

Date of issue: Monday, 5 June 2017

<b>MEETING:</b>	<b>OVERVIEW &amp; SCRUTINY COMMITTEE</b> (Councillors Sadiq (Chair), Chahal (Vice Chair), Chaudhry, N Holledge, Parmar, Rana, Sarfraz, A Sandhu and R Sandhu)
<b>DATE AND TIME:</b>	TUESDAY, 13TH JUNE, 2017 AT 8.00 PM
<b>VENUE:</b>	VENUS SUITE 2, ST MARTINS PLACE, 51 BATH ROAD, SLOUGH, BERKSHIRE, SL1 3UF
<b>DEMOCRATIC SERVICES OFFICER: (for all enquiries)</b>	SHABANA KAUSER 01753 787503

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



**ROGER PARKIN**  
Interim Chief Executive

**MEMBERS ARE ASKED TO NOTE THAT PRIOR TO THE MEETING, A MEMBER DEVELOPMENT TRAINING SESSION REGARDING THE OVERVIEW AND SCRUTINY PROCESS WILL BE HELD AT 6.30PM.**  
(This session is not open to the Press and Public)

AGENDA

PART I

AGENDA  
ITEM

REPORT TITLE

PAGE

WARD

**CONSTITUTIONAL MATTERS**

Apologies for Absence



<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
1.	Declarations of Interest  <i>All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.</i>  <i>The Chair will ask Members to confirm that they do not have a declarable interest. All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.</i>		
2.	Minutes of the Last Meeting held on 13th April 2017	1 - 6	All
3.	Appointment of Scrutiny Panels	7 - 10	All
<b>SCRUTINY ISSUES</b>			
4.	Member Questions  <i>(An opportunity for Committee Members to ask questions of the relevant Director/ Assistant Director, relating to pertinent, topical issues affecting their Directorate – maximum of 10 minutes allocated).</i>	-	-
5.	Forward Work Programme	11 - 16	All
6.	Date of Next Meeting - 13th July 2017		

**Press and Public**

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

**Overview & Scrutiny Committee – Meeting held on Thursday, 13th April, 2017.**

**Present:-** Councillors Nazir (Chair), Strutton (Vice-Chair), Bedi, N Holledge, Parmar, Sadiq, A Sandhu and R Sandhu

**Apologies for Absence:-** Councillor Usmani

**PART I**

**76. Declarations of Interest**

None received.

**77. Minutes of the Last Meeting held on 9th March 2017**

**Resolved** – That the minutes of the meeting held on 9<sup>th</sup> March 2017 be approved as a correct record.

**78. Action Progress Report**

Members were reminded of the recommendation of the Overview and Scrutiny Committee made at its meeting on 9th March 2017, that the Cabinet support the exploration of a Business Improvement District (BID) for Slough as the best possible solution for revitalising Slough town centre. The Committee were informed that the Cabinet agreed that further work should be undertaken with businesses and partners in the town centre before bringing a further report on the BID proposal to Cabinet at a later date.

**Resolved** – That details of the Action Progress Report be noted.

**79. Member Questions**

None received.

**80. Presentation: Policing Strategy In Slough - Office of the Police and Crime Commissioner**

The Scrutiny Officer explained that due to unforeseen circumstances the Police and Crime Commissioner was unable to attend the meeting. It was noted that arrangements would be made for the item to be rescheduled for the new municipal year.

**81. Local Government Association Communications Peer Challenge**

The Assistant Director, Strategy & Engagement, introduced a report that set out the recommendations of a recent Local Government Association (LGA) Peer Challenge of the Council's communications function and the action plan developed in response to the feedback.

## Overview & Scrutiny Committee - 13.04.17

*(Councillor Sadiq joined the meeting)*

The process was part of the LGA's support to authorities and the review had taken place in November 2016 by a team that included experienced communications professionals from the LGA and other local authorities. A significant amount of good work had been recognised, however, the review highlighted a lack of a strategic approach to communications to explain the Council's ambition and direction and a number of short, medium and long term actions had been identified to address this issue.

