

# Public Document Pack



Monitoring Officer  
**Christopher Potter**

County Hall, Newport, Isle of Wight PO30 1UD  
Telephone (01983) 821000

## Agenda

Name of Meeting	<b>CORPORATE SCRUTINY COMMITTEE</b>
Date	<b>TUESDAY 11 OCTOBER 2022</b>
Time	<b>5.00 PM</b>
Venue	<b>COUNCIL CHAMBER, COUNTY HALL, ISLE OF WIGHT</b>
Committee Members	CLLrs R Quigley (Chairman), C Quirk (Vice-Chairman), D Adams, W Drew, J Lever, M Lilley, J Medland, J Robertson and P Spink
Co-opted Members	Cameron Palin (IWALC) (Voting)
	Democratic Services Officer: Megan Tuckwell <a href="mailto:democratic.services@iow.gov.uk">democratic.services@iow.gov.uk</a>

### 1. **Apologies and Changes in Membership (If Any)**

To note any changes in membership of the Committee made in accordance with Part 4B paragraph 5 of the Constitution.

### 2. **Minutes** (Pages 5 - 8)

To confirm as a true record the Minutes of the meeting held on 6 September 2022.

### 3. **Declarations of Interest**

To invite Members to declare any interest they might have in the matters on the agenda.

### 4. **Public Question Time - 15 Minutes Maximum**

Members of the public are invited to make representations to the Committee regarding its workplan. Questions may be asked without notice, but to guarantee a full reply at the meeting a question must be put (including the name and address of the questioner) in writing or by email to [democratic.services@iow.gov.uk](mailto:democratic.services@iow.gov.uk), no later than two clear working days before the start of the meeting. The deadline for written questions is Thursday, 6 October 2022.



Details of committee meetings can be viewed on the Council's [website](#). This information may be available in alternative formats on request. Please note the meeting will be recorded and the recording will be placed on the website (except any part of the meeting from which the press and public are excluded). Young people are welcome to attend Council meetings however be aware that the public gallery is not a supervised area.

5. **Progress Update** (Pages 9 - 10)

To receive an update on the progress against the outcomes arising from previous meetings, and to provide an update on any outstanding actions.

6. **Committee's Workplan:**

(a) Forward Plan (Pages 11 - 20)

To identify any items contained within the Council's forward plan which would benefit from early consideration by scrutiny, either before the Cabinet makes a decision or to monitor post-implementation, and should therefore be included in the Committee's current work programme. The forward plan can be viewed online [here](#).

(b) Committee's Work Programme 2022-25 (Pages 21 - 28)

To note the content of the current work programme, to consider the inclusion of any additional items; and to approve the scope of the review of the Performance Management Framework. Members of the public are invited to submit in writing to the Committee possible items for inclusion in its workplan.

7. **Freedom of Information** (Pages 29 - 48)

To consider a report on the lines of enquiry as agreed by the Committee at its meeting on 12 May 2022 ([Workplan Topic Request Form FOIs.pdf \(moderngov.co.uk\)](#)).

8. **Procurement Strategy** (Pages 49 - 78)

To consider the refresh of the Procurement Strategy prior to its submission to Cabinet.

9. **Responding to Climate Change and Enhancing the Biosphere** (Pages 79 - 94)

To monitor the actions being taken regarding the delivery of the key activity identified in the Corporate Plan relating to responding to climate change and enhancing the biosphere.

10. **Members' Question Time**

A question may be asked at the meeting without prior notice but in these circumstances there is no guarantee that a full reply will be given at the meeting. To guarantee a reply, a question must be submitted in writing or by electronic mail to [democratic.services@iow.gov.uk](mailto:democratic.services@iow.gov.uk) no later than 5pm on Friday 7 October 2022.

CHRISTOPHER POTTER  
Monitoring Officer  
Monday, 3 October 2022

## Interests

If there is a matter on this agenda which may relate to an interest you or your partner or spouse has or one you have disclosed in your register of interests, you must declare your interest before the matter is discussed or when your interest becomes apparent. If the matter relates to an interest in your register of pecuniary interests then you must take no part in its consideration and you must leave the room for that item. Should you wish to participate as a member of the public to express your views where public speaking is allowed under the Council's normal procedures, then you will need to seek a dispensation to do so. Dispensations are considered by the Monitoring Officer following the submission of a written request. Dispensations may take up to 2 weeks to be granted.

Members are reminded that it is a requirement of the Code of Conduct that they should also keep their written Register of Interests up to date. Any changes to the interests recorded on that form should be made as soon as reasonably practicable, and within 28 days of the change. A change would be necessary if, for example, your employment changes, you move house or acquire any new property or land.

If you require more guidance on the Code of Conduct or are unsure whether you need to record an interest on the written register you should take advice from the Monitoring Officer – Christopher Potter on (01983) 821000, email [christopher.potter@iow.gov.uk](mailto:christopher.potter@iow.gov.uk), or Deputy Monitoring Officer - Justin Thorne on (01983) 821000, email [justin.thorne@iow.gov.uk](mailto:justin.thorne@iow.gov.uk).

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## **Notice of recording**

Please note that all meetings that are open to the public and press may be filmed or recorded and/or commented on online by the council or any member of the public or press. However, this activity must not disrupt the meeting, and if it does you will be asked to stop and possibly to leave the meeting. This meeting may also be filmed for live and subsequent broadcast (except any part of the meeting from which the press and public are excluded).

If you wish to record, film or photograph the council meeting or if you believe that being filmed or recorded would pose a risk to the safety of you or others then please speak with the democratic services officer prior to that start of the meeting. Their contact details are on the agenda papers.

If the press and public are excluded for part of a meeting because confidential or exempt information is likely to be disclosed, there is no right to record that part of the meeting. All recording and filming equipment must be removed from the meeting room when the public and press are excluded.

If you require further information please see the council guide to reporting on council meetings which can be found at <http://www.iwight.com/documentlibrary/view/recording-of-proceedings-guidance-note>

All information that is recorded by the council is held in accordance with the Data Protection Act 2018. For further information please contact Democratic Services at [democratic.services@iow.gov.uk](mailto:democratic.services@iow.gov.uk)



## Minutes

Name of meeting	<b>CORPORATE SCRUTINY COMMITTEE</b>
Date and Time	<b>TUESDAY 6 SEPTEMBER 2022 COMMENCING AT 5.00 PM</b>
Venue	<b>COUNCIL CHAMBER, COUNTY HALL, ISLE OF WIGHT</b>
Present	Cllrs R Quigley (Chairman), C Quirk (Vice-Chairman), C Critchison, W Drew, J Lever, M Lilley, J Medland, J Robertson and P Spink
Co-opted	Cameron Palin (IWALC)
Also Present	Cllrs D Andre, J Bacon, P Fuller, C Jarman and J Jones-Evans, V Churchman  Christopher Ashman, Sharon Betts, Steve Crocker, Laura Gaudion, Alex Minns, Wendy Perera, Christopher Potter, Paul Thistlewood, Megan Tuckwell and Melanie White
Also Present (Virtual)	Cllrs L Peacey-Wilcox, P Jordan, K Love, and K Lucioni, M Beston, G Brodie, R Downer, S Hastings, A Garratt and M Price  Oliver Boulter and James Brewer

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### 17 Apologies and Changes in Membership (If Any)

Cllr Claire Critchison was in attendance as a substitute for Cllr David Adams.

### 18 Minutes

RESOLVED:

THAT the minutes of the meeting held on 12 July 2022 be confirmed as a true record.

### 19 Declarations of Interest

Cllr Michael Lilley raised a point of order in relation minute item 23, Island Planning Strategy, due to possible pre-determination of those councillors who sit on both the Corporate Scrutiny Committee and the Planning Committee.

Cllr John Medland declared an interest in minute item 23, Island Planning Strategy, as a local ward member and as the chairman of the Planning Committee.

## **20 Public Question Time - 15 Minutes Maximum**

No public questions were received.

## **21 Progress Update**

The chairman presented the report which provided an overview of the progress against actions and outcomes from previous meetings. No comments or questions were raised at this stage.

RESOLVED:

THAT the progress report be noted.

## **22 Committee's Workplan:**

### **22a Forward Plan**

### **22b Committee's Work Programme 2022-25**

Consideration was given to the committee's work programme for 2022-25. The committee were invited to identify any item contained within the published forward plan that would benefit from early consideration within the committee's own workplan or one of the policy and scrutiny committees. Comments were raised in relation to the Review of the Public Health Partnership, and it was confirmed that this was in the remit of the Policy and Scrutiny Committee for Health and Social Care. Discussion took place with regards to school place planning. It was confirmed that any future proposed decisions would be considered by the Policy and Scrutiny Committee for Children's Services, Education and Skills.

