

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. Elizabeth Beverley has now been appointed as Libraries Manager and work is now progressing on the libraries report and associated strategy. |
| 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 | Complete | See Thames Water Q&A response #41. |
| 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 | (Links to Action #143) 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 is 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. (Also, see Thames Water Q&A #35) |
| 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 | Complete | Reviewed at the October meeting. |
| 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 | Complete | Reviewed at the October meeting. |

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 |
|-----|------------|--|---------------------|-------------|---|
| 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 | Complete | This was discussed at 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. | Jon Winstanley | Complete | This was discussed at the October meeting |
| 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 | Complete | This was discussed at the October meeting |
| 138 | 25/04/2024 | Actions from Previous Minutes 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. | Thames Water | Complete | See Thames Water Q&A response #3. |
| 139 | 25/04/2024 | Actions from Previous Minutes 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. | Thames Water | Complete | Thames Water's system is being improved, with an update expected in October 2024, which should address these issues. |
| 141 | 25/04/2024 | Actions from Previous Minutes Scrutiny Commission to be updated about progress with Councillor Gourley's motion that was passed at March Council. | Cllr Stuart Gourley | In progress | Letters to Defra ministers sent - no response received, but letters to be sent to Ministers of the new administration. Also, the MP for Newbury had written to Ofwat about sewage related issues. Meetings have taken place between the Council and Thames Water around larger infrastructure projects and plans. |
| 143 | 25/04/2024 | Actions from Previous Minutes Seek an update from Councillor Gourley about whether action would be taken following the results of the Northbrook tests. | Cllr Stuart Gourley | In progress | (Links to Action #116) Thames Water has undertaken water tests in Northbrook. A walkover had been undertaken with the Environment Agency, and further testing has been agreed. |

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 |
|-----|------------|--|----------------|-------------|---|
| 145 | 25/04/2024 | Environment Strategy Operational Review Arrange a Town and Parish Climate Forum focused on biodiversity. | Jenny Graham | Complete | A presentation and discussion on biodiversity took place at the Town and Parish Council Climate Forum on 6th November 2024. The presentation has been shared with all Town and Parish Council's and forum members via a dedicated shared storage space set up for the forum. In addition, a presentation entitled 'Tackling the Climate and Ecological emergency – how Town and Parish Councils can get involved and be supported' was made at the District Parish Conference on 29th October 2024. This presentation included reference to biodiversity actions. |
| 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. Defra normally publish data in December, so work on this will begin in January. |
| 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, which will be published in 2025. |
| 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 | 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. 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. |
| 161 | 17/07/2024 | 2023/24 Performance Report Year End Provide historic data within the influencer measure dashboard. | Jenny Legge | Outstanding | 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. 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. |

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 |
|-----|------------|---|----------------------|-------------|--|
| 162 | 17/07/2024 | <p align="center">2023/24 Performance Report Year End</p> <p>Amend the outer ring of the sunburst diagram to more accurately reflect performance.</p> | 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 | <p align="center">2023/24 Performance Report Year End</p> <p>Chairman of Scrutiny Commission to discuss issues relating to Housing First and empty homes with the relevant Executive Portfolio Holder.</p> | Cllr Carolyne Culver | In Progress | <p>Cllr Culver has discussed housing issues with the Executive Portfolio Holder for Planning and Housing and the Chair of Health and Wellbeing Board. A report on Housing and Health is coming to the next meeting of the Health and Wellbeing Board on 5 December. The next steps will be agreed subject to the content of this report and any recommendations from the Health and Wellbeing Board</p> |
| 165 | 17/07/2024 | <p align="center">Scrutiny Commission Work Programme</p> <p>Set up a work planning session with Executive Members and Corporate Board.</p> | Gordon Oliver | Complete | <p>The Scrutiny Chairman met with the Leader of the Council. Also, the CEO forwarded a list of possible scrutiny topics, which was discussed at the meeting on 24 September 2024.</p> |
| 166 | 21/09/2024 | <p align="center">Community Safety Update</p> <p>Thames Valley Police to provide statistics for the recent 'zombie knives' amnesty</p> | Supt Andy Penrith | Complete | <p>TVP can't obtain the figures on the amnesty as they've been submitted to the Home Office and permission is awaited regarding sharing, however, as a force TVP believes they had one of the first arrests and charges under the new legislation (albeit in Oxford rather than West Berks). This shows their ongoing commitment as a force on taking these weapons off the streets and using the legislation:</p> <p>Man charged with knife offences and affray – Oxford Thames Valley Police.</p> |
| 167 | 21/09/2024 | <p align="center">Community Safety Update</p> <p>Liaise with Councillor Dominic Boeck regarding ASB issues in Aldermaston</p> | Supt Andy Penrith | Complete | <p>Meetings have been held with the community and partners and there are plans in place to address the ASB. Insp Al Hawkett is leading on this.</p> <p>Contact details for Supt Penrith sent to Cllr Boeck.</p> |

