

# Partnerships, Corporate Organisation and Overview/Management Policy and Scrutiny Panel Work programme March 2022

(to be updated following each Panel meeting)

The Panel will consider issues of significant public concern, areas of poor performance and areas where Members think the Council could provide better value for money. This is a “live” document and is subject to change as priorities or circumstances change.

**Section One – Active & Scheduled panel projects as identified in the overarching Strategic Work Plan.** Projects are ranked in priority order. Scheduled projects will commence as active projects are completed or if reprioritised as circumstances require

Topic	Reason for scrutiny	Method of scrutiny and reporting process	Timeline	Progress	Contact
ICT (including Members’ ICT)	Heightened importance given the current pandemic and increased reliance on ICT  Modern Gov implementation  Consultation and Engagement Strategy  Current contract coming to an end	<b>Steering Group</b> with extended invitation to the Executive Member  To lead on related strategy development  To identify improvements to use of Modern.Gov to maximise its functionality	Meeting held 28 September  Member mentoring meeting held 14 October  Cyber/data security review as a priority for March 2022	Regular steering group meetings	Mike Riggall
Financial planning and Medium-Term Financial Plan	Review of budget development plans for 2021/2022 and beyond. Budget engagement plan	<b>Steering Group</b> to develop forward looking engagement with financial pressures and the budget setting process	Meeting held 28 September  Finance scrutiny plan to be agreed March 2022	Regular steering group meetings	Amy Webb / Mel Watts

Accommodation Strategy	<p><b>Strategic Asset Management &amp; Property Plan (SAMPP):</b> a strategic framework setting core principles for the future use and management of the council's assets to enable the successful delivery of council services.</p> <p><b>Accommodation Strategy (AS):</b> a specific piece of work focused on the council's ways of working and use of office accommodation.</p> <p><b>Strategic Development Programme (SDP):</b> the preparation of a programme of investment, divestment or disposal for our potential development sites, including legal and financial advice on delivery mechanisms</p>	<p>All member engagement sessions</p> <p>Focused <b>working group</b> meetings as required</p>	<p>Programme of work throughout the longer-term development of the strategies</p> <p>Regular review of Accommodation Strategy</p>	Ongoing	Nicola Crabtree
Major Projects / Capital Projects	<p>Strategic approach to programme management</p> <p>Engagement with <b>Metro West</b>. Awaiting grant of DCO. Scrutiny engagement prior to implementation</p>	<p>Engagement with Project Management Office and approach to managing major projects</p> <p>Referred from Council in July 2021 as appropriate to involve PCOM to scrutinise the financial aspects of this project</p>	<p>DCO that was due to be granted in October has been delayed (6 months).</p>		Alex Fear / Alastair Shankland

**Section Two – proposed projects (listed in priority order). These must be agreed by the Panel and will be referred for discussion with Chairs and Vice Chairs as part of PCOM’s overview remit (for inclusion in the Strategic Work Plan):**

Topic	Reason for scrutiny	Proposed method of scrutiny and reporting process	Timeline	Contact
Domestic Abuse – Next Link contract	Considered by CCO in November 2020 and PCOM in 2021	Agreement for feedback on the service provided by Next Link to be considered one year on	Complete (to be reviewed November 2023)	Howard Potheary

**Section Three – briefings, workshops, and informal panel meetings. Outcomes may, with Chairman’s agreement, generate panel agenda items (for inclusion in S4 below) or, with panel agreement, be escalated to S2 above:**

Topic	Reason for scrutiny	Date	Outcome	Progress	Contact
Street cleansing – road obstructions and closures	Policy around closing roads for litter picking along verges	22 April		Engagement with PLACE Panel Chairman	
Chairs and vice chairs	Informal discussion on work planning priorities	Held monthly	To inform the panel work plans		Cllr Geoff Richardson
IT, Information and Digital strategies – Face to face	To examine the aims and objectives of the individual strategies and how they collectively address the challenges ahead both for the council and for North Somerset	17 June	Agreement for further action plan development input	Further session being arranged to consider the Customer Service Strategy	
Communications Strategy	To scrutinise the council’s draft Communications Strategy	22 July	To feed into the aims and objectives of the strategy and how it addresses the challenges ahead both	Complete	Vanessa Andrews

