

Partnerships, Corporate Organisation and Overview/Management Policy and Scrutiny Panel Work programme November 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 in supporting flexible and remote working Modern Gov implementation Consultation and Engagement Strategy Current contract coming to an end	Steering Group To lead on related strategy development To identify improvements to use of Modern.Gov to maximise its functionality Current focus: Members' IT requirement from May 2023	Cyber/data security review meeting held 14 March 2022 Mtgs: 14/07, 21/09 and 31/10. Next meeting TBA early December	Regular steering group meetings Topics covered: - Members IT - calendars - microphones - livestreaming - strategy tracking	Mike Riggall
Financial planning and Medium-Term Financial Plan	Review of budget development plans for 2022/2023 and beyond to 2023/24 Budget Budget engagement plan	Steering Group to develop forward looking engagement with financial pressures and the budget setting process	Meetings held on: 20/09 and 21/10 All-Councillor scrutiny session on 2023/24 budget to be held in late November see S.3 below	Regular steering group meetings as required	Amy Webb / Mel Watts

Accommodation Strategy	<p>Strategic Asset Management & Property Plan (SAMPP): 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>Accommodation Strategy (AS): a specific piece of work focused on the council's ways of working and use of office accommodation.</p> <p>Strategic Development Programme (SDP): 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 working group meetings as required</p>	<p>Programme of work throughout the longer-term development of the strategies</p> <p>Regular review of Accommodation Strategy</p> <p>07/07:workstream reviews</p> <p>20/09:workstreams and topic deep dive</p> <p>Next meeting in w/c December 5</p>	<p>Regular steering group meetings scheduled every 2 months to align with the Programme Board.</p> <p>POAP circulated monthly</p>	Nicola Crabtree
Major Projects / Capital Projects	<p>Strategic approach to programme management</p> <p>Engagement with Metro West. Awaiting grant of DCO. Scrutiny engagement prior to implementation</p> <p>N.B. It is likely this work will be picked up by a proposed PCOM Major Projects working group</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>	<p>Joint session with Place being held 22/07</p> <p>All Councillor briefing (PCOM-led) 06/07 prior to Council 12/07</p>	Alex Fear / Alastair Shankland
Community Safety	<p>To engage with the promotion and delivery of Community Safety Projects undertaken across North Somerset</p>	<p>Steering Group – Regular bi-monthly steering group meetings to be arranged (subject to business requirement)</p>	<p>12/09/21: updates on remit of the Safer Stronger Communities service and Safer Streets project</p>	<p>Terms of Reference to be finalised at the next meeting in Dec/Jan.</p>	Howard Potheary

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, PCOM in 2021 and for further review in March 2023	Agreement for feedback on the service provided by Next Link to be considered one year on	To be reviewed by PCOM (see S.4 below)	Howard Pothecary/Hannah Gray

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
PMO	PCOM-led all-Councillor briefing – to update and engage with Members on the development of the PMO service	22/07/22	Further meeting to be arranged when the system had had an opportunity to further bed in.	Meeting to be arranged in the new year.	Alastair Shankland/ Emma Diakou
Kewstoke Primary Roofing Project	PCOM-led all Councillor meeting to engage with members in respect of the proposed Executive decision around maintenance proposals at the site	06/09/22	Recommendation that officers brief the Executive prior to decision on issues raised at this	Briefing arranged	Sally Varley/ Jonothan Hughes
Customer Services Strategy (CCS)	Briefing to update and receive feedback from PCOM on the CCS	22/09/22	Further progress update meeting to be arranged with the Panel	Progress meeting to arranged in January 2023	Simone Woolley
Development Sites Action Plan	PCOM/Place panel briefing to update and receive feedback from Members on the Development Sites Action Plan prior to report to 8 th November Council	04/10/22	Members feedback to be taken into consideration.	N/A	Jenny Ford
Climate Emergency Action Plan	PCOM-led all Councillor briefing on the Draft Climate Emergency Action Plan prior to report to 8 th November Council	28/10/22	Members feedback to be taken into consideration.	N/A	Jenny Ford
Budget 2023/24 Scrutiny session	To scrutinise proposals for 2023/24 Budget.	17/11/22			Mel Watts

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.

PCOM 21 July 2022

Report Title	Purpose of Report	Outcome (actions)	Progress	Contact
Annual Directorate Statement (ADS)	For review and comment	Progress/Monitoring meeting to be arranged	Meeting to be arranged	Amy Webb
Accommodation Strategy	Standing item – for review and comment	Members’ feedback on was received and the report noted.	N/A	Amy Webb
Equality Diversity and Inclusion	Update for review and comment	Members’ feedback on was received and the report noted.	N/A	Louise Roberts / Bridget Petty
Corporate Services Finance update	For Panel review: overview of the annual revenue budgets for the Corporate Services Directorate for 2022/23 including a high-level summary of notable financial risks	Report to be considered further by the Panel’s Financial Planning Working group	Report considered at the 20/09/22 Working Group Meeting	Mel Watts
Castlewood Redevelopment update	Update on the options analysis and associated strategy for the Castlewood site	Agreed further report to come to Panel picking up further progress.	Meeting TBA	
Crime and Disorder (Community safety)	Review and comment	Members’ feedback on was received and the report noted.	N/A	Howard Potheary

PCOM 10 November 2022

Report Title	Purpose of Report	Outcome (actions)	Progress	Contact
Anti-social behaviour	To review and comment on performance			Howard Potheary
Executive Member Report – MTFP and Budget Monitoring	To report to the Panel on key priorities and messages for Panel comment/feedback			Cllr Cartman
Accommodation Strategy	Standing item providing update on informal PCOM working group activity			Nicola Crabtree

North Somerset District and Parish Council Elections 4 th May 2023	Update on the arrangements for the forthcoming elections. consideration by the Returning Officer			
Review of Sky Lanterns Policy	To consider and feedback on proposed policy changes			Dee Mawn
Update on performance monitoring and risk register dashboards	For review and feedback			Emma Diakou

PCOM 2 March 2023

Report Title	Purpose of Report	Outcome (actions)	Progress	Contact
Next Link (Domestic Abuse)	Annual update for review and feedback			Hannah Gray
Winter Gardens annual report – N.B. now within the remit of Place P&S Panel				Lorraine Bush

Section Five - Recommendations - Response from Executive Member

Area for investigation/ Recommendations	When were the recommendations to the Executive agreed?	Expect answer by (first panel meeting after recommendations were submitted)

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

Panel Recommendation	Date of response	Actions – implementation progress

Regular matters:

Avon and Somerset Police – scheduled 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]
 Agreed at the last meeting that members would submit specific topics as this event would need to have a clear agenda and objective before an approach could be made to the police

North Somerset Environment Company (NSEC) [governance] – PCOM Chairman is a member of the Shareholder Advisory Board. New scrutiny arrangements to be agreed. Awaiting update