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 |
|-----|------------|---|-------------------|-------------|---|
| 168 | 21/09/2024 | Community Safety Update Liaise with Councillor Howard Woollaston regarding a bad experience that a residents had received from a Bracknell / Wokingham police officer | Supt Andy Penrith | Complete | Contact details for Supt Penrith sent to Cllr Woollaston. |
| 169 | 21/09/2024 | Community Safety Update Liaise with Councillor Billy Drummond regarding CCTV cameras in Greenham | Alex O'Connor | Complete | |
| 170 | 21/09/2024 | Community Safety Update Provide updated contact details once the TVP restructure is complete | Supt Andy Penrith | Complete | Email send to key contacts to disseminate as required. |
| 171 | 21/09/2024 | Adult Social Care Complaints Annual Report Provide Councillor Billy Drummond with details of the number of formal complaints received verbally and in writing | Paul Coe | Complete | Confirmation was provided that around 98% of formal complaints are submitted in writing, but a small number are provided verbally. In most cases, officers speak to the complainant to confirm the Statement of Complaint before the investigation can start. |
| 172 | 21/09/2024 | Adult Social Care Complaints Annual Report Add web links to page three of the report | Paul Coe | Complete | Changes incorporated into the final report. |
| 173 | 21/09/2024 | Adult Social Care Complaints Annual Report Include a glossary to explain the acronyms used in the report. | Paul Coe | Complete | Changes incorporated into the final report. |
| 174 | 21/09/2024 | Adult Social Care Complaints Annual Report Future reports to include more detail about the nature of complaints. | Paul Coe | Complete | Changes incorporated into the final report. |
| 175 | 21/09/2024 | Children's Social Care Complaints Annual Report Amend the report to recognise training for social workers as a top priority. | Rebecca Wilshire | Complete | |
| 176 | 21/09/2024 | Children's Social Care Complaints Annual Report Confirm if CPP is included in the Member training programme | Gordon Oliver | Complete | A training session is being arranged for December 2024. |
| 177 | 21/09/2024 | Children's Social Care Complaints Annual Report Publicise future CPP meetings to ensure that Members are aware | Rebecca Wilshire | Complete | |
| 178 | 21/09/2024 | SEND High Needs Block and Delivering Better Value Bring the performance dashboard to a future Scrutiny Commission meeting | Susan Tanner | In progress | A further scrutiny review of the SEND High Needs Block is programmed for March 2025. |

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 |
|-----|------------|---|---------------------|-------------|--|
| 179 | 21/09/2024 | SEND High Needs Block and Delivering Better Value Suggest sharing of findings/best practice between local authorities to central government. | Susan Tanner | | |
| 180 | 21/09/2024 | SEND High Needs Block and Delivering Better Value DfE Regional Director to be invited to the Scrutiny Commission meeting on 13 March 2025. | Cllr Carlyne Culver | In progress | Cllr Culver to liaise with AnnMarie Dodds prior to extending an invitaion. |
| 181 | 21/09/2024 | Covid and Recovery Task and Finish Group Report Update the report's recommendations to take account of Corporate Board's comments | Gordon Oliver | Complete | Officer responses to the Task and Finish Group's recommendations will be presented to Executive on 12 December. |
| 182 | 21/09/2024 | Covid and Recovery Task and Finish Group Report Update the report's recommenations to take account of Scrutiny Commission Feedback: - Maintain a database of volunteers and organisations who are willing to provide community support in the event of an emergency. - Make senior managers aware of emergency plans on a regular basis to allow for staff turnover. - Undertake regular scenario testing, with any observations arising from those tests being incorporated into the plans. | Gordon Oliver | Complete | These have been incorporated into the appendix of the report to Executive |
| 183 | 21/09/2024 | Appointment of Task and Finish Groups Check if Councillor Ross Mackinnon wished to nominate another Conservative Member for the Sports Hub Task Group. | Cllr Paul Dick | Complete | No further nominations were made. |
| 184 | 21/09/2024 | Appointment of Task and Finish Groups Correct Councillor Woollaston's former title. | Gordon Oliver | Complete | |
| 185 | 21/09/2024 | Appointment of Task and Finish Groups Propose a third project for the Project Management Task and Finish Group to consider in consultation with senior officers. | Cllr Carlyne Culver | In progress | Project management aspects are being considered by the Sports Hub Task and Finish Group, so this could be the third project unless Members wish to identify an additional project to review. |