Members discussed the process undertaken, particularly the involvement of non-Executive councillors, and it was responded that the LGA team had identified those they wished to interview as part of the review. This included the Leader of the Opposition, partners and senior officers from across the Council. The report to the Committee provided an opportunity for scrutiny to shape the Council's response to the review. Clarification was sought on the timeline for implementing the recommendations and it was noted that some had already been actioned, for example, the appointment of an Interim Head of Strategic Communications who would play in a leading role in responding to the LGA's findings and make the necessary changes to communications activity and operation. The Assistant Director was confident that the timescales set out in the action plan would be met and much of the work was already underway. The Committee agreed to receive a progress update on implementation in the Autumn of 2017.

The Committee recognised the importance of the Council's communications function in terms of how the authority was perceived and how it engaged with residents and partners. The Assistant Director highlighted that the focus was much wider than the local press and included raising the Council and town's profile at a national level, for example on economic development, and in the trade press. Members raised a number of specific issues including communication with residents and the future opportunities to improve engagement.

At the conclusion of the discussion, the Committee noted the LGA Peer Challenge report and the Council's action plan and agreed to consider a progress update later in the year.

### **Resolved –**

- (a) That details of the report be noted.
- (b) That the LGA's recommendations contained within the Action Plan, as appended to the report, be endorsed.
- (c) That the Committee be provided with an update on implementation and progress of recommendations, contained within the action plan, in Autumn 2017.

## Overview & Scrutiny Committee - 13.04.17

### 82. Performance and Projects Report Quarter 3 2016/17

The Head of Financial Reporting introduced a report that update the Committee on the latest performance information on the balanced scorecard indicators for the third quarter of 2016-17 and progress on a range of major projects.

The Council was either on or very close to target on more than three-quarters of balanced scorecard indicators. Members' attention was drawn to the three indicators receiving a 'red' RAG status – crime rates per 1,000 population and two relating to 'excess weight' in primary school children. The main areas of variance from the second quarter were also noted that included the Council Tax collection rate and proportion of residents signed up to self-service. The project updates were noted, including four transport, highways and leisure schemes which had experienced delays during the reporting period.

The Committee welcomed the more streamlined presentation of the report which made it easier to identify the areas where further management action was required. In response to a question about how resources were allocated, the Officer stated that refreshed Five Year Plan outcomes provided a clear focus for the targeting of resources. During the course of the discussion Members requested further information on the following matters:

- Proportion of residents signed up for self service - further details to be provided as to why the self service sign up rate had dropped from 12.6% to 9.4%.
- Burnham Station scheme - clarification regarding the Local Enterprise Fund and its contribution, if any, towards the Burnham Station Improvements.
- Children with excess weight at Primary School - Further information relating to what specific measures had been implemented to address the issue.

The Committee discussed a number of other specific aspects of the report including the School Place Programme and household recycling rates. At the end of the discussion, Members noted the report.

**Resolved –** That the Council's current performance, as measured by the indicators within the balanced scorecard and update on Gold Projects, be noted.

### 83. Financial Update Month 11 2016/17

The Head of Financial Reporting introduced a report that provided the Committee with the latest forecast financial information to the end of February 2017.

The Council was forecasting a General Fund revenue underspend of £18,000 at Month 11, which was a considerable improvement of £436,000 on the forecast overspend reported for the previous month. The overspend in Adult

## Overview & Scrutiny Committee - 13.04.17

Social Care of £859,000 remained due to the increasing levels of need for existing clients receiving domiciliary care. However, this was offset by underspends in other directorates with particular improvement reported in additional investment income leading to the overall forecast to balance the budget for the year. Slippage in the Capital Programme was 11% and the Housing Revenue Account (HRA) was forecasting an underspend.