RESOLVED:

THAT the work programme and the Forward Plan be noted.

## **23 Island Planning Strategy**

Consideration was given to the recommendations of the Committee in relation to the draft Island Planning Strategy, arising from its informal meeting held on 10 August 2022. It was proposed (and duly seconded) that each recommendation would be considered separately.

Discussion took place with regards to recommendation 1 (sustainable development on brownfield in areas where it is most needed by Islanders). Cllr Garratt was invited to speak as the ward member of Parkhurst and Hunnyhill. It was proposed that recommendation 1 be approved for consideration and adoption by the Cabinet. Following a vote, the recommendation fell.

Discussion took place with regards to recommendation 2a (protecting the environment unless development on greenfield is "absolutely necessary" (as stated in the council's corporate plan)). It was proposed that recommendation 2a be approved for consideration and adoption by the Cabinet. Following a vote, the recommendation passed.

Discussion took place with regards to recommendation 2b (protecting the environment unless development on greenfield is “absolutely necessary” (as stated in the council’s corporate plan)). It was proposed that recommendation 2b be approved for consideration and adoption by the Cabinet. Following a vote, the recommendation fell.

Discussion took place with regards to recommendation 3 (second/holiday homes). It was proposed that recommendation 3 be approved for consideration and adoption by the Cabinet. Following a vote, the recommendation passed.

Discussion took place with regards to recommendation 4 (environment and commitment to carbon net zero). It was proposed that recommendation 4 be approved for consideration and adoption by the Cabinet. Following a vote, the recommendation passed.

Discussion took place with regards to recommendation 5 (freeport strategy). It was proposed that recommendation 5 be approved for consideration and adoption by the Cabinet. Following a vote, the recommendation passed.

Comments were made in relation to potential upcoming changes in national policy, housing numbers, and population statistics. Following debate, it was proposed (and duly seconded) that the Island Plan should not come before Full Council before it’s meeting in November. Following a vote, the recommendation fell.

#### RESOLVED:

- i. THAT recommendation 2a be approved for consideration and adoption by the Cabinet, for final debate by Full Council.
- ii. THAT recommendation 3 be approved for consideration and adoption by the Cabinet, for final debate by Full Council.
- iii. THAT recommendation 4 be approved for consideration and adoption by the Cabinet, for final debate by Full Council.
- iv. THAT recommendation 5 be approved for consideration and adoption by the Cabinet, for final debate by Full Council.

The committee adjourned for a five-minute comfort break.

## **24 Corporate Complaints Annual Report 2021-22**

The Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources presented the annual report for 2021-22, and the committee sought reassurance that complaints were driving service improvements through lessons learnt. Questions were raised regarding the number of formal complaints received in relation to the Cowes Floating Bridge, and discussion took place regarding what more could be done at an informal stage to work with local councillors and residents to address issues (before they are escalated through the formal complaints process). It was suggested that further training be undertaken to address the low-level of reported and recorded learning outcomes arising from complaints.

RESOLVED:

THAT the report be noted.

**25 Quarterly Performance Monitoring Report - Quarter 1 2022-23**

The Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources presented the report which sought to provide the Cabinet with a summary of progress against Corporate Plan activities and measures, and to inform Cabinet of areas of particular success, issues requiring attention and remedial activity in place to deal with these. Questions were raised in relation to the timeliness of reporting and data, sustainability objectives, consultations, exception reporting, and coroner expenditure. It was suggested that the performance management framework (due for review in 2023) would be added to the committees workplan.

RESOLVED:

THAT the report be noted.

**26 Members' Question Time**

No written questions were received.

CHAIRMAN



## CORPORATE SCRUTINY COMMITTEE - ACTIONS AND OUTCOMES 2022

Meeting Date	Agreed Action	Responsibility	Update	Actioned
<b>OUTSTANDING ACTIONS</b>				
11 Jan 2022	<u>Work Programme 2022-23</u> An item relating to Cowes Floating bridge to be included in the workplan after the outcome of the mediation was known.	Committee	To be added to the workplan at an appropriate time. Verbal updates provided at the meetings on 12 April and 14 June 2022.	
12 July 2022	<u>Provision of Affordable Housing</u> A report be submitted to the Committee on the future structure of the Housing Team.	Chief Executive	To be circulated when available.	
6 Sept 2022	<u>Forward Plan and Committee's Workplan</u> The Committee would include in its workplan a review of the Performance Management Framework which was due to be undertaken in October 2023.	Scrutiny Officer/ Committee	Scoping document to be agreed by the Committee at its 11 October 2022 meeting.	
<b>ACTIONS COMPLETED (SINCE THE LAST MEETING)</b>				
6 Sept 2022	<u>Forward Plan and Committee's Workplan</u> Cllr Quigley would liaise with the chairman of the Policy and Scrutiny Committee for Health and Social Care regarding the approach to dealing with the report due to be considered later this year by Cabinet on the partnership arrangements with Hampshire County Council on Public Health.	Cllr Quigley	The Chairman discussed the matter with the chairman of the Policy and Scrutiny Committee and agreed that that Committee should continue to focus on the public health partnership within its remit. The Corporate Scrutiny Committee has in its workplan an item looking at the wider partnership arrangements across the council. The Policy and Scrutiny Committee can feed comments into this.	Sept 2022
6 Sept 2022	<u>Corporate Complaints Annual Report 2021-22</u> The Cabinet Member for Strategic Finance, Corporate Resources and Transformational Change was requested to seek clarification on five points raised by the committee.	Cllr Jarman	Circulated 15 September 2022	Sept 2022
6 Sept 2022	<u>Island Planning Strategy</u> The Committee approved the following recommendations to Cabinet for adoption :- <ul style="list-style-type: none"> <li>• Recommendation 2a – Protecting the environment unless development on greenfield is “absolutely necessary” (as stated in the Council’s Corporate Plan)</li> </ul>	Cabinet	Cabinet at its meeting on 8 September 2022 agreed the current version of the draft Island Planning Strategy with the changes recommended by Corporate Scrutiny Committee.	Sept 2022

## CORPORATE SCRUTINY COMMITTEE - ACTIONS AND OUTCOMES 2022

	<ul style="list-style-type: none"><li>• Recommendation 3 – Second/Holiday Homes</li><li>• Recommendation 4 – Environment and commitment to carbon net zero.</li><li>• Recommendation 5 – Freeport strategy</li></ul>			
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## Isle of Wight Council Forward Plan - October 22 - January 23 – Version 1 and (where relevant) Notice of Intention to Hold Part of Meeting in Private Session

The Forward Plan is a list of all matters that are due to be considered no earlier than 28 clear working days from the date of this notice by the appropriate Decision Making Body or individual including those deemed to be key decisions.

The plan also gives notice of which decisions (if any) that may be made in private with the exclusion of press and public where for example personal or commercially sensitive information is to be considered in accordance with the Local Authorities (Executive Arrangements)(Meetings and Access to Information(England) Regulations 2012.

A list of all Council Members can be found on the Council's web site from this link

The Leader of the Council (also responsible for Strategic Oversight) is Cllr Lora Peacey-Wilcox.

Other members of the Cabinet are:

Deputy Leader and Cabinet Member for Digital Transformation, Housing, Homelessness and Poverty - Cllr Ian Stephens

Cabinet Member for Infrastructure, Highways PFI and Transport - Cllr Phil Jordan

Cabinet Member for Children's Services, Education and Lifelong Skills - Cllr Debbie Andre

Cabinet Member for Levelling-Up, Regeneration, Business Development and Tourism - Cllr Julie Jones-Evans

Cabinet Member for Adult Social Care and Public Health - Cllr Karl Love

Cabinet Member for Planning and Enforcement - Cllr Paul Fuller

Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources – Cllr Chris Jarman

Cabinet Member for Climate Change, Environment, Heritage, Human Resources, Legal and Democratic Services - Cllr Jonathan Bacon

Cabinet Member for Community Protection, Regulatory Services and Waste – Cllr Karen Lucioni

\* Please note that any items highlighted in yellow are changes or additions from the previous Forward Plan

