

Corporate Policy Development and Scrutiny Panel

Date: Monday, 28th June, 2021

Time: 4.00 pm

Venue: Council Chamber - Guildhall, Bath

Councillors: Karen Warrington, Winston Duguid, Mark Elliott, Andrew Furse,
Lucy Hodge, Shaun Hughes, Hal MacFie, Alastair Singleton and Sally Davis



Michaela Gay

Democratic Services

Lewis House, Manvers Street, Bath, BA1 1JG

Telephone: michaela_gay@bathnes.gov.uk, 01225 394411

Web-site - <http://www.bathnes.gov.uk>

E-mail: Democratic_Services@bathnes.gov.uk

NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

4. **Public Speaking at Meetings**

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Further details of the scheme can be found at:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

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Additional information and Protocols and procedures relating to meetings

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Corporate Policy Development and Scrutiny Panel - Monday, 28th June, 2021

at 4.00 pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS
2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 5.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS
4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

- (a) The agenda item number in which they have an interest to declare.
- (b) The nature of their interest.
- (c) Whether their interest is **a disclosable pecuniary interest** *or* an **other interest**,
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN
6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication, no notifications had been received.

7. MINUTES (Pages 5 - 18)

For confirmation as a correct record for both sets of minutes.

8. CABINET MEMBER UPDATE

The Cabinet Member will update the Panel on any relevant issues. Panel members may ask questions on the update provided.

9. CORPORATE STRATEGY

An officer presentation will be given at the meeting.

10. CUSTOMER CONTACT

An officer presentation will be given at the meeting.

11. EMERGING DIGITAL DATA AND TECHNOLOGY STRATEGY

An officer presentation will be given at the meeting.

12. PANEL WORKPLAN (Pages 19 - 22)

This report presents the latest workplan for the Panel. Any suggestions for further items or amendments to the current programme will be logged and scheduled in consultation with the Panel's Chair and supporting officers.

The Committee Administrator for this meeting is Michaela Gay who can be contacted on michaela_gay@bathnes.gov.uk, 01225 394411.

BATH AND NORTH EAST SOMERSET

MINUTES OF CORPORATE POLICY DEVELOPMENT AND SCRUTINY PANEL MEETING

Monday, 1st February, 2021

Present:- **Councillors** Paul Myers, Winston Duguid, Mark Elliott, Andrew Furse, Hal MacFie, Alastair Singleton, Shaun Hughes, Karen Warrington and Lucy Hodge

Apologies for absence: Councillors:

55 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

56 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none

57 DECLARATIONS OF INTEREST

There were none.

58 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

59 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

There were none.

60 MINUTES

The Panel confirmed the minutes of the previous meeting as a true record.

61 CABINET MEMBER UPDATE

Councillor Richard Samuel, Cabinet Member for Resources, updated the Panel on the following:

- Regarding Property Services – I have now been interviewed by the external consultants. Their report is due mid February. This will be shared with the Panel.
- We have made an appointment to an interim role in Property Services – the role includes looking at the general approach of the service.
- The Council has produced a brief for the Milson Quarter which sets the scene on how to proceed with improving the commercial offer to tenants in that area.

62 DRAFT BUDGET & COUNCIL TAX 2021/22 AND FINANCIAL OUTLOOK

The Chair, Councillor Myers, reminded the Panel that they have received the draft minutes of the Children, Adults, Health and Wellbeing PDS Panel (19th January) and the Climate & Sustainability PDS Panel (25th January) detailing each Panel's discussion of the Corporate and Budget Planning item. He explained that these discussions and this Panel's considerations at this meeting will be fed through to the Cabinet.

Councillor Richard Samuel, Cabinet Member for Resources introduced the item by explaining that this is not a normal budget and not a normal year. There has been a significant shock to Council finances as a result of the ongoing pandemic which will also have repercussions into future years. There will be a report to Cabinet on 11th February – we expect to balance the budget. He explained that the aim is not to disturb frontline services. He explained that the money borrowed from reserves would be repaid over a longer period. He also added that there is a proposed rise of 1.99% in Council Tax and a 3% Adult Social Care precept. Councillor Samuel thanked Andy Rothery, Director of Finance and his team for their extraordinary work.

Andy Rothery, Director of Finance and S151 officer explained that there has been some budget rebasing in order to reduce reliance on external income and the temporary government Covid grants received in 2020/21. There have been adjustments in Heritage, Commercial Estate and Parking. He explained that, along with the proposed Council Tax increase, extra money has been allocated to the Welfare and Hardship Service and also money put into a Covid risk reserve.