			for the Council and for North Somerset		
Financial Planning	To consider financial planning, MTFP, Capital Programme, bid funding process	6 September	Agreement for engagement in the rolling financial planning programme and the budget setting process	Engagement timetable for 2022/23 to be agreed	Melanie Watts
Public participation in meetings	To consider points raised by public speakers regarding public participation at meetings	9 September	Identification of any issues to be addressed	Implementation of changes as identified	Cllr Geoff Richardson
Budget Scrutiny session (for all members)	Briefing on the latest financial planning assumptions include within the MTFP 2022-2025	13 December	As part of the ongoing budget setting process	Rolling programme	Melanie Watts
Energy supply contract procurement	Briefing to engage members' views for the procurement and commissioning plan	14 December	Agreement for engagement in the plan's development	Further session to be agreed for March 2022	Mark Roddan
Customer Services Strategy	Strategy to reshape and improve the way that people and the council interact	10 January	Input into public consultation document. Further session following consultation close to inform strategy for Executive approval	Further session to be agreed for March 2022	Simone Woolley
Procurement Strategy 2021-25	Engagement with the Procurement Strategy 2021-25	11 January	Clarity and understanding as to the approach taken to procurement		Mark Roddan
Accommodation Strategy (for all members)	To consider a summary of the outline business case	17 January		Further engagement in the wider strategy agreed for March Panel	Alex Hearn

**Section Four - agenda reports to the Panel meetings as agreed by the Chairman.** This section primarily provides for the rolling forward planning of agendas and a useful record of panel meeting activity. When considering reports at meetings, outcomes may include proposing a workstream, escalating it to S2 above for potential inclusion on the Strategic Forward Plan.

### CCO Panel 4 March 2021

Report Title	Purpose of Report	Outcome (actions)	Progress	Contact
Green Infrastructure Strategy Consultation – Progress Update	To agree draft GIS following public consultation for comment prior to Executive decision	To feedback on responses to the consultation prior to finalisation of the report to Executive	Complete	John Flannigan
Your Neighbourhood Programme Consultation and Engagement – Update and Actions	To further consider the role of the panel in developing and shaping the strategies and service design	Agreed role in monitoring action plans and implementation	Complete	Gemma Dando
Winter Gardens Community Board Annual Report	Ensuring the continuation of community use at the Winter Gardens following transfer to college ownership	Review of annual report	Complete	Lorraine Bush

### PCOM Panel 15 July 2021

Report Title	Purpose of Report	Outcome (actions)	Progress	Contact
Policy and Scrutiny Overview and Work Planning	To consider the contents of the report and information provided on policy and scrutiny engagement and consider and agree the panel’s work plan.	Agreed work plan and identified the following pieces of work: <ul style="list-style-type: none"> <li>• ICT Scrutiny Steering Group</li> <li>• Accommodation Strategy Scrutiny Working Group</li> <li>• Financial Planning Scrutiny Steering Group</li> </ul>	Complete	Philippa Penney
Medium Term Financial Plan Briefing Note	To receive a briefing on the MTFP and consider the 2022/23 timeline and engagement plan for officers, members and public engagement	To be progressed by the Financial Planning Scrutiny Steering Group	Complete	Amy Webb

<b>Report Title</b>	<b>Purpose of Report</b>	<b>Outcome (actions)</b>	<b>Progress</b>	<b>Contact</b>
Accommodation Strategy	To receive and consider the main project activity as outlined in the report along with the associated timeline and future decision points	To be progressed by the Accommodation Strategy Scrutiny Steering Group	Complete	Amy Webb/ Richard Penska
Bid to Levelling up fund	To receive and comment on the submission of a bid to the government's Levelling Up fund, in the context of the report to Council on 19th July seeking retrospective approval for the submission	Agreement to keep in view the council's policy for funding bids	Ongoing	Jenny Ford
Climate Emergency Six Month Progress Report	To receive and consider the progress with specific initiatives within the Climate Emergency Strategy and Action Plan; to consider the annual update of council carbon footprint; to consider the annual update of North Somerset area emissions estimates	Ongoing engagement and support for the climate emergency strategy and action plan Green energy and green energy tariffs	Ongoing	Nicola Webb
End of Year Performance Update for 2020/21	To receive and consider the end of year performance update for 2020/21	Further engagement with the annual directorate statements, to be circulated to panel members	Complete	Emma Diakou
Executive Members' Scrutiny Reporting	To receive and consider Executive Members' scrutiny reporting	Finance update from Cllr Cartman	Complete	Ash Cartman