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 |
|-----|------------|--|---------------------|----------|--|
| 186 | 21/09/2024 | West Berkshire Council Executive Forward Plan Provide an update about the Care Homes Contract Award report to the Scrutiny Commission Chairman | Paul Coe | Complete | Following the meeting, it was agreed that the Care Homes Contract Award report would be slipped to the meeting of the Executive on 12 December 2024, and for the report to come to Scrutiny Commission on 7 November 2024. |
| 187 | 21/09/2024 | West Berkshire Council Executive Forward Plan Reassign items in the Forward Plan currently allocated to Catalin Bogos | Sadie Owen | Complete | |
| 188 | 21/09/2024 | Scrutiny Commission Work Programme Chairman to communicate with Executive Directors about future items for scrutiny. | Cllr Carolyn Culver | Complete | |
| 189 | 17/10/2024 | Thames Water and Environment Agency Councillor Chris Read to clarify the question for the EA to respond to following the meeting. | Cllr Chris Read | Complete | Email passed to the EA for response. Response provided 4 November. |
| 190 | 17/10/2024 | Thames Water and Environment Agency Thames Water to provide Councillor Chris Read with details of sewer lining works in Stanford Dingley. | Thames Water | | |
| 191 | 17/10/2024 | Thames Water and Environment Agency Look again at customer compensation levels for households left without sewage services for extended periods of time. | Thames Water | Complete | See attached responses |
| 192 | 17/10/2024 | Thames Water and Environment Agency Provide Councillor Matt Shakespeare with details of the percentage of emergency permits that were related to faults reported within the 12 hour emergency window, and the results of the serious incident review into the works in Pangbourne on 18 September 2024 | Thames Water | Complete | See attached responses |
| 193 | 17/10/2024 | Thames Water and Environment Agency Report back to Councillor Stuart Gourley with the latest government position on revoking the 'right to connect' to water companies' networks. | Thames Water | Complete | See attached responses |
| 194 | 17/10/2024 | Thames Water and Environment Agency Contact Project Groundwater with a view to setting up regular multi-agency meetings involving Thames Water, the EA, WBC and local Flood Forum representatives | Environment Agency | | |

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 |
|-----|------------|--|--|-------------|--|
| 195 | 17/10/2024 | Thames Water and Environment Agency Confirm dates of planned maintenance in North Newbury to Mr Hoddinott and Councillor Stuart Gourley. | Environment Agency | | |
| 196 | 17/10/2024 | Thames Water and Environment Agency Investigate the stretch of the River Lambourn between Donnington and the River Kennet and liaise with Ms Saunderson | Environment Agency | | |
| 197 | 17/10/2024 | Thames Water and Environment Agency Provide details of the proposed conversion from offices to 200 residential units. | Keith Hoddinott | Complete | Details provided re Bond House (former Bayer offices) - response awaited. |
| 198 | 17/10/2024 | Thames Water and Environment Agency Provide additional suggestions for the action plan for the lower reaches of the River Lambourn to Jon Winstanley. | Paula Saunderson | Complete | This was provided on 19 October |
| 199 | 17/10/2024 | Thames Water and Environment Agency Collate comments submitted after the meeting and forward them to Councillor Stuart Gourley. | Cllr Carolyne Culver / Gordon Oliver | Complete | |
| 200 | 17/10/2024 | Thames Water and Environment Agency Review the flooding Q&As on the Council's Website | Jon Winstanley / Carolyn Richardson | In progress | Work ongoing. Flood pages on website currently being reviewed and will be updated in December 2024. |
| 201 | 17/10/2024 | Thames Water and Environment Agency Draft a letter to the Ministry of Housing, Communities and Local Government in consultation with Councillor Stuart Gourley to lobby for water companies to be made statutory consultees for major planning applications. | Jon Winstanley | In progress | |
| 202 | 17/10/2024 | Thames Water and Environment Agency Send verbal report / presentation to Gordon Oliver | Environment Agency / Carolyn Richardson | Complete | |
| 203 | 17/10/2024 | Thames Water and Environment Agency Consider a forum of the three responsible authorities (WBC, Thames Water and the Environment Agency) and flood forums | Jon Winstanley/ Thames Water/ Environment Agency | Complete | All three agencies have committed to attend the current active flood forums. No further action needed. |
| 204 | 17/10/2024 | Thames Water and Environment Agency Consider how else to communicate with residents – including residents' bulletin, parish councils, flood wardens. | Jon Winstanley | Complete | Joint communications between the three agencies has commenced in advance of the coming winter. |

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 |
|-----|------------|--|----------------|----------|------------------------------|
| 205 | 17/10/2024 | Thames Water and Environment Agency Share email addresses of those present so they could exchange information after the meeting. | Gordon Oliver | Complete | Circulated with the Minutes. |

Last updated:18 November 2024