Panel members raised the following points and asked the following questions:
(Officer responses shown in italics)

Councillor Furse noted that income from Heritage Services, Commercial Estate and Parking will be down and that the Estate maybe harder hit again as it contains retail. He asked what assumptions the forecast has been based on. *The officer explained that the Commercial Estate re-basing is based on market trend. A calculation has been made also taking into account analysis of void levels (factoring in an increase) and debt risk.*

Councillor Elliot referred to the Council Tax benchmarking graph and asked what level of increase would take the authority into the middle of the table. *The officer explained that this would involve an approximately 11% rise and bring in and additional £6/7million over and above the proposed 4.99% increase. However as rise of this level is beyond the Council tax cap and would require a local referendum.*

Councillor Warrington asked what the £900k Capital Expenditure under Climate Emergency was for. *The officer explained this was for feasibility work and initial capital expenditure on various ways the Climate Emergency priority can be taken forwards such as retro fitting Council assets or investments in alternative energy.*

Councillor MacFie referred to the Capital Project Resources which had been hit by £1.8m – he asked if this related to a particular project. *The officer explained that the saving was across the whole Capital Programme, it means that some delivery timetables have slipped a couple of years.*

Councillor MacFie asked about the Mental Capacity Act Fund. *The officer explained that funding for this was previously held in a Corporate Contingency budget, as no commitments have been made it is being released to generate a saving, when the relevant legislation has been passed the Council will seek new burdens government funding to meet the costs.*

Councillor MacFie asked if £300k savings in senior staff is realistic. *The officer explained that the saving is across the whole senior management structure. This has been tested. Councillor Samuel, Cabinet Member for Resources added that the bulk of this saving has already been made as the Corporate Director posts have not been refilled. The Chief Executive is confident, and the figures are robust.*

Councillor Singleton asked about Climate spending – the Renewal Energy Development Fund supports projects but there is a gestation period in these schemes, is the money carried forward. *The officer explained that this covers 5 years and if not accessed in year one, it is re-fazed into the following year.*

Councillor Singleton asked if there was a risk of slippage regarding the Council Tax deficit which is set to be recovered over 3 years. *The officer explained that there is some risk – Council Tax general growth assumptions have been pared down.*

Lucy Hodge asked the following questions:

- Last year we had two other tables, new capital projects etc. Do we have less growth this year or is the information presented differently. *The officer explained that this is a recognition of the financial situation – there is not the same scale of investment. Funding is on essential activity only. There will be more detail on this in the pack for Cabinet and Council.*
- Regarding the £50k saving under Transport – suggested areas are gulley emptying, grit filling and drainage systems. I get a lot of emails on these issues. I would like more detail. *The officer stated that a further note will be sent with details.*
- Regarding the proposed £22k savings in security cameras for Park and Ride – I would like more detail. *The officer stated that a further note will be sent with details.*
- The New Capital Recommendations for office reconsideration costs, is this for Keynsham Civic Centre improvements. *The officer explained that this does refer to the re-imagining of the Civic Centre and efficiencies that this investment will help achieve from lower utilisation of other buildings.*

Councillor Duguid asked the following questions:

- There is a lot of concentration on savings and reduction. Are you satisfied that we are looking at new income streams.
- Tourism – hard to predict, what assumptions have been made.
- It would be good to look at the risk register (although not duplicate the work of the Audit Committee)

Councillor Samuel, Cabinet Member for Resources, explained that it is difficult to predict what will happen with the Commercial Estate income. In the past we have negotiated with tenants with rentals based on the market but now many businesses are struggling. There no business relief or furlough after March. This means the Council cannot predict with certainty. He explained that the Council does not hold all of the cards (for example Government policy on dealing with the pandemic) so it is hard to de risk our budget. Things will be clearer later in the year. The risk is acknowledged but cannot be completely mitigated. This particular income stream is highly volatile.

Councillor Duguid asked if a special task force is needed or if we are already looking at new income streams (although understandably, the focus is on savings). *The officer explained that, in terms of the budget, we will pursue new income streams. It is difficult to mitigate this risk in the short term but we are thinking about the commercial components of the Council. We need to carefully consider options and income diversification. We need to look at building back income.*

Councillor Elliot asked the following questions:

- There is a post reduction in Children and Adult services. This is surprising and should it be revisited. *The officer explained that the post reduction has been planned for some time, it will be grant funded for a year and then reviewed.*
- There is a post reduction in a Children's Centre, are there more details on this). *The officer explained that the post has been vacant for some time, we can deliver the service as it is now.*

Councillor Myers asked for an explanation regarding borrowing from reserves. *The officer explained that:*

*Years 1 & 2 - c£13m borrowed from reserves
Years 4 & 5 – the money is paid back*

The officer explained that this is factored into the budget setting. He added that there will be a more detailed section in the Cabinet report that sets out the use of reserves.