### **PCOM Panel call-in meeting 5 August 2021**

<b>Report Title</b>	<b>Purpose of Report</b>	<b>Outcome (actions)</b>	<b>Progress</b>	<b>Contact</b>
Call-in of Executive Member Decision 21/22 DP 130	To debate the decision and reason for the call-in, at the end of which the panel would agree	That the Executive member for Assets and Capital Delivery be requested to reconsider the decision number 21/22 DP 130 (Appropriation of open space to planning purposes: land south of The Uplands, Nailsea) for the reasons that the measured social value had not been	Publication of Executive Member Decision 21/22 DP 233 re-confirming the original decision	Cllr Steve Bridger

Appropriation of open space to planning purposes: land south of The Uplands, Nailsea	either: to recommend to the Executive Member that the decision should be reconsidered or; not to recommend that the decision should be reconsidered	carried out sufficiently against the benefits of the development and to also take into account other relevant metrics including: quality of provision of replacement public open space; carbon emissions; social cost benefit analysis; social cost effectiveness analysis; biodiversity assessment; community wellbeing; transport impact assessment; other benefits such as schools, leisure centre, new parks and health centre provision.	to appropriate open space to planning purposes at The Uplands, Nailsea  Complete	
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### PCOM 11 November 2021

Report Title	Purpose of Report	Outcome (actions)	Progress	Contact
Accommodation Strategy	To receive and comment on the information provided in the report on the Accommodation Strategy	Liaison with group leaders in relation to group rooms  Provision of a 'plan on a page' overview incorporating timelines	Report to March Panel meeting	Amy Webb
Financial Management	To receive and comment on the information provided in the report in relation to Financial Management.	Development of financial management process charts and amended risk section  Planned forward-looking financial scrutiny engagement to be agreed	March 2022	Melanie Watts
Executive Members' Reporting to Scrutiny	To receive and consider Executive Members' Reporting to Scrutiny	Agreed engagement in developing carbon accounting to be included in the work plan with a view to developing across the council  Update on the effectiveness of the Capital Programme Board to next PCOM meeting	Agreed  March 2022 panel meeting	Cllr Bridget Petty  Cllr Steve Bridger

Domestic Abuse Report	To note the ongoing implementation of the statutory duties set out in the Domestic Abuse Act 2021 and provides feedback on our plans for future development in tackling domestic abuse and violence against women and girls.	Further engagement extended to an all-member scrutiny-led briefing on domestic abuse		Howard Pothecary/ Hannah Gray
Winter Gardens Community Board Annual Report	To consider and note the Annual report of the Winter Gardens Community Board published in October 2021 (appendix 1) and provides feedback on the recommendations as appropriate.	Feedback by way of thanks and reassurance of the ongoing community commitment being shown at the Winter Gardens		Tansin Benn/ Lorraine Bush
Panel's Work Plan (including Steering/Working Group Updates)	To receive and comment on the Panel's Work Plan and Steering/Working Groups	Extended work plan for publication in full to demonstrate the work undertaken in an informal setting during the period of Covid restrictions	Rolling work plan	Philippa Penney / Working Group Chairs

## Section Five - Recommendations - Response from Executive Member

<b>Area for investigation/ Recommendations</b>	<b>When were the recommendations to the Executive agreed?</b>	<b>Expect answer by</b> (first panel meeting after recommendations were submitted)
Call-in of Executive Member Decision 21/22 DP 130 Appropriation of open space to planning purposes: land south of The Uplands, Nailsea	5 August 2021	11 November 2021  The response is provided with the work plan as updated decision 21/22 DP 233 (Annex A)



## Section Six - Progress and follow-up on implementing Panel recommendations

Panel Recommendation	Date of response	Actions – implementation progress
Call-in of Executive Member Decision 21/22 DP 130 Appropriation of open space to planning purposes: land south of The Uplands, Nailsea	November 2021	The response is provided with the work plan as updated decision 21/22 DP 233 (Annex A)

### Regular matters:

Avon and Somerset Police – bi-annual briefing for all members with the Chief Constable and the Area Commander to provide insight and reassurance in response to current pressures [to be considered in line with crime and disorder responsibilities]

Winter Gardens Community Board – review of Annual Report

North Somerset Environment Company (NSEC) – PCOM Chairman is a member of the Shareholder Advisory Board.

### Annexes:

Annex A – updated finalised decision 21/22 DP 233

Annex B – working/steering group and public participation updates

- ICT Scrutiny Steering Group
- Financial Management Scrutiny Steering Group
- Accommodation Strategy Scrutiny Working Group
- Public participation