Title and Summary of Proposed Decision	Decision Making Body and name of relevant Cabinet Member	Meeting Date/Proposed Publishing Date	Relevant documents submitted to decision maker to be considered*	Consultees (including town and parish councils) and Consultation Method	May report or part of report be dealt with in private? If so - why?
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Title and Summary of Proposed Decision	Decision Making Body and name of relevant Cabinet Member	Meeting Date/Proposed Publishing Date	Relevant documents submitted to decision maker to be considered*	Consultees (including town and parish councils) and Consultation Method	May report or part of report be dealt with in private? If so - why?
<p><b>Quarterly Performance Monitoring Report (QPMR) Quarter 1 2022-23</b></p> <p>To provide a summary of progress against Corporate Plan activities and measures for the period April to June 2022. To inform Cabinet of areas of particular success, issues requiring attention and remedial activity in place to deal with these. To provide a report on the financial position of the council for the same period</p>	<p>Cabinet</p> <p>Cabinet Member for Strategic Finance, Corporate Resources and Transformational Change (26/5/21 - 13/6/22) Date 1<sup>st</sup> added: 9 June 2022</p>	<p>8 Sep 2022</p>			<p>Open</p>
<p><b>Island Planning Strategy</b></p> <p>For Cabinet to consider the draft Island Planning Strategy and make recommendations to Full Council</p>	<p>Cabinet</p> <p>Cabinet Member for Planning and Community Engagement (6/10/21 - 13/6/22) Date 1<sup>st</sup> added: 2 March 2022</p>	<p>8 Sep 2022</p>			<p>Open</p>
<p><b>Transfer of Ownership and Transfer of Major Shareholding of Amey (iow) SPV and the Works and operating Sub-Contractor</b></p> <p>To confirm the council consent for the Transfer of Ownership &amp; Transfer of Major Shareholding of Amey (IoW) Waste PPP, the SPV and the Works and operating Sub-Contractor to a proposed new structure within the original Ferrovia parent company.</p>	<p>Cabinet</p> <p>Cabinet Member for Community Protection, Regulatory Services and Waste Date 1<sup>st</sup> added: 6 July 2022</p>	<p>8 Sep 2022</p>		<p>Internal consultation with Finance, external professional advice from legal advisors.</p>	<p>Open</p>

Title and Summary of Proposed Decision	Decision Making Body and name of relevant Cabinet Member	Meeting Date/Proposed Publishing Date	Relevant documents submitted to decision maker to be considered*	Consultees (including town and parish councils) and Consultation Method	May report or part of report be dealt with in private? If so - why?
<p><b>The Isle of Wight Council (Various Streets, Freshwater) (Traffic Regulation) Order No 1 2022</b></p> <p>The proposal forms part of a planning permission for a new development under Planning Application 21/00357/FUL and the new regulations are designed to mitigate the impact of increased traffic once the development has been populated.</p>	<p>Cabinet</p> <p>Date 1<sup>st</sup> added: 3 August 2022</p>	<p>8 Sep 2022</p>			<p>Open</p>
<p><b>The Isle of Wight Council (Horsebridge Hill, Newport) (Traffic Regulation) Order No 1 2021</b></p> <p>This report provides the details of recommendation for introducing new parking restrictions, and making some of the existing parking restrictions enforceable.</p>	<p>Cabinet</p> <p>Cabinet Member for Highways PFI, Transport and Infrastructure (26/5/21 - 13/6/22)</p> <p>Date 1<sup>st</sup> added: 14 September 2021</p>	<p>8 Sep 2022</p>		<p>Public consultation - press publication and street notices</p>	<p>Open</p>
<p><b>Better Care Fund 2022/2023</b></p> <p>For approval in principle of the Better Care Fund partnership arrangements with the Integrated Care System for 2022/2023 in line with national guidance and framework</p>	<p>Cabinet</p> <p>Cabinet Member for Adult Social Care, Public Health</p> <p>Date 1<sup>st</sup> added: 9 August 2022</p>	<p>8 Sep 2022</p>			<p>Open</p>

Title and Summary of Proposed Decision	Decision Making Body and name of relevant Cabinet Member	Meeting Date/Proposed Publishing Date	Relevant documents submitted to decision maker to be considered*	Consultees (including town and parish councils) and Consultation Method	May report or part of report be dealt with in private? If so - why?
<p><b>Island Planning Strategy</b></p> <p>To agree to publish the draft Island Planning Strategy for the regulation 19 stage period for representation and then submit the draft plan and required documentation to the Planning Inspectorate for independent examination.</p>	<p>Full Council</p> <p>Date 1<sup>st</sup> added: 17 March 2022</p>	<p>20 Sep 2022</p>		<p>Internal and External Full public consultation</p>	<p>Open</p>
<p><b>Prayer session options paper</b></p>	<p>Full Council</p> <p>Date 1<sup>st</sup> added: 3 August 2022</p>	<p>21 Sep 2022</p>			<p>Open</p>
<p><b>Procurement 2022-2025</b></p> <p>Approval of new Procurement Strategy</p>	<p>Cabinet</p> <p>Cabinet Member for Climate Change, Environment, Heritage, Human Resources and Legal and Democratic Services</p> <p>Date 1<sup>st</sup> added: 3 August 2022</p>	<p>13 Oct 2022</p>		<p>The strategy has been through a period of internal and external consultation. External consultees include Chamber of Commerce and FSB.</p>	<p>Open</p>

Title and Summary of Proposed Decision	Decision Making Body and name of relevant Cabinet Member	Meeting Date/Proposed Publishing Date	Relevant documents submitted to decision maker to be considered*	Consultees (including town and parish councils) and Consultation Method	May report or part of report be dealt with in private? If so - why?
<p><b>Disposal of potential housing site(s) in East Cowes</b></p> <p>To confirm the granting of an option to dispose , subject to securing planning permission, on one or both of the council owned development sites known as Maresfield Rd and Albany</p>	<p>Cabinet</p> <p>Cabinet Member for Levelling Up, Regeneration, Business Development and Tourism</p> <p>Date 1<sup>st</sup> added: 6 July 2022</p>	<p>13 Oct 2022</p>		<p>East Cowes Waterfront Implementation Group and local member</p>	<p>Part exempt</p> <p>Yes – appendix summarising appraisal of responses to EOI issued in April 2022 – responses were submitted as commercial in confidence</p>
<p><b>Annual Progress Report on Housing Strategy Action Plan</b></p> <p>A Progress Report against the housing strategy action plan since the adoption of the 5-Year housing strategy in 2020</p>	<p>Cabinet</p> <p>Date 1<sup>st</sup> added: 3 November 2021</p>	<p>13 Oct 2022</p>		<p>Call-over and housing governance groups</p>	<p>Open</p>

Title and Summary of Proposed Decision	Decision Making Body and name of relevant Cabinet Member	Meeting Date/Proposed Publishing Date	Relevant documents submitted to decision maker to be considered*	Consultees (including town and parish councils) and Consultation Method	May report or part of report be dealt with in private? If so - why?
<p><b>Isle of Wight Domestic Abuse and Sexual Violence Commissioned Services Re-Commissioning update</b></p>	<p>Cabinet Cabinet Member for Adult Social Care, Public Health Date 1<sup>st</sup> added: 7 September 2022</p>	<p>13 Oct 2022</p>			<p>Part exempt The content of the report or appendices may be commercially sensitive</p>
<p>The Isle of Wight Domestic Abuse and Sexual Violence Integrated Services contract provides specialist domestic abuse, sexual violence and perpetrator programme services to Island residents.</p>					
<p>The Domestic Abuse portfolio transferred to Public Health on 1st April 22. We are seeking to reschedule the date of re-commissioning this contract following discussion between co-funders of the contract and exploration of the options available in order to:</p>					
<ul style="list-style-type: none"> <li>- carry out a comprehensive needs assessment to determine the provision needed going forward by different populations on the Island</li> <li>- develop the new specification based on the outcomes of the needs assessment</li> <li>- ensure the quality of services to people experiencing domestic abuse on the Island remain consistent and in place</li> <li>- take into account any legacy and learning from the impact of Covid</li> </ul>					



Title and Summary of Proposed Decision	Decision Making Body and name of relevant Cabinet Member	Meeting Date/Proposed Publishing Date	Relevant documents submitted to decision maker to be considered*	Consultees (including town and parish councils) and Consultation Method	May report or part of report be dealt with in private? If so - why?
<p><b>Additional Spend Within the Commissioned Substance Misuse Treatment Contract</b></p> <p>National funding to support the delivery of the National Drugs Strategy From Harm to Hope has been allocated to all local authorities in England to increase the capacity and quality of substance misuse services. It is anticipated that the Council will receive up to an additional £973,234 over the next 3 years from the Office of Health Improvement &amp; Disparities (OHID) plus an additional £212,399 from the Rough Sleepers Initiative (RSI). This report seeks approval for the additional spend under the existing Substance Misuse Treatment contract and for delegated authority to the Director of Public Health to approve additional spend on an annual basis.</p>	<p>Cabinet</p> <p>Cabinet Member for Adult Social Care, Public Health</p> <p>Date 1<sup>st</sup> added:</p>	<p>13 Oct 2022</p>		<p>Plans to spend the grant allocation have been developed collaboratively with the substance misuse provider, probation, police and housing commissioners. Plans to commission the work have been developed in consultation with housing commissioners and IWC procurement team.</p>	<p>Open</p>
<p><b>Hawthorn Meadows TRO Proposal - The Isle of Wight Council (Various Streets, East Cowes) (Traffic Regulation Order No 1 2022</b></p> <p>TRO proposal in Hawthorn Meadows residential development off Saunders Way in East Cowes, as part of a S38 adoption agreement.</p>	<p>Cabinet</p> <p>Cabinet Member for Infrastructure, Highways PFI and Transport</p> <p>Date 1<sup>st</sup> added:</p>	<p>13 Oct 2022</p>		<p>Public consultation conducted via press publication and street notices</p>	<p>Open</p>