Members asked whether the overspend in Adult Social Care would have an impact on the budget for the next financial year. The Officer responded that the continued pressures in Adult Social Care had been reflected in the 2017-18 revenue budget and the Council would start from a more realistic position, however, it was recognised that as a demand led service it was difficult to accurately predict the exact position over the coming year. Clarification was sought on the reasons for the HRA underspend and it was noted that this was primarily due to delays in some works.

The Committee discussed a number of aspects of the Capital Programme set out in Appendix B to the report. Slippage in a number of projects was reported and it was requested that explanatory notes to be incorporated into future reports to summarise the reasons for such delays. A Member sought clarification on scheme PO60 Station Forecourt and further information as to which station forecourt this referred to was requested. Members were assured that the Capital Strategy Board closely monitored all projects and the level of slippage was significantly reduced compared to previous years as result of the management action that had been taken.

At the end of the discussion, the Committee noted the report.

**Resolved –** That details of the latest financial forecast be noted.

### 84. Review of the Council's Insurance Function

The Senior Risk & Insurance Officer introduced a report with guidance on the current provisions for the Council's insurance function.

At its meeting on 12<sup>th</sup> January 2017, the Committee discussed the progress made on the insourcing of Environmental Services. As part of the discussion, Members had raised the issue of SBC's liability to staff who would be under its employment. Assurances were sought that the liability scheme was sufficiently robust to ensure that such employees would be in receipt of appropriate cover. The Head of Financial Reporting had therefore provided the guidance on the insurance scheme and SBC's liability and the report outlined a series of matters, including the insurance market; SBC's staff working on insurance; the procurement and renewal of SBC's insurance scheme; the costs of the insurance scheme; and excesses.

The Committee was given assurance that discussions had been held with the Council's insurance providers to ensure the required provision was in place for employees engaged in any Local Authority Controlled Company (LACC) that was established. Members asked a number of questions about the levels

## **Overview & Scrutiny Committee - 13.04.17**

of excess and rights of tenants to which the Officer responded. At the conclusion of the discussion, the report was noted.

**Resolved** – That details of the report be noted.

### **85. Annual Scrutiny Report 2016/17**

The Scrutiny Officer outlined details of the Annual Scrutiny Report 2016/17 for Members consideration. The annual report included a review of the scrutiny work programme for the past year and assessed the impact scrutiny had had on influencing policy and holding the Executive to account. In particular, the Committee's work, in conjunction with the Neighbourhoods and Community Services Scrutiny Panel on housing was highlighted. Significant work had been undertaken during 2016/17 in relation to the Council's Housing Service, which included the Housing Revenue Account, the allocations policy and addressing issues regarding homelessness.

The Chair thanked the Vice-Chair of the Committee and all Chairs and Vice-Chairs of the panels for their support and leadership throughout the year. Officers were also thanked for their contributions to the Overview and Scrutiny function.

**Recommended to Council** – That the Annual Scrutiny Report 2016/17 be endorsed.

### **86. Annual Petitions Report 2016/17**

The Senior Democratic Services Officer provided the committee with details of the Annual Petitions Report 2016/17. A total of 23 petitions had been received for the period April 2016 to March 2017. A summary of the subject matter and response to the petitions was noted.

**Resolved** – That details of the Annual Petitions Report 2016/17 be noted.

### **87. Attendance Record**

**Resolved** – That details of the Members' Attendance Record 2016/17 be noted.

### **88. Date of Next Meeting - 13th June 2017**

The date of the next meeting was confirmed as 13<sup>th</sup> June 2017.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 7.42 pm)

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**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Overview & Scrutiny Committee  
**DATE:** 13<sup>th</sup> June 2017  
**CONTACT OFFICER:** Dave Gordon, Scrutiny Report  
**(For all enquiries)** (01753) 875411  
**WARD(S):** All

**PART I**  
**FOR DECISION**

**APPOINTMENT OF SCRUTINY PANELS**

1 **Purpose of Report**

This report seeks approval to the establishment of a number of Scrutiny Panels and the nomination of Members to serve on them.