In response to a query from Councillor Hughes on how things have changed from the October 2020 Medium Term Financial Strategy *the officer explained that the numbers have been completely refreshed, taking into account the 2021/22 provisional settlement. There has been a fundamental re-basing of the numbers. He also stated that the loss regarding parking was the result of a number of factors including Covid and Climate Emergency considerations.*

Councillor Hodge asked why the Corporate Plan Maintenance had changed (£10m to £13m). *The officer stated that a further note will be sent with details.*

Councillor Hodge asked if the highways maintenance funding was a normal level? *The officer responded that this was linked to an asset-based assessment.*

Councillor Myers thanked officers for the responses and asked Panel members if they had anything to add:

Councillor Warrington stated that she had a few concerns which could hopefully be negated:

- Going digital – concerns about how this can be discriminatory. This has been shown with home schooling. Also issues such as Broadband connection and capability issues.
- Adult Social Care – looking at these savings, this service cost money (such as incontinence pads)
- Capital Expenditure for Climate Emergency – concerned that we make sure renewable energy is spread across the district.
- Concerned about charging for waste. Fly tipping has a disproportionate impact in rural areas more than the city.
- We need a Bath Waste Centre
- There will potentially be more deaths due to Covid – questions on the capacity of Bereavement Services.
- Concerns about road maintenance in rural areas.
- Concerns about much of the budget being Bath centric such as Low Traffic Neighbourhoods.

Councillor Duguid stated that it was useful to have clarification on the reserves. We don't know what we will get from the Government for the loss of Heritage and Commercial Estate income. This is not a normal budget and we need to work with officers regarding the Risk Register.

Councillor Macfie stated that there was a lot of positive information from the WECA scrutiny panel and we need to focus on where the money is available from WECA and how to access it. Also buses may be funded by the Government in the short term but in the long term, this will become an issue for Local Authorities. Hopefully rural buses will be protected. Also we need to see more money going into North East Somerset – there has been none for the Enterprise Zone in Midsomer Norton.

As Chair, Councillor Myers thanked the officers and Panel members for their contributions and explained that he would be reporting PDS Panel feedback to Cabinet and Council (Note – the minutes from each Panel will also be circulated)

63 A BRIEFING ON THE GOVERNANCE STRUCTURE FOR LOCAL AUTHORITY COMPANIES

Michael Hewitt, Director Legal and Democratic Services, introduced the report and gave a presentation which covered the following:

- Company Governance
- Group Structure
- Overview
- Background
- Recommendations from EY
- Council Report resolutions
- Protocol 3 principles – Principle 1 Freedom and Controls
- Principle 2 – Roles and Responsibilities
- Principle 3 – Relationships, Integrity & Accountability

- Key Documents
- Shareholders agreement
- Reserved matters
- Scrutiny
- Current position

Panel members asked the following questions and raised the following points:
(Officer responses shown in italics)

Councillor MacFie asked if there are any competitors. *The officer explained that there is a site in the market place at Sladebrook Road.*

Councillor Elliott asked about a business plan. *The officer responded that Panel members can see the business plan as the original decision maker has seen it. This can be circulated to Panel members with a duty of confidentiality.*

In response to a query from Councillor Myers, the officer explained that the Leader of the Council is considered the shareholder representative and can make some decisions, but the Cabinet would be convened for a significant decision.

In response to a query from Councillor Hodge, the officer explained that Panel members will be entitled to the same reports as the original decision maker, on a confidential basis, as only then can the Panel make sure that the Cabinet has held the company to account. Also, regarding bonus payments – when a company decides to make an award, it is a special reserve matter and relates to names individuals – Panel members are able to see that information.

Councillor Furse stated that the company manages public money and asked if relevant scrutiny meetings would be held in public. *The officer responded that the Panel can scrutinise whether the company is meeting its performance targets and providing a dividend but would have to move into exempt session where confidential information is discussed. Panel members could make recommendations if they felt that the company was not doing its job.*

Councillor Myers thanked the officer and asked for an updated copy of the diagram in the presentation for a future discussion.

