

Actions arising from previous Meetings

Members are requested to consider the following list of actions and note the updates provided.

Ref	Date	Item/Action	Member/Officer	Status	Comments/Update
89	07/03/2023	Libraries Review Consult with town / parish councils to understand what they wanted from the service	Felicity Harrison	In progress	The libraries report did not go to Executive on 21 September 2023 as originally planned. Instead, the vision for libraries, based on the recommendations of the Libraries Review, was presented to Strategy Board on 9 November 2023. The review was then deferred until the new Libraries Manager was in post. This is now expected to be ready by end of September 2024.
90	07/03/2023	Libraries Review Ensure that 'priorities', 'review recommendations' and 'opportunities for future investment are aligned and that targets are set	Felicity Harrison		
91	07/03/2023	Libraries Review Libraries report to be updated before submitting it to the Executive	Felicity Harrison		
112	11/10/2023	Thames Water and Environment Agency Set up a meeting with Councillor Stuart Gourley and council officers to discuss the London Road pumping station	Thames Water	In progress	Held initial meeting prior to Christmas, TW committed to come back before end of March to present firmer plans for London Road Pumping Station and Lower Way Sewage Treatment Works. They have now done this, albeit no firm plan was provided, but they have talked through the initial plan, and the various governance and business case processes it needs to go through to secure and ringfence funding for the upgrades required, subject to approval. Officers have been discussing in detail with TW on the best approach for this upgrade and associated logistics to ensure all stakeholders are aligned. Further updates are due soon.
116	11/10/2023	Thames Water and Environment Agency Meet with the EA and West Berkshire Council to discuss the Northbrook in Newbury	Thames Water	In progress	Thames Water have supported with testing of the Northbrook. WBC have started an initial business case, and had initial conversations with the Environment Agency on potential funding opportunities for flood alleviation. The business case being finalised, but will be managed in line with the emerging draft Section 19 report after the January 2024 district-wide flooding. This will require EA funding.
122	28/11/2023	Scrutiny Commission Work Programme Check if the Bus Survey results are available and when the Transport Advisory Group would be looking at the Bus Strategy.	Gordon Oliver	Complete	The bus survey closed on 10 September 2023. Analysis of the results can be found in the 2023 Bus Service Improvement Plan: https://westberks.gov.uk/media/57563/Bus-Service-Improvement-Plan-2023/pdf/West_Berkshire_Council_Final_BSIP_2023_v.3.1.pdf?m=1718096310930 TAG was due to look at the Bus Strategy in July 2024, but the meeting has been postponed to 24 October due to the election. The 2024 Survey is currently live on the Council's website: https://parish.westberks.gov.uk/wb-bus-survey-2024
123	06/02/2024	Investment and Borrowing Strategy 2024/25 Correct the typo in Appendix C of the report (% to £)	Joseph Holmes	Complete	This has been amended for 2024/25.
127	06/02/2024	Revenue Budget 2024/25 Provide a briefing on high cost social care cases	Paul Coe	Complete	Arranged for 23 September 2024.

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128	06/02/2024	Revenue Budget 2024/25 Programme reviews of SEND services and the Adult Social Care Strategy.	Gordon Oliver	Complete	SEND High Needs Block Reviews have been programmed for September 2024 and March 2025
129	06/02/2024	2023/24 Revenue Financial Performance Q3 Liaise with Catalin Bogos regarding comparator data for staff vacancy rates	Joseph Holmes	Complete	From an initial search, it appears that the Council is similar to the average in terms of staff vacancy rates, however, comprehensive comparator data is difficult to get hold of.
130	06/02/2024	2023/24 Revenue Financial Performance Q3 Programme a report on the Transformation Programme in discussion with the Chairman and Gabrielle Mancini	Gordon Oliver	In progress	Scope of the report needs to be further defined before it can be programmed.
131	25/04/2024	Actions from Previous Minutes Scrutiny Commission to review the Section 19 report at the October meeting.	Jon Winstanley	In progress	Awaiting draft report from WSP. Timescales for preparation of the report will be circulated.
132	25/04/2024	Actions from Previous Minutes Officers to prepare a report similar to that produced following scrutiny of the 2014 flooding response in order to provide reassurance that the Council was joined-up when it came to: a) its flood and water management related strategies; b) the various council teams that responded to such emergencies; and c) communication between authorities.	Carolyn Richardson	In progress	Will be reported to the October meeting
134	25/04/2024	Actions from Previous Minutes For officers to provide an update about take-up of flood grants at the October meeting of the Scrutiny Commission	Jon Winstanley	In progress	Will be reported to the October meeting
135	25/04/2024	Actions from Previous Minutes Pumping of groundwater and cellar water and the need for a long-term solution to be discussed at the October meeting of Scrutiny Commission.	Thames Water	In progress	To be discussed at the Special meeting of the Scrutiny Commission on 17 October 2024
136	25/04/2024	Actions from Previous Minutes For Scrutiny Commission to consider how lessons learned were being captured and how these could be used to inform Environment Agency decisions about future flood alleviation schemes.	Environment Agency	In progress	To be discussed at the Special meeting of the Scrutiny Commission on 17 October 2024