2 **Recommendations**

- 2.1 That the Panels set out in paragraph 5.1 of this report be appointed for the 2017/18 Municipal Year.
- 2.2 That the Committee note the allocation of seats to the Panels (paragraph 5.2).
- 2.3 That the Committee agree the allocation of Chairs and Vice-Chairs of Panels on the basis set out in paragraph 5.3 and that each Panel be invited to appoint a Chair and Vice-Chair at its first meeting.
- 2.4 That Members be appointed to serve on each of the Panels in accordance with the wishes expressed by Political Groups in respect of seats allocated to them as set out in paragraph 5.4 – 5.6 below.
- 2.5 That the co-opted Members listed in paragraphs 5.4 – 5.6 below be appointed to the Education & Children’s Services, Health Scrutiny and Neighbourhoods & Community Services Panels.

3. **The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

- 3.1 The Council’s decision-making and the effective scrutiny of it underpins the delivery of all the Joint Slough Wellbeing Strategy priorities. The Overview and Scrutiny Committee (OSC), alongside the 3 Scrutiny Panels combine to meet the local authority’s statutory requirement to provide public transparency and accountability, ensuring the best outcomes for the residents of Slough.

3.2 The work of scrutiny also reflects the priorities of the Five Year Plan, as follows:

- Slough will be the premier location in the south east for businesses of all sizes to locate, start, grow, and stay
- There will more homes in the borough, with quality improving across all tenures to support our ambition for Slough
- The centre of Slough will be vibrant, providing business, living, and cultural opportunities
- Slough will be one of the safest places in the Thames Valley
- More people will take responsibility and manage their own health, care and support needs
- Children and young people in Slough will be healthy, resilient and have positive life chances
- The Council's income and the value of its assets will be maximised
- The Council will be a leading digital transformation organisation

3.3 Overview and Scrutiny is a process by which decision-makers are accountable to local people, via their elected representatives for improving outcomes relating to all priorities for the Borough and its residents. Scrutiny seeks to influence those who make decisions by considering the major issues affecting the Borough and making recommendations about how services can be improved.

#### 4 **Legal, Human Rights and Other Implications**

The recommendations meet the requirements of political proportionality as set out in Local Government and Housing Act 1989 and associated Regulations. There are no other implications arising from this report.

#### 5. **Supporting Information**

5.1 The Committee is being recommended to appoint members to the three Scrutiny Panels for the 2017/18 municipal year.

5.2 Scrutiny Panel seat allocations have been calculated to reflect actual group membership and statutory proportionality entitlements as follows:

<b>Panel</b>	<b>Total Seats</b>	<b>Labour</b>	<b>Conservative</b>
Education & Children's Services Panel	9	7	2
Health Panel	9	7	2
Neighbourhoods & Community Services Scrutiny Panel	9	7	2

- 5.3 The Council's Constitution states that each Panel will consider electing a Chair and Vice-Chair at its first meeting. The Chairs of the Panels will be offered to a member of the Administration. The Vice-Chairs will be offered to a member of the Opposition. A Panel may appoint any of its voting members if the offer is not accepted.
- 5.4 The political groups have been requested to nominate Members to sit on the Panels. Nominations received are set out below:-

**Education & Children's Services Scrutiny Panel** – Councillors Anderson, Brooker, Carter, Chahal, Chohan, N. Holledge, Kelly, Pantelic, Qaseem

**Health Scrutiny Panel** – Councillors Chaudhry, M.Holledge, Pantelic, Qaseem, Rana, A.Sandhu, Sarfraz, Smith and Strutton.

**Neighbourhoods & Community Services Scrutiny Panel** – Councillors Anderson, Davis, N.Holledge, Kelly, Mann, Plenty, Rasib, Swindlehurst and Wright.

