Task and Finish Group, and the schedule of dates for the Implementation Plan Task and Finish Group.

Regarding the Budget Task and Finish Group it was noted that a robust process would be in place and during January 2020 the Committee would be interviewing Portfolio Holders as part of the scrutiny process.

Chairman

The following officers were in attendance at the meeting:

Jemma Durkan - Democratic Services Officer
Kama Wager - Committee & Governance Manager

03 October 2019

Letter from the Shadow Overview and Scrutiny Committee**Re: Shadow Scrutiny Committee Consideration of Community Access Points Proposal - 30 September 2019**

Dear Martin,

At the meeting of 30 September 2019, the Shadow Scrutiny Committee considered the proposed approach to Community Access Points ahead of the Shadow Executive decision on the 08 October 2019. Members would like to thank officers for attending the meeting and taking questions.

The Committee raised a number of points, summarised below. It is requested that the Shadow Executive consider this feedback when discussing the proposed options at its meeting on 08 October.

Day 1 requirements vs longer term transformation:

- Members agreed that it was important that the public are clear about where they can go to access services once the new council is launched, and that service continuity is protected.
- The majority of Members felt that the focus for Day 1 should be on retaining the current access points via council offices and locations already used for such purposes (E.g. Marlow and Princes Risborough) and not on adding more.
- Members felt strongly that any future expansion of service beyond the existing council contact points must be based on detailed evidence and analysis of need, so that there is not a risk that the new council would be in a position of having to close down unnecessary access points in the future.

Locations:

- A Councillor for South Bucks suggested that the South Bucks District Council offices were not in an accessible location – and that there if locations were being considered, there should be one in Gerrards Cross to serve the local population.
- It was felt that two locations in Wycombe Town Centre would be unnecessary
- Members suggested that Town and Parish Councils should be involved in discussions identifying suitable places in each area and that their offices could potentially be used as access points in the future.
- Members suggested using technology such as Skype (or equivalent) at access points to enable more accessibility.
- It was suggested that consideration should be given to extending opening hours of existing locations where there is an identified need.

Communication:

- Members highlighted that public communications would be important to manage expectations. Communications would need to be clear around what will actually be available and on offer at community access points.

03 October 2019

Budget:

- Members were concerned that the budget was not sufficient. In particular:
 - Members felt that if the proposed 18 access points were set up, in reality this would require extra staffing to manage these, in addition to the proposed approach to training existing staff/volunteers.
 - To undertake the required building works to ensure access points had private spaces.

The Committee welcomed the opportunity to consider the proposals ahead of the Shadow Executive meeting and trust that our feedback will help inform its decision.

Yours Sincerely,

Cllr Alex Collingwood
Chairman – Shadow Overview and Scrutiny Committee

Cllr John Gladwin
Vice Chairman - Shadow Overview and Scrutiny Committee

11 October 2019

**Re: Shadow Scrutiny Committee Consideration of Community Access Points
Proposal - 30 September 2019**

Dear Alex and John,

Thank you for letter dated 3 October 2019. I am grateful to your committee for taking the time to consider the proposal on Council and Community Access Points. Your letter highlighted a range of issues which informed the Shadow Executive decision at its meeting on 8 October, and the Shadow Executive has asked us to respond as the localism member co-leads.

We fully support the comments made by scrutiny members in regard to the need for effective communications and retaining current access points for day one. This is exactly the approach which has been agreed. With regard to not adding more Council Access Points for day 1 of the new Buckinghamshire Council, all CAPs will be at existing buildings where staff and/or volunteers already help residents with accessing information. Therefore there will be, as scrutiny recommend, no new buildings or staff provided.

The wider issues raised in regard to locations are helpful. In light of your feedback, the Shadow Executive agreed to remove Wycombe library as a Council Access Point. The location for the CAP in Wycombe will therefore be the main district council building for day 1, with one in Wycombe rather than two.

Phase 1 locations are an interim solution for day 1 and we fully intend to ensure that those locations are reviewed within 1 year. As part of this review process officers will ensure that your suggestions on other changes are fully considered.

During phase 2, key stakeholders, such as town and parish councils, and new members, will be involved in considering the best local solutions for access points longer term. Town and parish councils will have an important role in helping identify alternative locations as part of this review, which could include exploring delivery at their offices where this is best for residents.

Finally, you raised some queries on the sufficiency of the budget. The financial costings for phase 1 are minimal based on the approach agreed by the Shadow Executive to use existing buildings and staff, with no additional ongoing staffing resource required. I have asked officers to ensure that a detailed financial assessment is included within subsequent proposals on the development of community access points, to be developed post-vesting day.

