



Our Council Scrutiny Panel

Minutes - 29 September
2021

Attendance

Members of the Our Council Scrutiny Panel

Cllr Milkinderpal Jaspal
Cllr Udey Singh (Vice-Chair)
Cllr Paul Appleby
Cllr Christopher Burden
Cllr Jaspreet Jaspal
Cllr Rupinderjit Kaur
Cllr Zee Russell (Chair)
Cllr Clare Simm
Cllr Tersaim Singh

Members of the Our Council Scrutiny Panel in attendance via Teams

Cllr Clare Simm
Cllr Milkinderpal Jaspal
Cllr Christopher Burden
Cllr Jaspreet Jaspal
Cllr Rupinderjit Kaur

Employees

Earl Piggott-Smith
David Pattison
Charlotte Johns,
Claire Nye, Director of Finance
Jai Ghai
Jenny Lewington

Scrutiny Officer
Chief Operating Officer
Director of Strategy
Director of Finance
Head of ICT
Service Manager - Housing Strategy and
Policy
Head of Assets
Head of Commercial

Part 1 – items open to the press and public

Item No. *Title*

1 **Welcome and Introductions**
Cllr Zee Russell, Chair, welcomed everyone to the meeting and advised it was being live streamed to the press and public. A recording of the meeting would be available for viewing on the Council's website.

2 **Meeting procedures to be followed**

Cllr Zee Russell explained the protocol to be followed during the meeting for asking questions and reminded everyone that microphones should be muted and cameras off, unless have been invited to speak by the Chair.

3 **Apologies**
Apologies were received from the following:

Cllr John Reynolds
Cllr Jonathan Croft
Cllr Jacqueline Sweetman

Cllr Bhupinder Gakhal – Cabinet Member for City Assets and Housing

4 **Declarations of interest**
Cllr Zee Russell and Cllr Paul Appleby declared a non-pecuniary interest in Agenda Item 7

5 **Minutes of previous meeting**
The panel approved the minutes of the meeting held on 30 June 2021 as being a correct record.

6 **Our Assets Programme**
Julia Nock, Head of Assets, introduced the report to the panel. The Head of Assets outlined the context of the report and explained that the Our Assets strategy is incorporated into the Relighting Our Council programme.

The Head of Assets advised the panel that all Council employees have been classified as either having field, fixed or flexible working patterns, which will fundamentally change the demand for buildings and assets in the future and lead to changes in the use and occupancy of some buildings.

The Head of Assets added that the approach to the management of land and buildings will ensure the Council proactively reviews and rationalises its portfolio to achieve improvements in outcomes for local communities, a rationalisation of property portfolio, reductions in carbon footprint, and maintenance costs.

The Head of Assets advised the panel that all land and property assets were in scope for the review and explained that there will remain a strong need for buildings across the City. The needs will differ from community to community and the right solutions will be reached by involving key stakeholders such as city partners, local community organisations, and local councillors.

The Head of Assets gave a brief overview of the different work streams linked to the Our Assets strategy and highlighted the importance of the Civic Centre building. The Head of Assets outlined the mandate previously agreed and which was also presented to panel members last year for comment.

The Head of Assets gave further details of the proposed accommodation strategy and advised the panel that Civic Centre building will be the base for city wide services and the organisational headquarters for the Council.

The Head of Assets acknowledged that the Civic Centre is not suitable for all, especially for those employees categorised as field workers and there will be a need for other locations to deliver community or place-based services across the City.

The asset review will identify other buildings that are required for touchdown and collaboration purposes. These buildings will be multi service use or occupancy and will be managed corporately by the city assets service unless agreed otherwise. The aim will be to maximise the use and efficiency of the assets which will support the Relighting Our Council programme.

The Head of Assets outlined the four proposed review groups and advised the panel that the target date for completion of the work is 31 December 2021. The work on corporate offices groupings is nearing completion.

The Head of Assets advised the panel that in the commercial estate category there are an estimated 450 leases in place across the city. The leases will be reviewed in terms of the benefits of holding those assets versus the income versus the cost to Council of retaining these assets. In the land category there are an estimated 1000 assets which will be reviewed. The work is expected to be completed in December 2021.

The Head of Assets outlined the asset review criteria which was approved by the Our Assets Board, for example, the community outcomes/opportunities and contribution to the service delivery as part of place-based working. The location, of the asset needs to be relative to the purpose.