#### Education & Children's Services Scrutiny Panel

The Committee is asked to approve the appointment of the following education co-opted Members to the Education & Children's Services Panel:-

#### Voting Co-opted Members

Church of England - Nomination awaited from the Diocese of Oxford

Roman Catholic Church – Jim Welsh

Parent Governor Representatives – Two nominations awaited from the Chairs of governing bodies.

#### Non-Voting Co-opted Members

Head Teacher Representative – Maggie Stacey

Secondary School Teacher Representative – Jo Rockall

Primary School Teacher Representative – Nomination awaited

Slough Youth Parliament – Hamza Ahmed

#### 5.5 Health Scrutiny Panel

#### Non-Voting Co-opted Members

The Committee is asked to approve the appointment of the following health co-opted Member to the Health Scrutiny Panel:-

Healthwatch Representative – Colin Pill

Member from the Buckinghamshire Health and Adult Social Care Select Committee – Nomination Awaited

5.6 Neighbourhoods & Community Services Scrutiny Panel

The Committee is also asked to approve the following 2 appointments as non-voting co-opted members of the Neighbourhoods & Community Services Panel to speak on matters relating to housing:-

Active Tenant Group Representative – Nomination awaited  
Leasehold Forum Representative – Nomination awaited

6. **Background Papers**

None

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Overview and Scrutiny Committee

**DATE:** 13<sup>th</sup> June 2017

**CONTACT OFFICER:** Dave Gordon – Scrutiny Officer  
**(For all Enquiries)** (01753) 875411

**WARDS:** All

**PART I**  
**FOR CONSIDERATION & COMMENT**

**OVERVIEW AND SCRUTINY COMMITTEE – 2017/18 WORK PROGRAMME**

1. **Purpose of Report**

For the Overview and Scrutiny Committee (OSC) to identify priorities and topics for its Work Programme for the 2017/18 municipal year.

2. **Recommendations/Proposed Action**

2.1 That the Committee:

- a) identify the major issues it would like to cover in the 2017/18 municipal year;
- b) agree, where possible, timing for specific agenda items during the 2017/18 municipal year; and
- c) consider whether there are any items which it would like to request one of the Scrutiny Panels add to their Work Programmes for the municipal year.

3. **The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

3.1 The Council's decision-making and the effective scrutiny of it underpins the delivery of all the Joint Slough Wellbeing Strategy priorities. The OSC, alongside the 3 Scrutiny Panels combine to meet the local authority's statutory requirement to provide public transparency and accountability, ensuring the best outcomes for the residents of Slough.

3.2 The work of scrutiny also reflects the priorities of the Five Year Plan, as follows:

- Slough will be an attractive place where people choose to live, work and visit.
- Slough will attract, retain and grow businesses and investment to provide jobs and opportunities for our residents.
- Our residents will have access to good quality homes.
- Our people will become healthier and will manage their own health, care and support needs.
- Our children and young people will have the best start in life and opportunities to give them positive lives

3.3 Overview and Scrutiny is a process by which decision-makers are accountable to local people, via their elected representatives for improving outcomes relating to all priorities for the Borough and its residents. Scrutiny seeks to influence those who make decisions by considering the major issues affecting the Borough and making recommendations about how services can be improved.

#### 4. **Supporting Information**

4.1 The purpose of Overview and Scrutiny is to hold those that make decisions to account and help Slough's residents by suggesting improvements that the Council or its partners could make.

4.2 Prioritising issues is difficult. The Scrutiny function has limited support resources, and therefore it is important that the work scrutiny chooses to do adds value.