Yours sincerely

Mark Shaw and Katrina Wood
Member Localism Co-Leads

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**Shadow Authority
For delivering the Buckinghamshire Council**

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

**SHADOW EXECUTIVE
28 Day Notice**

This is a notice of an intention to make a key decision on behalf of the Shadow Authority for the Buckinghamshire Council (Regulation 9) and an intention to meet in private to consider those items marked as 'private reports' (Regulation 5).

A further notice (the 'agenda') will be published no less than 5 working-days before the date of the Shadow Executive meeting and will be available via the [Shadow Authority website](#)

Y = key decision *All reports will be open unless specified otherwise

| Report title & summary | Key | Decision maker | *Private report (Y/N) and reason private | Lead Member/ Officer(s) & Contact Officer(s) |
|--|-----|------------------|--|---|
| TUESDAY 22 OCTOBER 2019 | | | | |
| Spend Protocol Update To consider revisions to the Spending Protocol - a general consent to enter into contracts in accordance with the agreed protocol. <i>Item description amended 14.10.2019.</i> | Y | Shadow Executive | | Lead Member/ Officer(s): Richard Ambrose Contact Officer(s): Richard Ambrose |

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|--|---|------------------|----------------------|---|
| <p>Consequential Parliamentary Order A report on the additional order to be laid through Parliament. <i>Item added 02.10.2019.</i></p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Joanna Swift</p> |
| <p>Branding Consideration of branding proposals for Buckinghamshire Council.</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Emma Denley</p> <p>Contact Officer(s): Emma Denley</p> |
| <p>Scrutiny Work Programme To consider the work programme of the Shadow Overview and Scrutiny Committee.</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Kama Wager</p> <p>Contact Officer(s): Kama Wager</p> |
| <p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p> | Y | Shadow Executive | Part exempt (para 3) | <p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p> |

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| Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk. | N | Shadow Executive | | Lead Member/ Officer(s): Rachael Shimmin Contact Officer(s): Roger Goodes |
| NOVEMBER 2019 (DATE TBC) | | | | |
| Appointments of Statutory Officers (Tier 3) for Buckinghamshire Council Appointments to the roles of Statutory Officers for Buckinghamshire Council, subject to the decision of the Senior Appointments Sub Committee 10 October. <i>Item added 16.09.2019.</i> | Y | Senior Appointments Sub Committee | Part exempt (paras 1 + 3) | Lead Member/ Officer(s): Sarah Murphy-Brookman Contact Officer(s): Sarah Murphy-Brookman |
| TUESDAY 12 NOVEMBER 2019 | | | | |
| Legal Services for the Buckinghamshire Council To consider arrangements for Legal Services for the Buckinghamshire Council. | Y | Shadow Executive | Part exempt (para 3) | Lead Member/ Officer(s): Catherine Whitehead Contact Officer(s): Catherine Whitehead |

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| <p>Housing Infrastructure Fund Bids Overview To consider an overview of Housing Infrastructure Fund (HIF) bids</p> | Y | Shadow Executive | Part exempt (para 3) | <p>Lead Member/ Officer(s): Rob Smith</p> <p>Contact Officer(s): Joan Hancox</p> |
| <p>Princes Risborough Relief Road To consider a report on the HIF funded Southern Road links (Princes Risborough Relief Road Phase 1), revised assessment of costs and risks.</p> | Y | Shadow Executive | Part exempt (para 3) | <p>Lead Member/ Officer(s): Ian Manktelow</p> <p>Contact Officer(s): Ian Manktelow</p> |
| <p>Local Area Technicians (LATs) Future delivery options of LATs service</p> | Y | Shadow Executive | Part exempt (para 3) | <p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Neil Gibson</p> |
| <p>Wycombe Regeneration Strategy and Outline Business Case for Eastern Quarter Draft Regeneration Strategy looking forward to 2050 for High Wycombe, Marlow and Princes Risborough.</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Peter Wright</p> <p>Contact Officer(s): Peter Wright</p> |

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| <p>Council Tax Reduction Scheme Approval of the scheme for Buckinghamshire Council</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p> |
| <p>Main Payscale, Reward, Terms and Conditions To consider a report on payscale, reward, terms and conditions</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p> |
| <p>Organisational Development Strategy Consideration of the OD Strategy</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Sarah Murphy-Brookman</p> |
| <p>Devolution Offer To consider a proposal for a devolution offer. <i>Item amended 02.10.2019.</i></p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p> |