The Head of Assets commented on the contribution of assets to supporting Council regeneration schemes, such as the relocation of the wholesale market. The Head of Assets commented that the assets programme has a key role in supporting the Council's target of being net carbon zero by 2028 but highlighted the challenge in retrofitting historical buildings across the city to make them more energy efficient.

The Head of Assets advised the panel that any sites considered for rationalisation investment and divestment a robust business case approach will be used. The business case will also include both financial and non-financial factors such as benefits to the local and wider communities.

The Head of Assets advised the panel of the short, medium, and long-term timelines for the assets review and details of the specific work to be done. The asset review will enable the service to understand any potential opportunities and ascertain the impact at the community level. The service will continue to work with city partners, such as Wolverhampton Homes to develop a city-wide state solution and map customer contact points to ensure such services remain accessible to local communities.

The Head of Assets gave a summary of the three key aims of the asset review. The panel were invited to comment on the report.

The panel queried the reference on page 13 on the presentation to all land and property assets being in scope for the review with the reference later in the presentation to the role of the Civic Centre remaining the Council's organisational headquarters and the base for City wide services. The panel queried if the investment in refurbishing the Civic Centre had increased the value of the asset by the amount spent and suggested that an alternative location for the headquarters could be the I9 building would be better option. Furthermore, it was suggested that the site of the Civic Centre could be sold to a developer and the funds used to relocate council services to other buildings.

Claire Nye, Director of Finance, commented that the investment in the Civic Centre was not intended to add value to the building equivalent to amount spent, but instead the aim was to extend the life of the building to make it more usable, which has been achieved.

The Director of Finance referred to the business case that was presented at the time which detailed how the cost of the building work would be funded and detailed how the money spent would be recovered from the rationalisation of other assets, including property sales, or reduced running costs.

The Director of Finance agreed to provide information on the current valuation of the Civic Centre to the panel.

The panel queried if a feasibility study was done at the time which included the option of relocating services more purpose-built office spaces from the Civic Centre as an alternative to spending the money on refurbishment of the building.

The Director of Finance agreed to check and report back to the panel but added that this option would have been considered at the time. The panel discussed the reasons and benefits of supporting the decision to invest in the refurbishment of the Civic Centre at the time.

The panel queried the numbers of employees within each the field, flex, and fixed groups in terms of future use of council assets. The Director of Strategy gave details of the numbers in each of the groups.

Charlotte Johns, Director of Strategy, commented on the work done since a report was presented to the panel last year for pre-decision scrutiny about the proposed different work groups. Further work has been done since to assign job roles across the Council into those three categories as part of the Relighting Our Council programme. A further report will be presented to the panel in November 2021 on the Relighting Our Council programme for pre-decision scrutiny.

The panel discussed the reasons for the decision to fund the refurbishment of the Civic Centre and the extent to which it represented a good investment.

The panel queried the number of Council owned commercial properties. The Head of Assets advised the panel that exact numbers will be emailed. The Head of Assets added that the Council does not have many retail units in the city centre, and of these very few are vacant. The Head of Assets updated the panel on the occupancy levels across the Council's commercial real estate.

The panel queried the process for leasing of Council commercial properties and expressed concern about the impact of the pandemic on business. The panel commented on the work being done to promote empty buildings or retail shops and queried the support offered to support small businesses to recover.

The Head of Assets advised the panel that the Council has provided continuous support to business owners throughout the pandemic, for example, freezing rental payments or arranging repayment plans which has been well received. In addition, the service also offers support to commercial and retail tenants who may be starting up.

The panel expressed concern about the long waiting times reported from people wanting help from the services or delays in getting responses to queries. The panel asked for details of action being taken to respond to these concerns.

The Head of Assets advised the panel that the process of leasing commercial properties is detailed on a dedicated 'Land and Property for sale or lease' website which lists properties available and links to further sources of help.

The Head of Assets welcomed enquiries from residents or commercial tenants who may be having difficulties in getting support or information.

The panel queried the Council's responsibility for the maintenance of the transport infrastructure, including cycle hire and EV charging points referred to in presentation which are due to be completed before March 2022.

David Pattison, Chief Operating Officer, reassured the panel that in relation to the contractual arrangements with the providers of such services that the legal team would work to protect the Council's interests. Furthermore, as part of the due diligence process the legal team would ensure that providers meet their obligations, for example, providing cycles to the agreed quality standards.

The panel queried the policy of the Council maintaining small plots of land across the city, some of which has been subject to complaints of fly-tipping from residents.