Title and Summary of Proposed Decision	Decision Making Body and name of relevant Cabinet Member	Meeting Date/Proposed Publishing Date	Relevant documents submitted to decision maker to be considered*	Consultees (including town and parish councils) and Consultation Method	May report or part of report be dealt with in private? If so - why?
<p><b>Review of the Public Health Partnership Function between Isle of Wight Council and Hampshire County Council.</b></p> <p>To provide an update on the Public Health Partnership with Isle of Wight Council, specifically on progress against the remaining recommendations from the 2018 review which had not been met at the time of the formal partnership.</p>	<p>Cabinet</p> <p>Cabinet Member for Adult Social Care, Public Health</p> <p>Date 1<sup>st</sup> added: 3 November 2021</p>	<p>10 Nov 2022</p>			<p>Open</p>
<p><b>Bereavement Services Business Model</b></p> <p>To review and agree the new business model for bereavement service including a mid-year review of fees to address rising utility costs</p>	<p>Cabinet</p> <p>Cabinet Member for Community Protection, Regulatory Services and Waste</p> <p>Date 1<sup>st</sup> added:</p>	<p>10 Nov 2022</p>			<p>Open</p>
<p><b>The adoption of the Newport Harbour Masterplan Supplementary Planning Document</b></p> <p>Whether to adopt the draft Newport Harbour Masterplan as a supplementary planning document</p>	<p>Cabinet</p> <p>Cabinet Member for Levelling Up, Regeneration, Business Development and Tourism</p> <p>Date 1<sup>st</sup> added:</p>	<p>10 Nov 2022</p>			<p>Open</p>

Title and Summary of Proposed Decision	Decision Making Body and name of relevant Cabinet Member	Meeting Date/Proposed Publishing Date	Relevant documents submitted to decision maker to be considered*	Consultees (including town and parish councils) and Consultation Method	May report or part of report be dealt with in private? If so - why?
<p><b>Wightcare Options Review</b></p> <p>To review the business model options of Wightcare following a review of the service with a formal options analysis providing a recommended way forward for the service that is financially viable and sustainable for the future.</p>	Cabinet	10 Nov 2022			Open
	Date 1 <sup>st</sup> added:				
<p><b>Local Council Tax Support Scheme</b></p> <p>Every year local authorities are required to undertake a review of their scheme to ensure it still meets local needs as well as financial impacts. Any potential changes require full consultation with residents and the final decision made at Full Council for implementation on the 1 April every year for the statutory provisions to be undertaken.</p>	Cabinet	10 Nov 2022			Open
	Full Council	18 Jan 2023			
	Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources				
	Date 1 <sup>st</sup> added:				
<p><b>Quarterly Performance Monitoring Report (QPMR) Quarter 2 2022-23</b></p> <p>To provide a summary of progress against Corporate Plan activities and measures for the period July to Sept 2022. To inform Cabinet of areas of particular success, issues requiring attention and remedial activity in place to deal with these. To provide a report on the financial position of the council for the same period</p>	Cabinet	10 Nov 2022			Open
	Date 1 <sup>st</sup> added:				

Title and Summary of Proposed Decision	Decision Making Body and name of relevant Cabinet Member	Meeting Date/Proposed Publishing Date	Relevant documents submitted to decision maker to be considered*	Consultees (including town and parish councils) and Consultation Method	May report or part of report be dealt with in private? If so - why?
<p><b>Corporate Complaints Review</b></p> <p>The Local Government and Social Care Ombudsman provides an annual review of complaints providing his view on the quality of complaints management within the Council.</p>	<p>Cabinet</p> <p>Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources</p> <p>Date 1<sup>st</sup> added: 7 September 2022</p>	<p>10 Nov 2022</p>		<p>Reviewed by Corporate Scrutiny Committee on 7-9-22</p>	<p>Open</p>
<p><b>School Funding Formula &amp; Budget Setting 2023/24</b></p> <p>Following the Department for Education (DfE) Dedicated Schools Grant (DSG) release in December, this report sets the local school funding formula and associated wider DSG budget for 2023/24.</p>	<p>Cabinet</p> <p>Date 1<sup>st</sup> added:</p>	<p>12 Jan 2023</p>			<p>Open</p>

## CORPORATE SCRUTINY COMMITTEE – WORK PROGRAMME 2022-2025

MEETING	AGENDA ITEM	DESCRIPTION & BACKGROUND	RESPONSIBILITY
<b>11 Oct 2022</b>	Freedom of Information	To consider a report on the lines of enquiry agreed by the Committee at its meeting on 12 May 2022 <a href="#">Workplan Topic Request Form FOIs.pdf (moderngov.co.uk)</a>	Cabinet Member for Climate Change, Environment, Heritage, Human Resources and Legal and Democratic Services
	Procurement Strategy	To consider the refresh of the Procurement Strategy prior to submission to Cabinet.	Cabinet Member for Climate Change, Environment, Heritage, Human Resources and Legal and Democratic Services
	Responding to Climate Change and Enhancing the Biosphere	To monitor the actions being taken regarding the delivery of the key activity identified in the Corporate Plan relating to responding to climate change and enhancing the biosphere.	Cabinet Member for Climate Change, Environment, Heritage, Human Resources and Legal and Democratic Services
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>8 Nov 2022</b>	Cancellation of the Tour of Britain	To consider the implications of the cancellation of the Tour of Britain that was due to take place 11 <sup>th</sup> September 2022	Cabinet Member for Strategic Finance, Transformational Change, and Corporate Resources Cabinet Member for Levelling Up, Regeneration, Business Development and Tourism
	Impact of Cost of Living Crisis	To monitor the support being given to the Island Community as a result of the increase in household bills	Cabinet Member for Strategic Finance, Transformational Change, and Corporate Resources Cabinet Member for Children's Services, Education and Lifelong Skills
	Bereavement Services Business Model	To consider the new business model for bereavement services prior to submission to cabinet	Cabinet Member for Community Protection, Regulatory Services and Waste
	IW Community Safety Partnership Annual Report 2021-22	To consider the annual report of the partnership in accordance with the Committee's statutory function to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.	Cabinet Member for Community Protection, Regulatory Services and Waste
	Wightcare Business Unit – Business Model Development	To consider the review undertaken of the Wightcare Business Unit, as discussed by the Committee on 10 May	Cabinet Member for Adult Social Care and Public Health

## CORPORATE SCRUTINY COMMITTEE – WORK PROGRAMME 2022-2025

		2022 and Cabinet on 12 May 2022, and due for completion by September 2022.	Cabinet Member for Strategic Finance, Transformational Change, and Corporate Resources
	Post-Decision Scrutiny – Safe Accommodation Strategy	To monitor the actions taken on the provision of support within safe accommodation under the Safe Accommodation Strategy 2022-25 as approved by the Cabinet on 16 December 2021.	Cabinet Member for Adult Social Care and Public Health Cabinet Member for Community Protection, Regulatory Services and Waste
	Council Website	To consider the roll-out of the Council's new website as agreed by the Committee on 8 February 2022.	Cabinet Member for Strategic Finance, Transformational Change, and Corporate Resources
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>10 Jan 2023</b>	Draft budget proposals 2023- 24	To comment on outline budget proposals.	Leader and Strategic Oversight / Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources
	Fees and Charges	To consider a report on the lines of enquiry agreed by the Committee at its meeting on 12 April 2022. <a href="https://www.moderngov.co.uk/Workplan/TopicRequestFormFeesandCharges.pdf">Workplan Topic Request Form Fees and Charges.pdf (moderngov.co.uk)</a>	Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources
	Economic Recovery	To monitor the actions being taken with regard to the delivery of the key activity identified in the Corporate Plan relating to economic recovery.	Cabinet Member for Regeneration, Business Development and Tourism
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>7 Feb 2023</b>	Budget proposals for 2023-24	To comment on draft budget proposals.	Leader and Strategic Oversight / Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources

## CORPORATE SCRUTINY COMMITTEE – WORK PROGRAMME 2022-2025

	Asset Management/Property Rationalisation	To consider a report on the lines of enquiry agreed by the Committee at its meeting on 12 April 2022 <a href="#">Workplan Topic Request Form Assets.pdf (moderngov.co.uk)</a>	Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>7 Mar 2023</b>	Scrutiny Annual Report	To review the work of Scrutiny and make recommendations for improvements where appropriate.	Chairman of the Corporate Scrutiny Committee
	The Council's Policy Framework	To consider a report on the lines of enquiry agreed by the Committee at its meeting on 10 May 2022 <a href="#">Workplan Topic Request Form Policy Framework v0.2.pdf (moderngov.co.uk)</a>	Leader and Strategic Oversight / Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>9 May 2023</b>	Consultations and Community Engagement	To consider a report on the lines of enquiry agreed by the Committee at its meeting on 10 May 2022 <a href="#">Workplan Topic Request Form Consultations V0.2.pdf (moderngov.co.uk)</a>	Cabinet Member
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Jun 2023</b>	Partnership Arrangements	To consider a report on the lines of enquiry agreed by the Committee at its meeting on 10 May 2022 <a href="#">Workplan Topic Request Form Partnerships v0.2.pdf (moderngov.co.uk)</a>	Leader and Strategic Oversight / Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee

## CORPORATE SCRUTINY COMMITTEE – WORK PROGRAMME 2022-2025

<b>Jul 2023</b>	Capital Programme/ Capital Strategy	To consider a report on the lines of enquiry agreed by the Committee at its meeting on 10 May 2022 <a href="#">Workplan Topic Request Form Capital Programme v0.2.pdf (modern.gov.co.uk)</a>	Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources
	Performance Management Framework	To consider a report on the lines of enquiry agreed by the Committee at its meeting on 6 September 2022.	Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Sep 2023</b>	Corporate Complaints Annual Report 2022-23	To consider the annual complaints report to ensure that this is helping to drive service improvement through lessons learnt.	Cabinet Member
	<i>SCRUTINY TOPIC</i>	<i>TO BE CONFIRMED.</i>	
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Oct 2023</b>	<i>SCRUTINY TOPIC</i>	<i>TO BE CONFIRMED.</i>	
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Nov 2023</b>	IW Community Safety Partnership Annual Report 2022-23	To consider the annual report of the partnership in accordance with the Committee's statutory function to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.	Cabinet Member for Community Protection, Regulatory Services and Waste
	<i>SCRUTINY TOPIC</i>	<i>TO BE CONFIRMED.</i>	
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee



## CORPORATE SCRUTINY COMMITTEE – WORK PROGRAMME 2022-2025

<b>Jan 2024</b>	Draft budget proposals 2024- 25	To comment on outline budget proposals.	Leader / Cabinet Members / Section 151 Officer
	<i>SCRUTINY TOPIC</i>	<i>TO BE CONFIRMED.</i>	
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Feb 2024</b>	Budget proposals for 2024-25	To comment on draft budget proposals	Leader / Cabinet Members / Section 151 Officer
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Mar 2024</b>	Scrutiny Annual Report	To review the work of Scrutiny and make recommendations for improvements where appropriate.	Chairman of the Corporate Scrutiny Committee / Scrutiny Officer
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>May 2024</b>	<i>SCRUTINY TOPIC</i>	<i>TO BE CONFIRMED.</i>	
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Jun 2024</b>	<i>SCRUTINY TOPIC</i>	<i>TO BE CONFIRMED.</i>	
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Jul 2024</b>	<i>SCRUTINY TOPIC</i>	<i>TO BE CONFIRMED.</i>	
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Sep 2024</b>	Corporate Complaints Annual Report 2023-24	To consider the annual complaints report to ensure that this is helping to drive service improvement through lessons learnt.	Cabinet Member for Strategic Finance, Corporate Resources and Transformational Change / Director of Corporate Services

## CORPORATE SCRUTINY COMMITTEE – WORK PROGRAMME 2022-2025

	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Oct 2024</b>	<i>SCRUTINY TOPIC</i>	<i>TO BE CONFIRMED.</i>	
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Nov 2024</b>	IW Community Safety Partnership Annual Report 2023-24	To consider the annual report of the partnership in accordance with the Committee's statutory function to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.	Cabinet Member for Community Protection, Regulatory Services and Waste / Director of Neighbourhoods
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Jan 2025</b>	Draft budget proposals 2025- 26	To comment on outline budget proposals.	Leader / Cabinet Members / Section 151 Officer
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Feb 2025</b>	Budget proposals for 2025-26	To comment on draft budget proposals	Leader / Cabinet Members / Section 151 Officer
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee
<b>Mar 2025</b>	Scrutiny Annual Report	To review the work of Scrutiny and make recommendations for improvements where appropriate.	Chairman of the Corporate Scrutiny Committee / Scrutiny Officer
	Forward Plan	To identify any items due to be determined that would benefit from pre- or post-decision scrutiny.	Committee

<b>TOPIC</b>	The Council's Performance Management Framework
<b>KEY LINES OF ENQUIRY</b>	<ul style="list-style-type: none"> <li>• To review the Council's Performance Management Framework before official refresh is due in October 2023.</li> <li>• To review the Framework in line with how the Council currently reports on performance in the Quarterly Performance Reports submitted to Cabinet so to determine where improvements could be made.</li> </ul>
<b>EXPECTED BENEFITS/ OUTCOMES</b>	<ul style="list-style-type: none"> <li>• To ensure that a sound performance management framework exists so that performance reporting is consistent across the Council.</li> <li>• To ensure that all appropriate areas of performance management are covered within the framework.</li> <li>• To ensure that actions are taken on any area of poor performance</li> </ul>
<b>APPROACH</b>	To be the subject of an agenda item at a formal meeting.
<b>WITNESSES/ EVIDENCE REQUIRED</b>	Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources Chief Executive Representative from Organisational Intelligence
<b>LINKS TO CORPORATE PLAN</b>	<p>Core values Our purpose is to work with and support the Island's community, finding ways to help it to satisfy its needs independently or to provide services directly where necessary. We value:</p> <ol style="list-style-type: none"> <li>1. Being community focused: This means, wherever possible, putting the needs of our residents first.</li> <li>2. Working together: This means engaging realistically with partners to make the most of integrated working, helping communities to help themselves and being a strong council team that delivers on these values.</li> <li>3. Being effective and efficient This means being the best that we can be in how we organise and deliver our services, using all our limited resources wisely and carefully, getting on with things where we can.</li> <li>4. Being fair and transparent This means making decisions based on data and evidence and in an open and accountable way.</li> </ol>

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## Committee report

Committee	<b>CORPORATE SCRUTINY COMMITTEE</b>
Date	<b>11 OCTOBER 2022</b>
Title	<b>REPORT ON THE COUNCIL'S HANDLING OF FREEDOM OF INFORMATION REQUESTS</b>
Report of	<b>DIRECTOR OF CORPORATE SERVICES</b>

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### SUMMARY

1. This report seeks to outline how the council currently manages its statutory duty of processing requests for information made pursuant to the Freedom of Information Act 2000, analyse the number of requests for information received and the council's overall performance.

### BACKGROUND

2. The Freedom of Information Act 2000 ('the FOI Act') gives a statutory general right of access to information held by a public authority. It is a right of access to information which must be formally recorded (manually or electronically) and held by the council at the time the request is received. It includes all recorded information that is held electronically or on paper including emails, reports, plans, photographs, video, etc. The information must be held, otherwise than on behalf of another person, at the time of the request.
3. Under the FOI Act, the council must respond to requests for information from the public (as well as publish certain information proactively). Where a request is received, and the scope of the request clarified with the requester if necessary, the council must consider what recorded information it holds in relation to that request. A decision is then made as to whether this information should be released the requester in full, in part or not at all. In certain situations, it may be appropriate to 'neither confirm nor deny' whether the council holds information in relation to a request received.
4. When considering whether information held by the council should be released, a number of exemptions are set out in the FOI Act which justify the non-disclosure of information held to a requester. These exemptions (together with the relevant FOI Act section number) can cover information held which relate to the following:
  - Information Accessible by Other Means (s21);
  - Information Intended for Future Publication (s22);
  - National Security (s23 & s24);
  - Defence (s26);
  - International Relations (s27);

- Relations Within the United Kingdom (s28);
- UK Economic Interests (s29);
- Investigations and Proceedings Conducted by Public Authorities (s30);
- Law Enforcement (s31);
- Court Records (s32);
- Audit Functions (s33);
- Parliamentary Privilege (s34);
- Formulation of Government Policy and Ministerial Communications (s35);
- Effective Conduct of Public Affairs (s36);
- Communications with His Majesty, the Royal Family or regarding honours (s37);
- Health and Safety (s38);
- Personal Information (s40);
- Information Provided 'In Confidence' (s41);
- Legal Professional Privilege (s42);
- Commercial Interests (s43);
- Prohibitions on Disclosure (i.e. Court Order) (s44).