64 PANEL WORKPLAN

The Panel noted that items suggested at the last meeting (and this meeting) would be collated by the Democratic Services Officer and discussed at the next agenda setting meeting with the Chair and Vice Chair. The following items were suggested at this meeting:

- Keynsham Civic Centre refurbishment (cost/benefit analysis of the office element/Travel claims)
- Car parking policy
- Member training (for those of non-local authority background)
- Risk register – annual item

The meeting ended at 6.16 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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BATH AND NORTH EAST SOMERSET

MINUTES OF CORPORATE POLICY DEVELOPMENT AND SCRUTINY PANEL MEETING

Monday, 29th March, 2021

Present:- **Councillors** Paul Myers, Winston Duguid, Mark Elliott, Hal MacFie, Alastair Singleton, Shaun Hughes, Karen Warrington, Lucy Hodge and Dr Kumar (in place of Andrew Furse)

Apologies for absence: Councillor Furse

70 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

71 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillor Andy Furse sent his apologies and was substituted by Councillor Dr Kumar.

72 DECLARATIONS OF INTEREST

Councillor Hughes declared an 'other' interest in item 9 'Invest in Bath' as his business has been in receipt of a grant.

73 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

74 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

There was none.

75 MINUTES

The Panel confirmed the minutes of the previous meeting of 8th February 2021 (not 1st February 2021 as shown on the agenda sheet) as a true record.

Note – the minutes of the 1st February 2021 meeting will be circulated with the papers for the next meeting of the Panel for confirmation of accuracy.

76 CABINET MEMBER UPDATE

Councillor Richard Samuel, Cabinet Member for Resources, updated the Panel on the following:

Finance

- The peak of the workload and budget setting has passed. We are now turning to the 2022/23 financial year.
- We will be doing some work in Adult Social care, it is a complex area and a large proportion of the Council revenue budget. This work will take place April – September, terms of reference have not yet been agreed. There is an interim manager.
- Outturn – the February report showed that the Council is on track to balance the budget. A report on the outturn will be available June/July.
- The government has announced a further fund for non-essential retail. The Panel might like to look at our performance with business grants over the past year. There is no detail on other funds/assistance yet.
- The Department of Transport has unexpectedly cut the highways maintenance spending for all Councils. This will have an impact.

Property

- There is a new interim manager who will help to prepare the service for change. The Montagu Evans final report is due after Easter – I will come back to the Panel to report on this.
- Regeneration – we are in the process of appointing consultants regarding the masterplan for the north of the city, tenders are being evaluated. This will comment on the prospect of retail opportunities and regeneration regarding the north of the city. We need to evaluate the empty properties – we will know more about this post 12th April.
- I authorised the final transfer of Bathampton Meadows to the National Trust, we are talking to them about what to do with the land.
- There is an exciting new piece of work regarding a cycle route from Newbridge to the east of Bath.
- Council Tax discounts – a case has highlighted the need to deal with empty properties where the circumstances of being empty are completely reasonable. This will come to Council.

Questions from the Panel

Councillor Warrington asked about Council Tax Updates with regard to some cases in her ward. Councillor Samuel asked for the details of the case to be sent to him. He explained that the Government regulations had not allowed Council's to have power over exemptions.

Councillor Duguid asked if we could benchmark against neighbouring authorities with regard to business grants. Councillor Samuel explained that work had been done with neighbouring authorities in the development of the policy to ensure consistency across the area.

77 PARENTAL LEAVE POLICY – CASEWORK OPTIONS

The Democratic Services Manager, Jo Morrison, introduced the report.

Panel members raised the following issues and asked the following questions:

Councillor Myers agreed that this should be determined on a case by case basis and asked that there is a way to record the way cases are dealt with. He asked about the cover for the Councillor – same party or same ward. The officer agreed on the point regarding good record keeping and explained that it would be up to the Councillor themselves as to how their work would be covered. A flexible approach.

Councillor Singleton asked about the reference to a Councillor being able to employ a case worker. The officer explained that she had the impression that this had been a private arrangement and confirmed that Democratic Services would not usually get involved in members ward case work.

Councillor Warrington stated that there are two Councillors for some wards for a good reason and if this was cut down to one for an amount of time, this person could be overwhelmed. She also asked if there will be a procedure to provide proof of the circumstances (such as the MATB1 form in case of pregnancy) so that the process is transparent to the public – as this is public money. The officer agreed that, while Councillors are not employees, it would be good for the process to be clearly spelt out.