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| <p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p> | Y | Shadow Executive | Part exempt | <p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p> |
| <p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p> | N | Shadow Executive | | <p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p> |
| TUESDAY 3 DECEMBER 2019 | | | | |
| <p>Delivery Vehicles/ Council Owned Companies To consider a report on Council owned companies</p> | Y | Shadow Executive | Part exempt | <p>Lead Member/ Officer(s): John Reed</p> <p>Contact Officer(s): John Reed</p> |
| <p>South East Aylesbury Link Road To consider a report on the South East Aylesbury Link Road, revised assessment of costs and risks.</p> | Y | Shadow Executive | Part exempt | <p>Lead Member/ Officer(s): Ian McGowan</p> <p>Contact Officer(s): Thomas Fitzpatrick</p> |

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| <p>Local Plans - Transition and a new Local Plan for Buckinghamshire To consider local plans for transition and a new local plan for Buckinghamshire Council.</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Neil Gibson</p> |
| <p>Environment Policy Consideration of the approach and ambition towards an Environment Policy for Buckinghamshire Council.</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Neil Gibson</p> <p>Contact Officer(s): Penelope Tollitt</p> |
| <p>ICT, Digital and Information Strategy To consider an ICT, Digital and Information Strategy for Buckinghamshire Council.</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Sarah Ashmead</p> <p>Contact Officer(s): Sarah Ashmead</p> |
| <p>Town and Parish Charter To consider the proposed charter and associated support required for delivery</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p> |

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| <p>Keeping it Local - Community Boards To consider consultation feedback on community board options and proposals and to make a decision on their possible establishment.</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Sara Turnbull</p> <p>Contact Officer(s): Sara Turnbull</p> |
| <p>Armed Forces Protocol Consideration of an Armed Forces Protocol for Buckinghamshire Council</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Lizzie Wright</p> |
| <p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p> | Y | Shadow Executive | Part exempt | <p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p> |
| <p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p> | N | Shadow Executive | | <p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p> |

TUESDAY 7 JANUARY 2020

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| <p>Draft Budget 2020/ 2021 To consider the draft budget 2020/2021 for the Buckinghamshire Council.</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p> |
| <p>Civic and Ceremonial Proposals To consider proposals for civic arrangements for the Buckinghamshire Council.</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Emma Denley</p> |
| <p>Wycombe Community Governance Review Community Governance Review for High Wycombe.</p> | N | Shadow Executive | | <p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Catherine Whitehead</p> |

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| <p>Kingsbrook Community Governance Review Community Governance Review to consider what changes are needed to the parish arrangements within the Bierton with Broughton Parish Council area</p> | N | Shadow Executive | | <p>Lead Member/ Officer(s): Bill Ashton</p> <p>Contact Officer(s): Craig Saunders</p> |
| <p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p> | Y | Shadow Executive | Part exempt | <p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p> |
| <p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p> | N | Shadow Executive | | <p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p> |

TUESDAY 28 JANUARY 2020

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| <p>Members Allowances Consideration of Members Allowances</p> | <p align="center">Y</p> | <p align="center">Shadow Executive</p> | | <p>Lead Member/ Officer(s): Catherine Whitehead</p> <p>Contact Officer(s): Mathew Bloxham</p> |
| <p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p> | <p align="center">Y</p> | <p align="center">Shadow Executive</p> | <p align="center">Part exempt</p> | <p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p> |

TUESDAY 18 FEBRUARY 2020

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|--|-------------------------|--|--|--|
| <p>Draft Budget 2020/ 2021 Consideration of the final draft budget 2020/ 2021 for recommendation to the Shadow Authority.</p> | <p align="center">Y</p> | <p align="center">Shadow Executive</p> | | <p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p> |
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|--|---|------------------|-------------|---|
| <p>Union Facilities Time Agreement Consideration of the proposal on the granting of Trade Union paid Facility Time for the new Council</p> | Y | Shadow Executive | | <p>Lead Member/ Officer(s): Sarah Murphy-Brookman</p> <p>Contact Officer(s): Anne Nichols</p> |
| <p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p> | Y | Shadow Executive | Part exempt | <p>Lead Member/ Officer(s): Richard Ambrose</p> <p>Contact Officer(s): Richard Ambrose</p> |
| TUESDAY 10 MARCH 2020 | | | | |
| <p>Spending Protocol Items referred to the s151 officer from the five existing councils under the Spending Protocol and referred to the Shadow Executive in accordance with the protocol.</p> | Y | Shadow Executive | Part exempt | <p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p> |
| <p>Programme Update Highlight report from the Programme Management Office covering the Programme update, Budget and Risk.</p> | N | Shadow Executive | | <p>Lead Member/ Officer(s): Rachael Shimmin</p> <p>Contact Officer(s): Roger Goodes</p> |

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The Shadow Authority Constitution defines a 'key' decision as any decision taken in relation to a function that is the responsibility of the Shadow Executive and which is likely to:-

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority."