5. The council is also entitled to refuse an entire request for information if it would cost too much (over £450) or take too much staff time (over 18 hours) to gather the relevant information, the request is considered vexatious, or the request repeats a previous request received from the same person.
6. In order to adhere to the requirements of the FOI Act, the council adopted its Access to Information Policy. This also ensures compliance regarding requests made by the public under the Environmental Information Regulations 2004 ("EIRs"), which are similar in nature to requests made under the FOI Act, as well as any guidance issued under Section 45 of the FOI Act. Where FOI is referred to in this report, it is taken to include EIR requests also, as at initial request stage the council does not log these separately.
7. This report has been prepared in response to the Scoping Document prepared by the Scrutiny Committee. The remainder of this report considers the six bullet-point queries raised in the Scoping Document in turn.

***To look in detail at issues highlighted in an Internal Audit report to the Audit Committee on 23 November 2020 dealing with FOI requests.***

8. The Internal Audit Report dated 26 October 2022 (considered by the Audit Committee on 23 November 2020) considered the council's approach to both requests under the FOI Act and Subject Access Requests (SARs). Whilst FOIs are requests for any information which may be held by the council, SARs relate to requests for personal information held by the council relating specifically to the requester.
9. It is noted from the Scoping Document provided by the Scrutiny Committee that its intention is to consider the council's approach to FOI requests. Therefore, this report has been prepared on this basis and its scope limited to the FOI requests only.
10. The remainder of the queries included in the Internal Audit report regarding the council's handling of FOI requests are dealt with by the queries raised by the Scrutiny Committee's Scoping Document as follows.

## **Are individuals seeking information that is readily available online?**

11. Requests received by the council for information are wide and varied in nature. Information relevant to a request will often be held by a number of different departments which requires co-ordination between service areas. The council is a complex organisation. As a unitary authority solely responsible for the provision of all local government services on the Island, information requested by way of FOI request will commonly be held by more than one service area or require input from multiple service areas.
12. For example, over the course of a one-week period between 8th August 2022 and 15th August 2022, the council received the following requests (full details of which can be found in Appendix 1):

	<b>Relevant Service Area</b>	<b>Subject of Request</b>	<b>Individual Parts of Request to be Responded to</b>
1.	Schools	Schools Commissioning Framework Data	Spreadsheet prepared by requester to be completed
2.	Schools	Schools Supplement Grant information	3
3.	CIU (appeal)	Internal Appeal regarding response to previous FOI relating to ██████ Road	5 (with additional sub-parts)
4.	Waste Management	Management and Vehicles	3
5.	Housing Benefit	Housing Benefit and the Armed Forces Compensation Scheme	2 (with additional sub-parts)
6.	Recreation/Leisure	Street Operatives	1
7.	Planning	Proposed Development in Niton	Request for all information held by the council
8.	Planning	Island Strategy	3
9.	ASC/Homelessness	Homes for Ukraine scheme	7
10.	Waste Management	Wheelie Bins	2
11.	Childrens Services	Expenditure on Childrens Services	3 (with additional sub-parts)
12.	Procurement	Staff Contracts and Ground Maintenance Software	21
13.	Environmental Health	A specific matter	Request for all information held by the council

13. Where information is regularly requested, service areas are encouraged to make this available on the council's website, meaning that requesters can be signposted to where the information they are seeking is held online. For example:
  - [Business Rates - Service Details \(iow.gov.uk\)](#)
  - [IWC Workforce Information - Service Details \(iow.gov.uk\)](#)
14. It is the decision of the service area manager what information is published on the website and the responsibility of the service area to ensure that information included on the council's website is accurate, up to date and reviewed regularly.
15. In addition to information relating to regular FOI queries being made available on our website, the council is required by the FOI Act to make public a variety of information in accordance with its publication scheme.

16. The FOI Act requires every public authority to have a publication scheme approved by the ICO and to publish information covered by the scheme. An approved model published by the ICO for public authorities has been adopted by the council. The scheme is published on both the 'old' council website at [Freedom of Information Requests - Service Details \(iow.gov.uk\)](http://www.iow.gov.uk) and the new beta website at [Publication scheme \(iow.gov.uk\)](http://www.iow.gov.uk). The council's publication scheme is considered in more detail later in this report.
17. Where it is found that the requested information is already available on the council website, the reply will direct the customer to where they can find the information. There is an exemption under FOI for 'information already reasonably accessible' under Section 21, but the council does not quote this exemption at initial request stage – it merely directs the customer to where they can find the information. Therefore, requests dealt with in this way will not be included in the council's figures regarding the number of FOI requests received.

### ***How FOI requests are handled.***

18. A summary of the process for handling FOI requests by the council can be found in Appendix 3.
19. Under the FOI Act, where a request is received, a response should be sent not later than 20 working days from the date of receipt. Unless there are particular public interest decisions to be made, this time limit cannot be extended under the legislation. However, this time limit will not begin until the council is confident that it fully understands the information being requested from it (which will include clarifying this with the requester when necessary).
20. The Corporate Information Unit ('CIU') is part of the council's Legal Services department and consists of five staff members (3.9 FTE) who provide advice and assistance on all information governance matters, including FOIs. This is overseen by the Strategic Manager of Legal Services, and the Assistant Director of Corporate Services (who is also the Data Protection Officer).
21. CIU manage the generic email account for receiving requests for information ([information@iow.gov.uk](mailto:information@iow.gov.uk)), initially logging each request onto the council's Customer Relationship Management (CRM) system. This is where most requests are received although they can also be received by post, and/or by any council department or member of staff. CIU will deal with some FOI requests where they are relevant to its own service area, complex in nature, potentially controversial (for example, where requests have been received following negative press coverage) or will require input from multiple council departments.
22. As the council is a unitary authority covering a large number of service areas, FOIs are sent to the relevant department/service to respond to. The council operates a network of Departmental Information Guardians ('DIGs') as a point of contact for dealing with formal requests for information. These are nominated officers (and deputies) within each service area who will be allocated FOI requests relevant to their service area and thereafter co-ordinate the response to the request. The council's DIG network is set out in Appendix 2.



23. The use of a DIG network is considered to be the most efficient way in which to manage FOI requests. The alternative model of having a centralised team that processes all requests would require additional resources in CIU to manage the increase in volume of FOI that they process, but also the centralised team would still need to contact individual service areas to access locally held information. It is likely that this alternative model would result in a de facto DIG model in time as likely the same person would be contacted within each area.
24. The DIG will then consider the request which has been received and liaise with colleagues to determine what information the council may hold in relation to it. They will also consider the FOI Act/EIRs for any relevant exemptions which might apply to the request, meaning that if information is held by the council it may be that it cannot or should not be disclosed. Where information includes that relating to a third party (such as another organisation/individual) we will consult with them, to seek their views on the disclosure.
25. An individual is nominated to act as a DIG based upon their knowledge of their service area and organisational skills to fulfil the role in addition to their day-to-day work within the council. This assists the efficient identification of the information.
26. During the process of the DIG dealing with the request, CIU will provide any support and guidance they might require. However, CIU is reliant on each service area to respond to FOI requests as they are familiar with their own information. Draft replies are shared with relevant senior staff in the service areas, to ensure no sensitive information is released, and to inform them what information is going into the public domain.
27. When providing a response, the DIG will generally respond in one of three ways:
  - By confirming information is held and providing information relating to the request (or the individual is signposted to where the information can be found, for example on our website). It may be that documents will need to be redacted in order to protect information which should not be released;
  - The council will acknowledge that it does hold information of the type requested, but an exemption set out in the FOI Act/EIRs means that we consider that the information cannot be disclosed;
  - The council will neither confirm nor deny that it holds information in relation to the request (although this is very rare).
28. Once a response is provided, if the requestor is unhappy with the response, they can request that the response be reviewed. Such reviews are considered as internal appeals/reviews, in accordance with our duties under the [Section 45 of the Cabinet Office's FOI Code of Practice](#). They are managed by CIU, who consult with the service area who provided the response, consider the relevant information they hold, the response which was provided, any exemptions which were applied to that information which meant that it did not have to be disclosed, and thereafter respond to the individual accordingly. There is no statutory timetable for providing a response to a request for internal review. Council policy is that a response to a request for internal review should be provided within 20 working days.

29. If an individual still remains dissatisfied, then they have the option to refer the decision to the Information Commissioner's Office ('ICO'). The ICO is the regulatory body for enforcement of the council's statutory duty to provide information. It will review the council's decision, any further information provided to them by the parties in relation to it, and thereafter issue a decision notice as to whether the council has complied with its statutory duties. CIU manages the process where decisions are referred to the ICO from the outset until their conclusion.