Councillor Hodge asked how the 9 months of work would be covered. The officer explained that this cannot be spelt out until it happens as it would depend on the Councillor and the HR advice given on that case. Councillor Myers stated that the process allows for a recognition and assessment of the level of work, the Group Leader may get involved in this. He asked what happens to Panel/Committee members – do they keep their allowance? The officer responded that this was covered in the policy that was agreed by Council in September last year.

The officer responded to a point raised by Councillor Myers acknowledging that a Councillor's work is not just ward work but Committee memberships and that this could be covered by several different people and that flexibility is the key.

Councillor Myers suggested that the Panel see this item again after the first year and review lessons learned and comment to Council at that stage. The officer agreed that this would be kept under review.

Councillor Warrington suggested a holistic approach in order to be part of a package to encourage people to stand as Councillors.

It was RESOLVED that the Chair and Vice Chair would draft feedback to Council based on the Panel's discussion.

(note Councillor Dr Kumar abstained from this vote)

78 INVEST IN BATH UPDATE

Rob Dawson, Enterprise Officer, introduced the report and gave a short presentation which covered the following:

- Invest in Bath Service
- Service Outline – Business & Skills team

- Covid Support
- Business Support
- Sites and Premises
- Employment and Skills
- Communications and Networks
- Invest in Bath website walk-through

Panel members raised the following issues and asked the following questions:

Councillor Myers explained that the reason for this item was to explore why only 'Bath' is in the title and not 'North East Somerset'.

Councillor MacFie stated that he could only find one business from North East Somerset and that he is often asked by residents why there is not an 'Invest in North East Somerset' website. The officer explained that this is something that could be taken on but the website is for North East Somerset, not just Bath. He explained that there is a new business engagement programme. He explained that the team are looking to refresh the website but a name change would have to be consulted on with Councillors and users. He further explained that 50% of website users come from outside of the UK and that Bath is a globally recognised name.

Councillor MacFie referred to the Enterprise Zone in the Somer Valley and stated that residents do not always feel that there is much encouragement and investment in this and would like to see more investment in North East Somerset.

Councillor Warrington added that there are lots of quality businesses in North East Somerset and some incredible heritage. She explained that people are increasingly aware of where their food comes from which benefits local businesses. She asked if the Chamber of Commerce could promote and invest in North East Somerset businesses. The officer stated that he had engaged with many businesses in North East Somerset and that the points raised are valid. He explained that there are dedicated engagement officers and added that they do engage with Chamber of Commerce (there had been a recent meeting with Chew Valley Chamber of Commerce).

Councillor Hodge asked the following questions (*officer response shown in italics*):

- How do 'Invest in Bristol and Bath' work with 'Invest in Bath' and is there any overlap? *The officer explained that the former focuses on more global campaigns and on leads from central Government. There are monthly meetings with their team. Both teams work with business aftercare – 90% of work is with existing businesses.*
- Are the 9 core funded posts full time? And are the 6 Future Bright posts externally funded? *The officer estimated that there are 6 full time equivalent employees. He confirmed that the Future Bright posts are funded by WECA.*
- When there is time to analyse the data, it would be useful to see the breakdown of the distribution of Covid grants (this had been added to the Panel future items list).

Councillor Duguid asked the following questions (*officer response shown in italics*):

- What is administered by WECA? *The officer explained that most budgets are administered by WECA, we are involved in shaping the funds and process. We also have a promotional focus.*
- Is there any involvement with the adult education budget? *The officer explained that his manager would lead with any involvement in this.*

Councillor Hughes asked what the primary focus was – inward investment or local business support. Also, there is no mention of Brexit which has had an effect on businesses. The officer explained that the main (90%) focus is on supporting local businesses. Brexit support activity was happening but the Covid situation took over. We will look at this again in the future.

Councillor Myers explained that he had raised this issue in 2015 but a name change to ‘Invest in Bath and North East Somerset’ was resisted. The officer explained that any name change would have to be considered and tested with the user base. Councillor MacFie stated that he would like a separate ‘Invest in North East Somerset’.

It was RESOLVED that officers be requested to carry out some research (including with users) and to report back to the Panel in 2-3 months with a proposal, taking into account the suggestions put forward regarding a separate ‘Invest in North East Somerset’ (possibly cross referenced with ‘Invest in Bath’).