The panel suggested the land could instead be offered to homeowners where possible to reduce the maintenance costs and complaints. The panel commented on the cost to the Council of maintaining such sites.

The Head of Assets commented that there is the land enquiry process which is available to residents to discuss buying small pockets of adjacent council owned land. The Head of Assets advised that this process can only be used where the land is to be sold for extended garden use. The Head of Assets added that further details of the scheme are available online and members of the public can also contact the team directly to make enquiries.

The panel queried the policy of disposing of surplus assets and highlighted concerns that when selling to a buyer that they should be challenged to explain their development plans for the site and bring forward proposals in a timely manner.

The panel highlighted concern about an example of local community building being sold to a developer wanting to extend into that area. The building was demolished two years ago but the planned expansion did not happen. The panel suggested that the needs of residents should be a priority when considering selling surplus community buildings. The Head of Assets noted the concerns expressed and reassured the panel about the process for disposing of surplus assets and the principles that would be applied in such circumstances.

The panel welcomed the report.

Resolved:

1. The panel comments on proposed accommodation strategy be noted and considered by the Head of Assets.
2. The Head of Assets to present a progress report against actions detailed in the timetable to a future meeting of the panel.

3. The Head of Assets to present findings from the proposed review groupings to be reported to a future meeting of the panel.
4. The Director of Finance to provide the panel with the current valuation of the Civic Centre and whether the feasibility study completed at the time included the option of relocating Council services to a purpose-built office spaces as an alternative to spending the money on refurbishment of the building.
5. The Head of Assets to provide the panel with the number of Council owned commercial properties in the city

7 **Housing Strategy - Landlord Services Report**

Jenny Lewington, Service Manager – Housing Strategy and Policy, presented the report. The Service Manager advised the panel the report was being presented for comment about planned changes to the monitoring arrangements between the Council and its housing managing agents. The panel comments will be considered by the Council's Housing Strategy Landlord Services Team.

The Service Manager also wanted to brief the panel about changes to the reporting and monitoring arrangements of the Council's housing stock in response to the requirements detailed in the Government's Charter for Social Housing White Paper.

The Service Manager advised the panel about the monitoring arrangements for the management of the Council's housing stock managed by Wolverhampton Homes and the three tenant management organisations, Dovecotes, New Park Village and Bushbury Hill Estate.

The Service Manager explained that the monitoring arrangements set out in the report are required to enable the Council to respond to increasing regulation of the sector, and inspection by the Regulator of Social Housing (RSH). The Council through its existing management agreements has monitored the services provided and performance of its housing managing agents.

The Service Manager advised the panel that the Government published a White Paper in November 2020. The document included a proposal that the RSH move from a reactive service to a proactive consumer

regulatory regime. This role would include proactive oversight of the consumer standards and mandatory inspection of landlords with more than 4000 homes, which will include the City of Wolverhampton Council.

In response to this proposal, it was considered timely to review the Council's monitoring and reporting arrangements. The Service Manager commented on the four consumer standards set by the RSH against which the performance of the Council would be monitored. The Service Manager advised the panel that Councillors would be responsible for ensuring that the housing provider – Wolverhampton Homes and the three tenant management organisations met these standards.

The Service Manager advised the panel that the RSH expects systems to be in place to provide assurance to Councillors, that the standards are being met with the responsibility remaining solely with the Council and not the housing providers.

The Service Manager briefed the panel on the monitoring arrangements which will review performance, asset management, finance, and the delivery plan. The housing business plan is presented to Council annually for approval, which is supported by quarterly monitoring progress reports presented to Cabinet.

The Service Manager advised the panel to further improve and strengthen the Council's understanding of its housing managing agent's compliance with the proposed consumer standards an external company Savills were commissioned to undertake an independent review. The details of the review findings are summarised in the main report.

The review concluded that for most areas, the Council, and Wolverhampton Homes, has an adequate policy framework in place to ensure compliance against the consumer standards. The report did however identify specific areas requiring improvement.

In response to the review Wolverhampton Homes developed an action plan to improve those areas identified for improvement. The progress of the action plan will be monitored by internal audit against compliance with the consumer standards. An annual performance monitoring report will also be presented to Our Council Scrutiny Panel to review progress of compliance against the consumer standards.

The panel were invited to comment on the report and presentation. The Chair invited Sean Aldis, Chief Executive, Wolverhampton Homes to comment on the report. The Chief Executive thanked the panel for the opportunity and offered reassurance about the steady progress being made to meet the consumer standards. The Chief Executive added that the service is meeting its health and safety responsibilities which is supported by the findings of the independent review.