***Analysis of the number of requests received.***

30. It has been decided that requests under the FOI Act and EIR are considered together. The requirements are broadly the same for requests made under either the FOI or EIR. This ensures a customer-focused approach, as the public are only interested in receiving answers to the questions they have asked and are not concerned with which law or statute might apply to their request. The council will ensure that the correct access regime is used when considering exemptions, as they are different between FOI and EIRs. The figures set out in Appendix 4 include both FOI and EIR requests.
31. The following requests will be logged as FOI requests by the Council (and therefore be included in the figures set out in Appendix 4):
- Requests which specifically mention their right of access under FOI, DPA or EIRs.
  - Where the public authority requires further information from the applicant in order to identify and locate the information requested (although the twenty-day time-limit does not commence until the requester has clarified their request).
  - Requests which result in information being withheld for any reason under an exemption or exception.
  - Requests that are not processed because the public authority estimates the cost of compliance would exceed the appropriate limit.
  - Requests that are not processed because the public authority considers the request to be vexatious or repeated.
  - Requests that may prejudice third parties and/or the Isle of Wight Council, its Members, or its staff.
32. 'Business as Usual' requests are dealt with by the service as part of their usual business activity. Council departments deal directly with customers/clients on a daily basis and where information is readily available, it is not necessary to log all requests and direct them to the DIG (except where FOI is specifically mentioned). The following are considered to be 'Business as Usual' requests (which are not included in the council's FOI request figures set out in Appendix 4):
- If the information is reasonably accessible to the public by such means as it is published on the Internet, or available for inspection. This may include information leaflets, published reports or general information on the internet.
  - Information that is released as part of the council's normal business process. The council routinely provides information as part of their day-to-day processes, for example job application forms or information relating to case work.
  - General correspondence, including the questioning of certain actions.
  - Requests that do not include a name and address (or an email address) for correspondence.

33. Certain external factors will impact the number of requests received by the council. For example, whenever there is some form of controversy reported by the media involving the council, the number of requests received in relation to that particular issue will commonly increase noticeably. In such situations service areas are encouraged by CIU to make public as much information regarding the particular incident as they are able to, although ultimately the decision as to what is or is not published on the council website or provided to the press remains with service managers.
34. Appendix 4 details the number of FOI requests, requests for internal review and ICO appeals responded to by the council per annum since 2016. Also included are benchmark figures comparing the council to three other similar local authorities – Hampshire County Council, Southampton City Council and Portsmouth City Council.
35. While Hampshire County Council predictably handles a slightly larger number of FOI requests per annum, the council's number of requests responded to per annum are comparable to the number of requests handled by both Southampton and Portsmouth City Councils over the same time periods.
36. In four of the six years for which data is available, the council has out-performed each of the other local authorities in terms of the percentage of FOI requests responded to within the ICO's twenty-day deadline. In the other two years, the council has been the second-highest performing authority and only lower than the leading performer by 2% (2016) and 3% (2021) accordingly.

***The Council's overall performance in meeting the requirements of the Information Commissioner's Office to respond to Freedom of Information requests.***

37. Previously, the ICO had a specific monitoring threshold which local authorities were expected to adhere to in relation to its response to FOI requests. Where a local authority fell below the required threshold in respect of responding to FOI requests within the ICO's twenty-day time limit, its performance would be monitored by the ICO. However, this is no longer the case and the ICO website illustrates that no organisation has been actively monitored for falling below this threshold since 2017. The ICO's approach is now more focused towards monitoring those organisations about whom the ICO receive a high number of complaints as to their performance.
38. Where an individual is dissatisfied with both the council's response to their FOI request and its reply to their request for an internal review, they are able to refer the matter to the ICO. Decision notices are published by the ICO on their website whenever they make a decision as to whether an organisation has failed to comply with its duties or not with regard to FOI requests and internal reviews.
39. The ICO website states that over the past 17.5 years, they have published over 13,500 decision notices relating to FOI requests. During the same period, the council has dealt with approximately 18,000 FOI requests. Of the 13,500 decision notices published by the ICO, only 17 of these involved the council.
40. Of these 17 decisions, only six made any adverse finding against the council. Five of these were 'technical' breaches (either a failure to comply with the twenty-day time limit or dealing with a request for information under the FOI Act when it should have been dealt with under the EIRs). Only on one occasion has the Council had a substantive finding made against it criticising its approach to an FOI request (on 30 April 2013).

## ***The strategic approach to managing information and making information readily available as part of the Council's Publication Scheme***

41. As referred to previously in this report, the FOI Act requires every public authority to have a publication scheme approved by the ICO and to publish information covered by the scheme. An approved model, published by the ICO for public authorities, has been adopted by the council and is currently published on both the 'old' and the new beta websites.
42. The publication scheme is a short document setting out our high-level commitment to pro-actively publishing information. It consists of seven commitments and seven classes of information. The scheme commits the council to publishing certain classes of information and specifies how this should be made available, what can be charged and what we need to tell members of the public about the scheme.
43. To properly maintain a publication scheme for a local authority such as the council is an onerous task. Similar to the publication of information on our website relating to frequently made FOI requests discussed above, CIU does not have the resources to maintain the publication scheme and ensure all information is both uploaded to the website and thereafter cross-linked to the publication scheme. Individual services areas are advised that they need to ensure the requirements of the publication scheme are put in place, however it is recognised that the majority of service areas will have issues freeing up the required resources to do so.
44. The problem of maintaining the publication scheme is also intrinsically linked to the development of the council's new website. At present, the publication scheme exists on both the 'old' and beta websites. The website project currently has this aspect of the development is currently signed off as being incomplete.

### **APPENDICES ATTACHED**

Appendix 1 – Full Details of FOI Requests Received by the Council Between 8th August 2022 and 15th August 2022

Appendix 2 – Council's Departmental Information Guardian (DIG) Network

Appendix 3 – Freedom of Information Act Request Response Workflow

Appendix 4 – Isle of Wight FOI Request Statistics (with Benchmarking Comparisons to Other Local Authorities)

### **BACKGROUND PAPERS**

- IWC Access to Information Policy  
<https://wightnet.iow.gov.uk/documentlibrary/view/access-to-information-policy>
- ICO Decision Notices <https://ico.org.uk/action-weve-taken/>

Contact Point: Justin Thorne, Strategic Manager – Legal Services, ☎ 821000 e-mail [justin.thorne@iow.gov.uk](mailto:justin.thorne@iow.gov.uk)

CLAIRE SHAND  
*Director of Corporate Services*

CLLR JONATHAN BACON  
*Cabinet Member for Climate Change, Environment,  
Heritage, Human Resources and Legal and  
Democratic Services.*

**Appendix 1 – Full Details of FOI Requests Received by the Council Between 8 August 2022 and 15 August 2022**

<b>iw22/8/249 – Schools - Commissioning</b>	
Commissioning framework data requested on an attached spreadsheet	
<b>iw22/8/7143 – Schools - School Supplement Grant</b>	
1.	The total SSG funding from the government for each financial year since 2017.
2.	A breakdown for each financial year how this funding has been allocated. Please breakdown the amounts if the SSG has been allocated to different budgets. And please can this also include what was passed onto schools, what was moved to the high needs budget and what has been retained by the council.
3.	If your council is a 'safety valve' council, as designated by the Department for Education, what agreements have been made with the department in regards to the use of SSG funding?"
<b>iw22/8/6158 - CIU (Appeal), Highways (original request) - [REDACTED] Layout</b>	
Having studied your response very carefully, I have some comments and some questions:-	
1.	I note in one of the emails, something has been requested and was in the index, but it cannot be found. What was in the index but not found?
2.	The deeds relating to the purchase of land and the construction of a wall on [REDACTED] is described as [REDACTED] - the plan forming part of the document clearly shows it is actually . When such basic errors are made, how can anyone be certain that all the appropriate documents have been considered?
3.	How do you plan to correct the error in point 2?
4.	In my original letter, I referred to 'Memorandum A', presented to the County Roads Committee by [REDACTED] at their meeting on 10th October 1972. No attempt seems to have been made to find this document.
5.	In my original letter I described how the built landscape of [REDACTED] the type of wall and its particular character enabled it to be dated. I also described how the layout of the land clearly shows that what was at some time a larger garden has been truncated to enable the creation of a footpath and/or widening of the road. I can find no reference in your response to any correspondence with the County Archaeological service. Was any such reference made?"
<b>iw22/8/12967 – Waste Management - Various relating to waste management and vehicles</b>	
I am writing to you under the Freedom of Information Act (FOIA) 2000 to request the following information from Isle of Wight Council regarding the council's refuse collection vehicles. Please may you provide information on:	
1.	Whether the council has a written policy, procurement strategy, practice, order, direction or other document which sets out your policy on the procurement of refuse collection vehicles. If the answer is affirmative, please provide a copy.
2.	How many refuse collection vehicles are currently in control of or procured by the council and in operation in your local authority?
3.	For each of the refuse collection vehicles currently in control of and procured by the council and in operation in your local authority, please provide the following details: <ul style="list-style-type: none"> <li>• Age</li> <li>• Producer</li> <li>• Model</li> <li>• Type of fuel used</li> </ul>

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request. If you can identify any ways that my request could be refined, I would be grateful for any further advice and assistance.

