

# Partnerships, Corporate Organisation and Overview/Management Policy and Scrutiny Panel Work programme March 2023

(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 increased reliance on ICT in supporting flexible and remote working  Modern Gov implementation  Consultation and Engagement Strategy  Current contract coming to an end	<b>Steering Group</b>  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, 02/02/23	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	<b>Steering Group</b> to develop forward looking engagement with financial pressures and the budget setting process	Meetings held on: 20/09 and 21/10	Regular steering group meetings as required	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> <p>07/07:workstream reviews</p> <p>20/09:workstreams and topic deep dive</p> <p>18/01/23 workstream review</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>To implement more strategic approach to programme management.</p> <p>Agreed, this work to be picked up by proposed PCOM Major Projects working group.</p>	<p>Engagement with Project Management Office and approach to managing major projects</p>	<p>Major projects working group to be established early 2023</p>	<p>Joint session with Place held 22/07</p> <p>All Councillor briefing (PCOM-led) 06/07 prior to Council 12/07</p> <p>Major projects working group to be established</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><b>Steering Group –</b> 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>Met on 24/01/23 considered VAWG and new Environmental Protection duties</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
Schools academisation (linking with Major Projects WG)	Review financial implications	TBA	TBA	

**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 review to be arranged when the system had had an opportunity to further bed in.	Progress to be considered at March 2 <sup>nd</sup> Panel Meeting	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 on issues raised prior to decision	Completed. Further work on wider issues around academisation to be considered (see section 2 above)	Sally Varley/ Jonothan Hughes
Customer Services Strategy (CSS)	Briefing to update and receive feedback from PCOM on the CCS	22/09/22	Further progress update meeting to be arranged with the Panel	Meeting arranged on 6/2/23.	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 <sup>th</sup> November Council	04/10/22	Members feedback to be taken into consideration.	Chairs of PCOM and Place to discuss next steps	Jenny Ford
Climate Emergency Action Plan	PCOM-led all Councillor briefing on the Draft Climate Emergency Action Plan prior to report to 08/09 Council	28/10/22	Members feedback to be taken into consideration.	Report to future PCOM on the Action Plan and progress	Victoria Barvenova?

Budget 2023/24 Scrutiny session	To scrutinise proposals for 2023/24 Budget.	17/11/22 01/02/23	Further scrutiny session to be arranged on 01/02/23 (to take account of Local Govt Finance Settlement)	Additional meeting arranged for 01/02/23 - financial scrutiny arrangements going forward to be picked up at future Panel meeting	Mel Watts
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**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 10 November 2022

Report Title	Purpose of Report	Outcome (actions)	Progress	Contact
Anti-social behaviour	To review and comment on performance	Briefing on Community trigger TBA		H. Pothecary
Executive Member Report – MTFP and Budget Monitoring	To report to the Panel on key priorities and messages for Panel comment/feedback	Panel feedback provided		Cllr Cartman
Accommodation Strategy	Standing item providing update on informal PCOM working group activity	Panel Feedback provided		Nicola Crabtree
North Somerset District and Parish Council Elections 4 <sup>th</sup> May 2023	Update on the arrangements for the forthcoming elections. consideration by the Returning Officer	Report received		Philippa Penney
Review of Sky Lanterns Policy	To consider and feedback on proposed policy changes	Panel feedback provided		Dee Mawn
Q1 Performance Management Update	For review and feedback	Panel feedback provided		Emma Diakou

### PCOM 2 March 2023

Report Title	Purpose of Report	Outcome (actions)	Progress	Contact
Domestic Abuse and VAWG Crime	To review and feedback on the implementation of Council's statutory duties around tackling abuse and violence against women and girls.			Hannah Gray

Winter Gardens annual report	For review and feedback.			Lorraine Bush
Election Act Implementation and forward view for key dates in the election timetable	Update on the planning and actions undertaken to ensure the effective and efficient delivery of the forthcoming NS District and Parish Elections – for review and feedback			Nick Brain/Sam
Accommodation Strategy	Update on strategy implementation – for review and feedback			Nicola Crabtree
Domestic Abuse and VAWG Crime	To review and feedback on the implementation of Council’s statutory duties around tackling abuse and violence against women and girls.			Hannah Gray
Review of Public Space Protection Orders	To review and feedback on plans for the full review of PSPOs due to take place by 15 October 2023			Dee Mawn
Update on the progress of the PMO, award of Levelling Up Fund (LUF), and update on Projects & Property	For review and feedback			Jason Reading/Alex Fear
Delivery of the ICT Strategy Action Plan	For review and feedback			Stuart Anstead
13 NSEC shareholder update	For review and feedback			Amy Webb

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

Panel Recommendation	Date of response	Actions – implementation progress
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## APPENDIX

Chair’s recommendations for Panel priorities (for the new administration following local elections in May 2023) set out in the Scrutiny report to Council on 21<sup>st</sup> February: **For Panel discussion/endorsement**

- Contribute to policy discussions for the procurement of energy.
- Arrange all member briefings/consultations on 2023-24 budget and Medium Term Financial Plan (MTFP).

- Ensure Customer Services improvements happen as planned.
- Ensure capital spending and major projects provide value for money.
- Ensure Climate Emergency actions are met.
- Support Community Safety initiatives.