The panel welcomed the report. The panel suggested that a six-monthly monitoring report should also be shared with the panel for comment as Cabinet will be receiving monthly progress reports. The Chief Executive agreed to this request.

Resolved

1. The panel comments on the report to be considered by the Council's Housing Strategy Landlord Services Team.
2. The Service Manager, Housing Strategy and Policy to present a six-monthly progress report and an annual report on performance against the four consumer standards set by the Regulator of Social Housing to a future meeting of the panel to check compliance.

8 **Update on Cyber Security**

Charlotte Johns, Director of Strategy, introduced the report which sets out the Council's approach to managing strategic risks around cyber security. The Director of Strategy invited Jai Ghai, Head of Digital and IT, to present the detailed briefing to the panel.

The Head of Digital and IT advised the panel that the purpose of the briefing paper is to provide information and assurance regarding the strategic risks facing the Council and the private and public sector organisations face in terms of cyber security and ransomware threats.

The Head of Digital and IT highlighted the risk of cyber-attacks during the pandemic and how hackers have taken advantage of the situation which has led to an increase in the number of attacks on public and private data and network services.

The Head of Digital and IT added that in the response to the significant national increase in cyber-attacks the National Cyber Security Centre (NCSC) highlighted the need for public sector organisations to take action to mitigate against the risk of ransomware threats and to raise awareness of the importance of cyber security. The NCSC issued guidelines which highlighted the importance of public sector bodies taking remedial action to protect citizen data and the network and other preventive measures.

The Head of Digital and IT outlined the action taken by the Council to increase local security and to introduce appropriate measures for prevention and remediation, in the event of a cyber-attack.

The Head of Digital and IT commented on the importance of the Council protecting data and as an employer doing what is necessary to make sure that access to the network by employees is always secure regardless of their location.

The Head of Digital and IT reassured the panel that the issues of cyber security is a key priority for the Council and is monitored rigorously through the strategic risk register. The service is also audited on an annual basis for cyber risks by the NCSC. The City of Wolverhampton Council is one of a few Councils nationally that have attained Cyber Essentials Plus certification, which was awarded recently following a review. The Head of Digital and IT commented that this is an indication of the level of commitment by the service. In addition, the Council also maintains its Public Services Network accreditation which allows the Council to transact and interact securely with the NHS and other public sector organisations.

The Head of Digital and IT commented on the key actions taken to protect the Council from cyber security threats and highlighted the importance of encouraging the workforce to make sure that locking a laptop is good practice in reducing the number of potential threats to the network.

The Head of Digital and IT commented that any potential threats and ransomware attacks can be identified through the regular monitoring of the network and information is also shared with third party suppliers to further mitigate risks to the Council.

The Head of Digital advised the panel that earlier in the year the service implemented a disaster recovery backup solution with built in resilience to reduce the risk of any disruption to the service or the impact of ransomware attacks.

In addition, there is work planned to increase the capability of the secondary data centre currently held within Staffordshire County Council. There are plans in the future to build a secondary data centre within Wolverhampton. The plan is to make this an active data centre which would mean that employees will not experience any disruption when accessing the network because of an incident.

The Head of Digital and IT outlined the programme of investment in cyber security for the next six to twelve months as detailed in the cybersecurity framework document attached as Appendix 1 of the paper. The Head of Digital and IT added that the focus of the work will be make the infrastructure is robust and that the service is forward thinking enough to protect systems when there is a threat.

The panel thanked for the presenter for the report and members of the team in the work done during the pandemic to support remote working.

The panel queried if there had been an increase in ransomware attacks or malware attacks during the pandemic

The Head of Digital and IT advised the panel that there had been a rise in cyber-attacks during the first national lockdown with attempts made to take advantage of people working remotely, who are often using local connections which can be vulnerable to hackers. In response to these incidents national government guidance was issued. The Council took remedial action to audit the security of the network from such attacks. The Head of Digital and IT reassured the panel that there is 24/7 monitoring of the network, which is designed to detect suspicious behaviour, for example emails from a supplier in different format. In this situation the incident would be flagged, and the appropriate action taken. The Head of Digital and IT was confident that the infrastructure was good in terms of detecting and preventing cyber-attacks against the Council.

The panel commented on the importance role of employee's action in protecting the network from potential cyber-attacks by following guidance and queried the training offered to support this. The Head of Digital and IT commented that the service works closely with the Organisational Development Team and systems are used to monitor and identify suspicious emails and for employees to report incidents. There is also mandatory information governance training for all employees which covers data security. The training material is updated.