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138	25/04/2024	<p align="center">Actions from Previous Minutes</p> <p>Seek clarity at the October meeting of Scrutiny Commission that the WBC Section 19 report and any other relevant documentation and evidence gathered this winter/spring will be used to inform revisions to the GISMP documents.</p>	Cllr Carlyne Culver	In progress	To be discussed at the Special meeting of the Scrutiny Commission on 17 October 2024
139	25/04/2024	<p align="center">Actions from Previous Minutes</p> <p>At October Scrutiny, ask Thames Water how they log calls, ask why people were told they were the only ones affected, check that the automatic reply email system has been rectified, and ask why people have been told there was no evidence when there clearly was.</p>	Cllr Carlyne Culver	In progress	To be discussed at the Special meeting of the Scrutiny Commission on 17 October 2024
141	25/04/2024	<p align="center">Actions from Previous Minutes</p> <p>Scrutiny Commission to be updated about progress with Councillor Gourley's motion that was passed at March Council.</p>	Cllr Stuart Gourley	In progress	<p>Letters to DEFRA ministers all sent - no response received. Letter to TW CEO sent - response received and meeting arranged to discuss the longer term, and the strategic plans TW have to improve the situation. We are keeping the pressure on for proper long-term solutions from Thames Water and partnering where required on key infrastructure project development.</p> <p>TW and WBC are still in contact with current ongoing issues where they remain and ensuring TW are managing the real-time impact of this. A further meeting is planned for September to get updates on works completed across West Berks to mitigate issues and to discuss plans for this winter, and any concerns.</p>
143	25/04/2024	<p align="center">Actions from Previous Minutes</p> <p>Seek an update from Councillor Gourley about whether action would be taken following the results of the Northbrook tests.</p>	Cllr Stuart Gourley	In progress	<p>Following a walkover of the Northbrook with the EA and Flood Forum members it was discussed about whether further testing was needed to determine pollutants. EA recommendation was not, as they believe in their experience that it's consistent with watercourses where surface water is drained to.</p> <p>There is small-scale work planned on some areas of the Northbrook catchment to promote more sustainable drainage solutions. Further options are being investigated.</p> <p>Rain gardens on Faraday Road are almost complete, this will support greening of this area, and promote more sustainable drainage solutions. SG has continued to engage with EA on further testing of the Northbrook so we can bottom this action out.</p>

