

9 October 2017

WHITTLE OVERVIEW AND SCRUTINY COMMITTEE – 17 OCTOBER 2017

A meeting of the Whittle Overview and Scrutiny Committee will be held at 5.30pm on Tuesday 17 October 2017 in Committee Room 1, Town Hall, Rugby.

Councillor Neil Sandison
Chair of Whittle Overview and Scrutiny Committee

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes

To confirm the minutes of the meeting held on 11 September 2017.

2. Apologies

To receive apologies for absence from the meeting.

3. Declarations of Interest

To receive declarations of:

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their non-pecuniary interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a pecuniary interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. Review of Informing and Engaging our Communities.
5. Overview and Scrutiny Work Programme 2017/18.

Any additional papers for this meeting can be accessed via the website.

Membership of the Committee:

Councillors Sandison (Chair), Brader, Butlin, Douglas, Gillias, Lowe, Mrs O'Rourke, Roberts and Ms Watson-Merret

If you have any general queries with regard to this agenda please contact Linn Ashmore, Democratic Services Officer (01788 533522 or e-mail linn.ashmore@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

If you wish to attend the meeting and have any special requirements for access please contact the Democratic Services Officer named above.

AGENDA MANAGEMENT SHEET

<i>Name of Meeting</i>	Whittle Overview and Scrutiny Committee
<i>Date of Meeting</i>	17 October 2017
<i>Report Title</i>	Review of Informing and Engaging our Communities
<i>Ward Relevance</i>	All
<i>Contact Officer</i>	Matthew Deaves, Communication, Consultation and Information Manager, Tel: 01788 533562
<i>Summary</i>	The committee is asked to consider: <ol style="list-style-type: none">1. the draft one-page strategy for the review; and2. the timing of the review
<i>Financial Implications</i>	There are no financial implications arising from this report.
<i>Risk Management Implications</i>	There are no risk management implications arising from this report.
<i>Environmental Implications</i>	There are no risk environmental implications arising from this report.
<i>Legal Implications</i>	There are no legal implications arising from this report.
<i>Equality and Diversity</i>	No new or existing policy or procedure has been recommended.

Public Report of the Whittle Overview and Scrutiny Committee

17 October 2017

Review of Informing and Engaging our Communities

Summary

The committee is asked to consider:

1. the draft one-page strategy for the review; and
2. the timing of the review

1. BACKGROUND

At the annual Overview and Scrutiny Workshop held on 8 March 2017, communication and engagement and public consultation were raised as separate suggestions for scrutiny topics. The scrutiny committee chairs subsequently decided to link these suggestions and include a review topic covering communication, engagement and public consultation in the 2017/18 scrutiny work programme.

2. ONE-PAGE STRATEGY

The attached one-page strategy for the review has been prepared using the pattern that is customary for scoping task group reviews. The principles are the same: maintaining a sharp focus on the areas where improvements can be made on the basis of relevant evidence.

3. NEXT STEPS

The committee is asked to consider and approve the one-page strategy and the timing of the review, taking account of other work involving the relevant officers. Once approved membership of the task group will be sought and it is anticipated that work will commence in November.

Name of Meeting: Whittle Overview and Scrutiny Committee
Date of Meeting: 17 October 2017
Subject Matter: Review of Informing and Engaging our Communities

LIST OF BACKGROUND PAPERS

There are no background papers relating to this item.

INFORMING AND ENGAGING OUR COMMUNITIES TASK GROUP

ONE-PAGE STRATEGY

What is the broad topic area?

How can we involve communities in decisions that affect them, in ways that suit them?

Can we provide information and tools to council teams and to Members, so that they can inform and engage communities where relevant?

What is the specific topic area?

The last five years has seen an explosion in the use of social media and the consumption of mobile content, resulting in a shift in user habits and expectations.

These new habits have also provided new opportunities for very targeted content placement, reaching specific communities at relatively low cost.

The review will look at including a range of new media tools that members and relevant officers can use, together with a refreshed package of traditional engagement techniques.

It will include some analysis of when it may be appropriate to use each technique, depending on the objectives of the engagement exercise.

What should be considered?

- Relevant best practice from other authorities, and the Local Government Association
- New trends in technology
- Changes in community expectations

Who shall we consult?

- Communications, consultation and information team
- Members
- Relevant officers

How long should it take?

Around six months, depending on the amount of support needed.

What will be the outcome?

- Understanding of a variety of methods to involve members and residents on issues that affect them.
- Recommendations to cabinet that will ensure decisions on budget proposals presented to council have been informed by timely and relevant community engagement.

AGENDA MANAGEMENT SHEET

<i>Name of Meeting</i>	Whittle Overview and Scrutiny Committee
<i>Date of Meeting</i>	17 October 2017
<i>Report Title</i>	Overview and Scrutiny Work Programme 2017/18
<i>Ward Relevance</i>	None
<i>Contact Officer</i>	Linn Ashmore, Democratic Services Officer, Tel: 01788 533522
<i>Summary</i>	The report updates the Committee on the progress of task group reviews within its remit and details the overview and scrutiny forward work programme for 2017/18.
<i>Financial Implications</i>	There is a budget of £500 available in 2017/18 to spend on the delivery of the overview and scrutiny work programme.
<i>Risk Management Implications</i>	There are no risk management implications arising from this report.
<i>Environmental Implications</i>	There are no environmental implications arising from this report.
<i>Legal Implications</i>	There are no legal implications arising from this report.
<i>Equality and Diversity</i>	No new or existing policy or procedure has been recommended.