In determining the meaning of "significant" for these purposes the Shadow Authority will have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the Local Government Act 2000 Act and the value of any decision under consideration (e.g. £1 million or above could be regarded as significant but this has to be considered in the context of the particular decision).

As a matter of good practice, this notice may also includes other items, in addition to key decisions, that are to be considered by the Shadow Executive.

Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the website usually 5 working-days before the date of the meeting. Paper copies may be requested using the contact details below.

*The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

| | |
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| Paragraph 1 | Information relating to any individual |
| Paragraph 2 | Information which is likely to reveal the identity of an individual |
| Paragraph 3 | Information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| 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 of the Crown and employees of, or office holders under, the authority |
| Paragraph 5 | Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings |
| Paragraph 6 | Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment |
| Paragraph 7 | Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime |

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1 - 7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information. Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below.

Democratic Services, Programme Management Office, Buckinghamshire County Council, Walton Street, Aylesbury, HP20 1UA
| 01296 674691 | demservices-shadow@buckscc.gov.uk

| Date | Meeting Type | Topic | Description/Outcomes | Lead Officers/Report Authors |
|---|------------------------------------|--|--|--|
| Monday 5th August | Formal Committee (webcast) | | | |
| Monday 2nd September | Committee Education Session | CFPS workshop- understanding the role of shadow scrutiny and ways of working | The workshop will discuss with members what the role of shadow scrutiny should be, effective ways of working and effective work programming | Members will understand the role and how it differs from scrutiny in the new council. Members will understand effective ways of working during the transition period. Members will develop their work programme for upcoming meetings. |
| Monday 30th September 6.30pm Mezz 1& 2 County Hall | Formal Committee (Webcast) | Council Access Points Customer Strategy – Model for Day One Committee and Task and Finish Group Work Programme | To comment on and review the proposals, to help inform the Executive’s decision. To comment on and review customer strategy, focusing on the impact on residents from day one of the new council. To develop a work programme as a basis for consultation with the Shadow Executive. | Sara Turnbull Lloyd Jefferies, Ben Unsworth and Maryvonne Hassall Kama Wager, Policy Officer. |

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| | | Shadow Executive Forward Plan | To review the forward plan and identify areas for the T&F groups explore and report back. | |
| Thursday 24 th October at 6.30pm Crowne Plaza (TBC) | Formal Committee (Webcast) | OD Strategy - Focus on Culture and Values Equalities Policy Development Implementation Plan Update Task & Finish Group | Pre decision scrutiny to help shape and inform strategy and policy. Pre decision scrutiny to help shape and inform policy. Review of progress of plan and any key risks. | Sarah Murphy- Brookman (BCC) TBC |
| Monday 25th November At 6.30pm Venue TBC | Formal Committee (Webcast) | Strategic Plan Comms and Engagement Strategic Plan Update Committee Work Programme T&F Group Updates | Pre decision Scrutiny to inform the final strategic plan for the council. To review progress on the Plan To consider WP and future items To report back to committee and highlight any areas of concern. | TBC Roger Goodes and Kate Walker (TBC) Kama Wager, Policy Officer T&F Chairs/Lead Members |

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| Monday 16th December At 6.30pm Venue TBC | Formal Committee (Webcast) | Draft Council Constitution Employer of Choice | To review the draft constitution – particular focus on Overview and Scrutiny To discuss how to make Buckinghamshire Council an Employer of Choice | Cath Whitehead, Interim Monitoring Officer. |
| Monday 3rd February At 6.30pm Venue TBC | Formal Committee (Webcast) | Implementation assessment of progress ahead of day one. | | |
| Tuesday 3rd March At 6.30pm Venue TBC | Formal Committee (Webcast) | T&F group updates and areas of referral for monitoring in the new council. Scrutiny Handover – to identify and highlight areas of focus to be referred to the new council scrutiny. | | |

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