The panel queried the security requirements of third-party organisations who want to work with the Council or who the Council shares data with. The Head of Digital and IT commented on the functional and non-functional specifications of contracts which would mean that organisations would not be allowed to do business with the Council without meeting these requirements. The Head of Digital and IT commented on the example of decision to prevent the use of Zoom for remote working during the early stages of the pandemic the platform was considered to be vulnerable to cyber-attacks. However, when these security concerns were addressed permission was given for employees to use the platform for remote meetings.

The panel asked the Head of Digital and IT to comment on future challenges to the security of the network and plans for mitigating them and reducing the risk of cyber-attacks on the Council network.

The Head of Digital and IT referred to the cybersecurity framework which lists the action planned to keep the network secure and protected in the future. There will also be an annual audit from the National Cyber Security Centre and the Public Services Network planned to take place in 2022. The findings from the two audits will be implemented to further protect the network in response to future challenges.

The panel welcomed the report and noted the progress.

Resolved:

The panel agreed to note the report.

9

Treasury Management

Claire Nye, Director of Finance, introduced the report and advised the panel that this was presented for information. A more substantive Treasury Management report will be

presented to the panel in January 2022, which will then be presented to Cabinet in February and Council in March 2022 for approval. The report in January will be the opportunity for the panel to be updated on consultations on proposed changes to the Treasury Management and the Prudential Code.

The Director of Finance commented that the Council will review the recommendations from the consultations in detail and consider any potential impact, which will be reported to Councillors, if required.

Resolved:

The panel agreed to note the report.

10

Council Contract Management (report to follow)

Claire Nye, Director of Finance, made a few introductory remarks about the reasons for presenting the report to the panel.

The Director of Finance commented that the Council is striving to make improvements and achieve the highest standards in all areas. The area of contract management was identified for improvement. The Director of Finance added there are good areas of practice but there was more that could be done to further improve standards. The Director of Finance commented on the important role of contract management in ensuring the Council delivers value for money.

The Director of Finance commented that the review of contract management began in 2020 but progress was delayed because of the pandemic, however there is a commitment to bring about the necessary improvements in contract management. A self-assessment of the service was completed against the new financial management frameworks earlier in the year.

As a result of the review the area of contract management framework was flagged with Audit and Risk Committee in June 2020 as needing action to improve current practice. The findings of the review were also shared with the Council's external auditors.

Parvinder Uppal, Head of Commercial Services, commented on the link between contract management and the Council's strategic objectives as detailed in the Council Plan.

The Head of Commercial Services commented that improving contract management practice will cover two areas, firstly at the officer level, with the aim of improving capability through skills and knowledge and secondly at the strategic level, to improve current processes by introducing an improvement plan and evaluating progress against a contract management framework.

The Head of Commercial Services commented on the findings from the National Audit Office which highlighted how effective contract management can be in helping to achieve savings and drive value across the supply chain.

The Head of Commercial Services commented on the main findings of the contract management survey of employees and explained that it was aimed at getting feedback on current practice across the Council to make improvements and drive excellence across the organisation.

The Head of Commercial Services advised the panel that 61% of contracts were bespoke – these are contracts that are drafted specially for service goods which highlight the need for good contract management practices.

The survey identified that employees manage contracts with different values across the organisation. The information will help the service to inform the development of a risk-based framework and further work is planned to be better understand this issue.

The Head of Commercial Services commented on the issues experienced by employees when managing contract across the organisation. The issues highlighted were as expected and the findings will be used to develop the contract management framework and ensure that the training covers the right areas.

The Head of Commercial Services advised the panel that new procurement regulations are expected in January 2022.

The Head of Commercial Services commented on specific plans for improving contract management practice in the future and gave a summary of the contract management project plan. The panel were invited to comment and ask questions about the presentation.

The panel queried the survey finding which reported that 64% had received training in contract management and action to be taken to address the remaining number who have not had training. The panel expressed concern about how this group of employees will manage the issues highlighted in the earlier in the presentation without this training.

The Head of Commercial Services advised that the issue will be addressed by the contract officers managing those contracts and there is a clear process to follow. In addition to the commercial team, colleagues in legal and procurement will be available to help if needed.

The panel queried if the planned training will be mandatory or optional and what will happen to employees who does not meet the standard in terms of their future contract management role.