Public Report to the Whittle Overview and Scrutiny Committee

17 October 2017

Overview and Scrutiny Work Programme 2017/18

Summary

The report updates the Committee on the progress of task group reviews within its remit and details the overview and scrutiny forward work programme for 2017/18.

1. PROGRESS ON SCRUTINY REVIEWS

1.1 Public Spaces Protection Orders

The scrutiny sub-group held its first meeting on 10 October.

1.2 Town Centre Heritage Task Group

Since the commencement of the review the task group has met four times. A number of external witnesses have been invited to attend the meetings from Unlimited Communications, St Andrew's Parish Church and Rugby First Limited and so far the following topic areas have been considered:

- Current town centre history and heritage - identifying gaps in knowledge and reviewing the extent to which the current town centre events programme focuses on heritage.
- Enhancing access to information and marketing activities for existing initiatives.
- Plaque Scheme – including a review of the current Blue Plaque Trail.
- A presentation from St Andrew's Church on its bid for funding for a community, heritage and culture programme and a scheme to develop St Andrew's Gardens.
- Report from Rugby First Limited on town centre events and links to heritage.

It was anticipated that one further meeting was required to consider ways that technology and software can be used to enhance the visitor experience. This could include:

- 'Augmented reality' mobile apps - allowing people to view town centre environments through the lens of their camera phones with the addition of interesting and engaging content. Examples include interaction with 3D characters, video or visitor interpretation and QR codes.

The next meeting of the task group is scheduled for 25 October. Review outcomes will be reported back to this committee at its meeting on 15 January 2018.

2. FUTURE WORK PROGRAMME

The content of each committee's work programme has been agreed by the Chairs and a copy of the future work programme is attached at Appendix 1. Committee members are invited to suggest items for inclusion.

Two joint meetings of Brooke and Whittle have been arranged:

6 November – questions submitted will be put to the four portfolio holders

29 January 2018 – the Leader and Executive will attend a further question and answer style meeting.

3. CONCLUSION

The committee is asked to:

- note the progress in the task group reviews; and
- agree the future work programme for the committee.

Name of Meeting: Whittle Overview and Scrutiny Committee

Date of Meeting: 17 October 2017

Subject Matter: Overview and Scrutiny Committee Work Programme 2017/18

LIST OF BACKGROUND PAPERS

There are no background papers relating to this item.

Overview and Scrutiny Work Programme 2017/18

Joint Overview and Scrutiny Meeting 6 November 2017

Topic	Description
Meeting with Portfolio Holders	Question and answer style discussion on performance with the portfolio holders

Brooke 7 December 2017

Topic	Description
Finance and Performance Monitoring 2017/18 Q2	Monitoring of finance and performance
Benn Hall	Review of the marketing and business plan
Review of Members' IT and Digitalisation	Scoping of the review on reducing paper and making savings, the use of IT equipment and software, Members' use of Office 365 and improvements to the Council Chamber
Review of The World Rugby Hall of Fame	Review report and recommendations prior to submission to Cabinet

Whittle 15 January 2018

Topic	Description
Town Centre Heritage Review	Review report and recommendations prior to submission to Cabinet
Public Spaces Protection Order Scrutiny Sub-Group	Update on progress of the review
Member Training Needs	Possible item added to the work programme on: How to engage with members? Explore opportunities for joint training with other local authorities including WCC

Joint Overview and Scrutiny Meeting 29 January 2018

Topic	Description
Leader and Executive Director	Discussion of performance and future strategy with Leader and Executive Director

Brooke 15 February 2018

Topic	Description
Homelessness	12 month update
Finance and Performance Monitoring 2017/18 Q3	Monitoring of finance and performance

Work Programme Workshop 7 March 2018

Topic	Description
Work Programme Workshop	Public workshop to discuss topics for scrutiny reviews during 2018/19

Whittle 12 March 2018

Topic	Description
Crime and Disorder	Annual review
SLA's with external organisations	Progress since report to Cabinet on 28 November 2016
Air Quality Monitoring	Progress made since the last report to Whittle on 11 September

Brooke 12 April 2018

Topic	Description
Rugby Youth Council	Update on the work of the RYC, MYP and VOX
Overview and Scrutiny Report 2017/18	Draft annual report prior to submission to Council
Overview and Scrutiny Workshop 2017/18	Outcomes of the annual workshop

Items to be carried forward to the work programme workshop for 2018/19

Topic	Description
<p>Scoping of review of the Town Hall Complex and Asset Management Plan</p>	<p>Should the Town Hall move out of town? Should the site be developed to offer a multi-functional building with office space above? Review of the Asset Management Strategy. The Asset Management Plan will not be finalised until the end of the municipal year.</p>
<p>Scoping of review of Housing Maintenance/Repairs</p>	<p>Issues, delays and managing customer expectation. Internal audit currently being carried out.</p>