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145	25/04/2024	Environment Strategy Operational Review Arrange a Town and Parish Climate Forum focused on biodiversity.	Jenny Graham	In progress	A presentation and discussion on biodiversity has been added to the Forward Plan for the Town and Parish Council Climate Forum on 6th November 2024. This will also be touched on at the District Parish Conference in October, which will be used to signpost to the November meeting. Prior to this updates will be provided on a regular basis to the group as usual in relation to the Local Nature Recovery Strategy and how they can engage.
146	25/04/2024	Forward Plan 1 May to 31 August 2024 Confirm why the CIL report was not due until May 2025.	Clare Lawrence	Complete	The report went to the May 2024 meeting of the Executive.
147	25/04/2024	Forward Plan 1 May to 31 August 2024 Confirm Planning Advisory Group's role in reviewing the CIL report.	Clare Lawrence	Complete	There was discussion of the Judicial Review at the PAG meeting on 19 October 2023.
150	25/04/2024	Forward Plan 1 May to 31 August 2024 Address concerns about missing/outdated information on the Forward Plan	Sadie Owen	Complete	The forward plan has been updated
152	25/04/2024	Scrutiny Commission Work Programme Invite Thames Water and Environment Agency to the October meeting	Gordon Oliver	Complete	Both organisations have confirmed they will attend.
153	17/07/2024	Waste Strategy Suggest use of QR codes on dog bins to the Countryside Team	Gordon Oliver	Complete	Stickers will be applied with QR codes once the bin condition survey is complete and any replacements have been installed.
154	17/07/2024	Waste Strategy Waste Team to develop additional educational materials to promote food waste recycling.	Daniel Warne	Complete	Communications have been issued, (Rubbish Rumour videos, new collection vehicle livery). We will continue to develop material and promote the service.
155	17/07/2024	Waste Strategy Ask Comms Team to check the accessibility of the Waste Strategy, including colour contrast	Daniel Warne	Complete	Draft strategy has been reviewed and transferred to the corporate style by the Comms Team.
156	17/07/2024	Waste Strategy Undertake benchmarking with other local authorities to check the link between affluence and waste volume.	Daniel Warne	In progress	Assigned to officer for action when 2023/24 data is issued by DEFRA.
157	17/07/2024	Waste Strategy Consider how measurement and reporting of community litter-picking could be improved, and consider increased provision of community litter-picking kits as part of the Waste Strategy	Daniel Warne	In progress	Consideration is being given to how this can be achieved, ready to implement as part of the Waste Management Strategy.
158	17/07/2024	Waste Strategy Consider synchronising litter-picks with grass-cutting schedules.	Daniel Warne	Complete	Discussion between relevant internal teams has taken place. Teams to continue dialogue and agree a plan to trial synchronisation.

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159	17/07/2024	2023/24 Performance Report Year End Future reporting to include a detailed downloadable/printable report alongside the performance portal.	Jenny Legge	Complete	This is already provided as an appendix for Corporate Board/Operations Board. It can be provided for Scrutiny Commission in future.
160	17/07/2024	2023/24 Performance Report Year End Develop the 'performance in pictures' infographic to provide a more comprehensive summary of the Council's performance.	Jenny Legge	In progress	<p>The infographics are meant to be a good news board of things that have been done, but aren't monitored in the Council Strategy Delivery Plan. They give the public a wider view of what the Council does. Some additional information is provided in the written report. A previous Peer Challenge suggested that we should do more to celebrate our successes, so this was devised to do that.</p> <p>This feature was requested by the previous administration, but it can be removed/amended. Further guidance on what is meant by a "comprehensive summary" would be helpful.</p>
161	17/07/2024	2023/24 Performance Report Year End Provide historic data within the influencer measure dashboard.	Jenny Legge	Outstanding	<p>The appendix shows the 'sparklines' (which is historical data) as officers are currently unable to produce PDF pages of graphs from Inphase. However, the Performance Portal, provides full graphs of data back to whenever the data started reporting, which in most cases is April 2019.</p> <p>The vision for reporting was that information was accessed online rather than through paper. However, PDF reports are produced where officers are able to do so.</p>

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162	17/07/2024	2023/24 Performance Report Year End Amend the outer ring of the sunburst diagram to more accurately reflect performance.	Jenny Legge	In progress	<p>Officers are working with InPhase to do this, but can't get the visualisation to work.</p> <p>The overall RAG rating is not just a count of measures, but looks at the variation from target of all the measures in the category. It calculates the variance of each measure from its target and then calculates the overall RAG from this. However, the measures aren't weighted for importance - it is purely numerical.</p> <p>If Members prefer just a basic count of red, amber and green measures within each goal/priority, then an overall RAG rating would be a judgement call, or some standard rules would need to be agreed as to how to calculate the RAG rating. Alternatively, Members may decide that an overall RAG rating is not needed.</p> <p>Officers are working on creating some simplified reports, instead of the ready-built ones provided by Inphase. These will be discussed with the Leader in due course.</p>
163	17/07/2024	2023/24 Performance Report Year End Chairman of Scrutiny Commission to discuss issues relating to Housing First and empty homes with the relevant Executive Portfolio Holder.	Cllr Carlyne Culver	In Progress	Response awaited from Executive Portfolio Holder
164	17/07/2024	Scrutiny Commission Work Programme Brief the new Executive Portfolio Holder about the Community Safety Update.	Gordon Oliver	Complete	Email sent 29 July 2024
165	17/07/2024	Scrutiny Commission Work Programme Set up a work planning session with Executive Members and Corporate Board.	Gordon Oliver	In progress	A meeting has been arranged between the Scrutiny Chairman and the Leader of the Council.

Last updated: 16 September 2024