79 UPDATE ON PARISH CHARTER

Dave Dixon, Community Engagement Manager gave a presentation which covered the following:

- Update on Parish Charter – including Local Engagement across Bath & North East Somerset;
- 2020 – An unprecedented year (a local response based on networks, relationships and collaboration)
- Parish Charter – the purpose of the Charter
- Parish Charter Activity in 2020
- Community Engagement in 2020

Panel members raised the following issues and asked the following questions:

Councillor Myers asked what amendments would need to be made to update the Parish Charter in view of the experiences of the last year to keep it relevant. The officer responded that he has worked closely with ALCA in making minor amendments in the past year and this will be considered again this year. We plan for a period of reflection each year but circumstances (lockdown) have delayed this at certain points. We now hope to survey Parish and Town Councils soon.

Councillor Myers asked if virtual meeting platforms (such as zoom) can be considered for non-statutory meetings. The officer responded that clerks are keen to continue virtual meetings and are writing to MP’s about this.

Councillor MacFie asked if there is a facility for when things go wrong. The officer responded that many issues are raised at the Parish Liaison meetings and there is also guidance from ALCA for parish clerks. It is done in a collaborative way. There is a formal avenue of the Parish Liaison Group.

Councillor Hodge commented that the Community Engagement officers have worked very hard during the Covid period and the Panel recognise this work.

It was RESOLVED that, after the next review, the item to brought back to the Panel who will then make recommendations to Council.

80 PANEL WORKPLAN

The Panel noted the future workplan and made the following suggestions for future meetings:

- Covid Grant Scheme
- Preparing for the Future – Corporate Strategy item (to include information on the parameters of the strategy eg. Staff survey results/the impact of the changes and numbers around the key justifications for this policy – compare metrics.
- Parish Charter – following the next review (once past the Covid response period) – item to come back, the Panel will make recommendations to Council at that stage.
- Exploration of a holistic way of managing future Councillor recruitment to ensure maximum representation.
- Update on Council Tax empty property charges.
- (linked to item above) Update on how the new Council Tax Contribution Scheme is going/view of the early take up.
- Consultation on empty shops

The meeting ended at 6.11 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

CORPORATE POLICY DEVELOPMENT AND SCRUTINY PANEL

This Forward Plan lists all the items coming to the Panel over the next few months.

Inevitably, some of the published information may change; Government guidance recognises that the plan is a best assessment, at the time of publication, of anticipated decision making. The online Forward Plan is updated regularly and can be seen on the Council's website at:

<http://democracy.bathnes.gov.uk/mgPlansHome.aspx?bcr=1>

The Forward Plan demonstrates the Council's commitment to openness and participation in decision making. It assists the Panel in planning their input to policy formulation and development, and in reviewing the work of the Cabinet.

Should you wish to make representations, please contact the report author or, Democratic Services . A formal agenda will be issued 5 clear working days before the meeting.

Agenda papers can be inspected on the Council's website.

Ref Date	Decision Maker/s	Title	Report Author Contact	Director Lead
28TH JUNE 2021				
28 Jun 2021	Corporate Policy Development and Scrutiny Panel	Corporate Strategy	Andy Thomas Tel: 01225 394322	Director Partnership & Corporate Services
28 Jun 2021	Corporate Policy Development and Scrutiny Panel	Customer Contact	Tracey Long	Director Partnership & Corporate Services
28 Jun 2021 Page 20	Corporate Policy Development and Scrutiny Panel	Emerging Digital Data and Technology Strategy	Tracey Long	Jeff Wring
5TH JULY 2021				
5 Jul 2021	Corporate Policy Development and Scrutiny Panel	Preparing for the Future Work Programme	Amanda George	Director of People and Policy
5 Jul 2021	Corporate Policy Development and Scrutiny Panel	Planning Gain	Richard Stott Tel: 01225 477434	Chief Operating Officer

Ref Date	Decision Maker/s	Title	Report Author Contact	Director Lead
5 Jul 2021	Corporate Policy Development and Scrutiny Panel	Costs of Delivering Highways Safety Infrastructure	Gary Peacock Tel: 01225 395307	Chief Operating Officer
27TH SEPTEMBER 2021				
29TH NOVEMBER 2021				
FUTURE ITEMS				
Page 21	Corporate Policy Development and Scrutiny Panel	Climate Emergency Procurement Strategy	Richard Howroyd Tel: 01225 477334	Director Finance - Section 151 Officer
The Forward Plan is administered by DEMOCRATIC SERVICES: Democratic_Services@bathnes.gov.uk				

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