The Head of Commercial Services advised the panel that the service is working with colleagues in Organisation Development (OD). The training will be mandatory and will be monitored through OD team. The Head of Commercial Services added that when people register for contract management training and the accreditation foundation courses there is a timeline to complete it and progress will also be monitored by the service. In addition, there will be support for colleagues from the service completing the course.

The panel queried the current number of Council contracts and asked for the information to be sent separately if not immediately available. The Director of Finance commented on the work being done to collect this information and agreed with the view of the importance of having the information in one place. The proposed new contract management framework will support this aim. The Director of Finance agreed to provide the information about the number of Council contracts to the panel.

The panel expressed concerns about the survey feedback about the numbers reporting they have not received training in contract management and queried how many people surveyed were designated as either contract owners or contract managers. The panel would expect contract managers to have the necessary training as a minimum and there was concern about the how Council contracts were being effectively managed in this situation.

The Head of Commercial Services commented that employees may not have contract management training, but elements of the training would have been covered as part of other professional training courses which they would have completed at various levels. In some situations, colleagues would also have gained experience of contract management in their previous and current roles.

The panel queried the reason for not contracting the Chartered Institute of Procurement and Supply (CIPS) to provide the training. The Head of Commercial Services commented that the CIPS and other specialist training providers were considered, but the decision was made to go with the Government's Commercial College as it was recognised by the National Audit Office.

The panel queried how the issue about contract management was identified originally as an area of concern. The Head of Commercial commented that there was awareness of the different issues relating to contract management before the survey findings. The commercial team was established around 2017/18 with responsibility for managing some of the Council's complex contracts. As a result of this work and the experience gained the service was asked to support colleagues in other areas of the Council, over time several of these issues in the survey were identified as concerns.

The panel queried the number of people within the team with contract management qualifications. The Head of Commercial commented that her background is a qualified procurement professional, and she has worked in contract management for a long time, another member of the team has a Masters in contract management and some of the new members of the team are currently taking the foundation training and will be going on to achieve practitioner level in the future.

The panel queried the process by which the organisation achieves its aim to be considered the best at contract management. The Director of Finance reassured the panel that while the findings did highlight areas for improvement there are a range of controls in place to manage contracts. The Council has good budget monitoring processes and there are systems to produce monthly reports. Furthermore, budget managers are required to upload budget forecasts which will be reviewed by the finance team and they will be asked to explain variances against budgets set for the contract. The

Director of Finance also added that there are robust controls in place to monitor orders and invoices and to manage performance and spend, which would identify potential problems.

The Director of Finance added that proposed changes are intended to achieve consistency across the Council in terms of contract management with a focus on smaller contracts. The aim of the changes is for Council to drive out potential inefficiencies and to also maximise the value from the contracts which support social value and equalities aims highlighted in the presentation. The Director of Finance outlined a range of measures and benchmarking that will support further improvements in contract management across the Council.

The Director of Finance accepted the point about the importance of clarifying the role of contract managers and contract owners, which had been highlighted in previous discussions. The discussion will help inform the assessment of training needs for each role, particularly for those people managing complex contracts.

The panel welcomed the report and thanked the presenters. The panel agreed to note the progress and the future for improving contract management arrangements across the Council

Resolved

1. The Head of Commercial Services to present a progress report on the project plan in January 2022 to give feedback on training workshops and an update on the Government review of procurement regulations.
2. The Director of Finance to provide details about the number of contracts managed by the Council.

11 **Specific Reserves Working Group**

Earl Piggott-Smith, Scrutiny Officer, presented the report and explained the terms of reference and the purpose of the group.

The Scrutiny Officer advised the panel that the date for the meeting will be confirmed shortly.

The Scrutiny Officer advised that two nominations were needed for the group. Cllr Tersaim Singh and Paul Appleby agreed to join the group.

Resolved:

The panel agreed to nominate the following Cllrs to be members of the specific reserves working group:

Cllr Zee Russell (Chair)
Cllr Udey Singh (Vice Chair)
Cllr Paul Appleby
Cllr Tersaim Singh

12 **Our Council Scrutiny Panel 2021 22 Draft Work Programme**

The Chair invited Earl Piggott-Smith, Scrutiny Officer, to present the draft work programme report.

The Scrutiny Officer outlined the criteria for suggesting topics for the work programme and briefed the panel about future work programme items and invited panel members to comment on the draft document.

The panel agreed note the report and agreed the changes to draft work programme.

Resolved

The panel agreed to note the report and the approved changes to the draft work programme.