4.3 There are three key elements that make up the responsibilities of the Overview and Scrutiny Committee:

- provide transparency and public accountability for key documents relating to the financial management and performance of the Council;
- scrutinise significant proposals which are scheduled for, or have been taken as, a Cabinet/Officer delegated decision; and
- strategic shaping of service improvements relating to the Cabinet Portfolios of Finance & Strategy and Performance & Accountability

4.4 In considering what the OSC should look at under points two and three above, Members are invited to consider the following questions:

- *To what extent does this issue impact on the lives of Slough's residents?*
- *Is this issue strategic and pertinent across the Borough?*
- *What difference will it make if O&S looks at this issue?*

#### 5. **Suggested Topics**

5.1 It is generally recommended that a Scrutiny Committee should aim to look at no more than 3 or 4 items in any one meeting. This limited number can prove challenging, but does allow the Committee to delve down into specific subject areas and fully scrutinise the work that is being undertaken.

5.2 This will be a continuous process, and flexibility and responsiveness vital to success. It is important not to over-pack the Committee's agenda at the start of the year, which will not allow the flexibility for the Committee to adapt to take into consideration issues that have arisen during the year.

#### 6. **Resource Implications**

6.1 Overview and Scrutiny is supported by 1 FTE member of staff. This officer is responsible for support the O&S Committee and three Scrutiny Panels. Therefore, this is a finite resource and consideration must be given, in conjunction with the work programmes for the three Scrutiny Panels, as to how the resource is used during the year.

7. **Conclusion**

7.1 The Overview and Scrutiny Committee plays a key role in ensuring the transparency and accountability of the Council's financial and performance management, and strategic direction. The proposals contained within this report highlight some of the key elements which the Committee must or may wish to scrutinise over the coming municipal year.

7.2 This report is intended to provide the Committee with information and guidance on how best to organise its work programme for the 2017/18 municipal year. As previously stated, this is an ongoing process and there will be flexibility to amend the programme as the year progresses, however, it is important that the Committee organises its priorities at the start of the year.

8. **Appendices Attached**

A - Draft Work Programme for 2017/18 Municipal Year

9. **Background Papers**

None.

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**OVERVIEW AND SCRUTINY COMMITTEE**  
**WORK PROGRAMME 2017/2018**

Meeting Date
<b>13 June 2017</b>
<ul style="list-style-type: none"> <li>• Appointment of Scrutiny Panels</li> </ul>
<b>13 July 2017</b>
<ul style="list-style-type: none"> <li>• Transactional Services - Annual Report</li> <li>• Housing Strategy – Theme 1 (Supply of New Homes)</li> <li>• Slough Urban Renewal</li> <li>• Slough Five Year Plan - Slough will be an attractive place where people choose to live, work and visit</li> <li>• Financial Update</li> <li>• 2016 – 17 Q4 Performance</li> </ul>
<b>14 September 2017</b>
<ul style="list-style-type: none"> <li>• Slough Five Year Plan - Slough will attract, retain and grow businesses and investment to provide jobs and opportunities for our residents</li> <li>• Financial Update</li> <li>• 2017 – 18 Q1 Performance</li> </ul>
<b>16 November 2017</b>
<ul style="list-style-type: none"> <li>• Adult Social Care Transformation Programme – Annual Update</li> <li>• Financial Update</li> </ul>

Meeting Date
11 January 2018
<ul style="list-style-type: none"> <li>• Transactional Services – Half Year Update</li> <li>• Housing Strategy - Theme 3: Council Homes (Theme 2: Private Sector in July 2018)</li> <li>• Financial Update</li> <li>• 2017 – 18 Q2 Performance</li> </ul>
1 February 2018
<ul style="list-style-type: none"> <li>• BUDGET MEETING</li> </ul>
15 March 2018
<ul style="list-style-type: none"> <li>• Financial Update</li> </ul>
12 April 2018
<ul style="list-style-type: none"> <li>• Financial Update</li> <li>• Scrutiny – Annual Report</li> <li>• Petitions – Annual Summary</li> </ul>

**To be programmed:**

- Economic Strategy – update from town centre discussion
- Communications Strategy – update from LGA Peer Review
- 2<sup>nd</sup> items on Five Year Plan Outcomes
- PCC and Chief Constable