#### **iw22/8/8987 – Housing Benefit – Benefits/Armed Forces Compensation Scheme**

1. Does the Local Authority disregard all payments made under the Armed Forces Compensation Scheme (2005) as income, when assessing eligibility for:
  - Housing Benefit
  - Council Tax Support/ Council Tax Reduction
  - Discretionary Housing Payments
  - Disabled Facilities Grants (England and Wales only)
  - (Please answer YES/NO)
2. Does the Local Authority disregard all payments made under the War Pension scheme, as income, when assessing eligibility for:
  - Housing Benefit
  - Council Tax Support/ Council Tax Reduction
  - Discretionary Housing Payments
  - Disabled Facilities Grants (England and Wales only)
  - (Please answer YES/NO)
3. Does the Local Authority disregard a Service Invaliding Pension or Service Attributable Pension, paid under the Armed Forces Pension Scheme, as income, when assessing eligibility for:
  - a. Housing Benefit
  - Council Tax Support/ Council Tax Reduction
  - Discretionary Housing Payments
  - Disabled Facilities Grants (England and Wales only)
  - (Please answer YES/NO)

#### **iw22/8/14529 – Recreation/Leisure/Public Spaces – Number of Street Operatives**

How many council street operatives are active in 2022 as a percent compared to 2019

#### **iw22/8/15547 – Planning - Proposed Niton development**

Re: 21/01827/FUL Proposed development of 24 dwellings, access road, parking and landscaping of land at rear of 1 Hillside Terrace and Trendale (known as School House Meadow), High Street, Whitwell. Following the Parish Council meeting on 27<sup>th</sup> July 2022 it was noted, the Date for Decision on the above planning application had been extended by agreement until Friday 30<sup>th</sup> September 2022. The Parish Council would like to know the reasons for this extension and how it was agreed. We feel that the lack of consultation on this matter is unsupportive of the significant concerns expressed by this Parish Council and the local community. We further understand there has been an ongoing dialogue between the Isle of Wight Council and the land owner and his agents. We request full disclosure of any communication between the Isle of Wight Council and all representatives of this planning application not already published. In particular, where advice has been requested and/or given to support the owner in varying his application, with a view to gaining a supporting recommendation from planning officers. We note that new supporting information has been recently submitted and published on 27<sup>th</sup> June 2022. This information purports to deal with landscaping, but actually also varies the number and type of dwellings proposed. Unhelpfully, there is no explanation of what has changed and the reasons for these changes. Were any matters related to this new information discussed between the owner, his agents and the Isle of Wight Council? Our Ward Councillor attended our Parish Council

meeting and also knew nothing of these conversations or changes, which is very disappointing. We now expect that revised plans will be published at the last possible opportunity (perhaps over the summer break) to meet this agreed new Date for Decision, and that will allow this Parish Council and our community the minimum amount of time to prepare its response. The Isle of Wight Council has made many statements over the past year about the value it places on the role of parish councils, of developing mutual respect and partnership and the importance of good community engagement. Please could this request be dealt with in accordance with the Freedom of Information Act.

**iw22/8/15564 - Planning - Island Strategy**

What do officers estimate it would cost, (including all background work required and officer time) to include Newport Riverside in the draft IPS as a key priority site. From a decision being made to investigate the potential of Newport Riverside being listed as a key priority site, to finishing the necessary work if the site was found to be suitable, how long do officers estimate that including Newport Riverside as a key priority site in the draft IPS would take? Would a change of this magnitude (including a new key priority site) need to go back out to consultation (aside from the consultation on the regulation 19 submission version)?

**iw22/8/16474 - Homelessness/Adult Social Care - Homes for Ukraine scheme**

Please note there are seven parts to this request about the Homes for Ukraine Scheme.

1. Has your council matched any guest and sponsor under the Homes for Ukraine Scheme?
2. If you answered yes to Q1, how many guests have been matched with sponsors under the Homes for Ukraine Scheme since 18 March 2022? I define the number of guests matched as instances a match took place rather than individuals. I.E. if a family of 3 was matched with a sponsor that would count as 1.
3. How many times has the council been contacted since 18 March 2022 by a sponsor needing to end the sponsorship relationship early?
4. How many times has the council been contacted since 18 March 2022 by a guest needing to end the sponsorship relationship early?
5. If you do not collect a breakdown of information between sponsor or guest contacting, it is fine to give a total of how many times the council has been contacted by any relevant party needing to end the sponsorship relationship early.
6. How many times has the council provided overnight hotel accommodation after the sponsorship relationship has broken down? I define times as how many guests (classifying one family as one guest) have been offered hotel accommodation. I.E. if a guest family of four was offered two hotel rooms for two nights in June and two hotel rooms for three nights in August, that would count as one time.
7. How many times has the sponsorship relationship broken down and the guest has been housed by a different sponsor?
8. How many times has the sponsorship relationship broken down and the guest has been registered as homeless, with the Council's statutory homelessness duties being applied?

**iw22/8/19328 - Waste Management - Wheelie bins**

Please inform me how many wheelie bins have been reported lost or stolen to your council in the last three years with a breakdown of how many per year and per month. For example, how many were reported lost or stolen in January 2020, February 2020 and onwards. If this data is not stored month-by-month, please just send it to me by year. Can you please also tell me how much revenue Isle of Wight Council has accumulated from charging people who have had to replace their wheelie bin in the last three years – with a breakdown over the years, so in 2020, in 2021 and in 2022 so far

**iw22/8/21587 - Childrens Services - Expenditure on Childrens Services**

1. What was the expenditure for the following financial years / budget for those upcoming (or counts, where relevant)?  
2016/17      2017/18      2018/19      2019/20      2020/21      2021/22  
2022/23      2023/24  
Overall budget for children's and young people's services  
Overall budget for children and young people's services for ages 13-19 and young people up to age 25 with a disability if recorded?      Overall budget for youth services  
Overall number of youth centres in local authority  
Number of allocated places for young people in youth centres (if recorded)  
Overall number of directly employed youth workers and youth support workers (Head count/FTE)
2. What is the current balance of expenditure between council provided services and alternative provision of children and young people services (with a focus on a budget for ages 13-19 and young people up to age 25 with a disability if recorded)?
3. Please state whether directly employed youth workers are employed on JNC, NJC, SJC, or other terms and conditions (please specify):
  - a. JNC for Youth and Community Workers
  - b. National Joint Council (NJC)
  - c. Scottish Joint Council (SJC)
  - d. Other (please specify)
  - e. No direct youth provision
4. Please supply a copy of the current youth service staffing structure showing the grade and rate of pay, gender and race for each post. Please attach a copy of this separately to your email response and state below whether it is attached or not

**iw22/8/26518 - Call Centre/Procurement - Various contracts/staff arrangements**

- Contact Centre – target to organisations we know have a CC
1. Do you have a customer/ citizen facing contact centre? If not please skip these questions.
  2. Do you employ and manage your own agents, or do you outsource to a third party? If you outsource who to?
  3. How many contact centre agents do you have?
  4. Do agents work from home? Or just your offices?
  5. Please confirm the manufacturer of your contact centre system(s) that are currently in place?
  6. When is your contract renewal date?
  7. Who maintains your contact centre system(s)?
- CRM
1. Do you use a CRM in the contact centre? What platform is used?
  2. Do you use the same CRM for the rest of the organisation? What platform is used?
  3. Do you use a knowledge base / knowledge management platform? What platform is used?
- AI & Automation
1. Does your organisation have a customer or citizen facing chatbot? If so, who provides this chatbot technology?
  2. Does your organisation utilise RPA technology? If so which RPA technology provider do you use? "\*\*\*\*\*"
- Grounds Maintenance Software
1. What software you are using for your grounds maintenance?
  2. What is the annual spend on this contract?



3. What are the start date & duration of the contract?
4. Is there an extension clause in the contract and, if so, the duration of the extension?
5. Has a decision been made yet on whether the contract is being either extended or renewed?
6. Who is the senior officer (outside of procurement) responsible for this contract?

Tree Management Software

1. What software you are using for your tree management?
2. What is the annual spend on this contract?
3. What are the start date & duration of the contract?
4. Is there an extension clause in the contract and, if so, the duration of the extension?
5. Has a decision been made yet on whether the contract is being either extended or renewed?
6. Who is the senior officer (outside of procurement) responsible for this contract?

Playground Management Software

1. What software you are using for your Playground management?
2. What is the annual spend on this contract?
3. What are the start date & duration of the contract?
4. Is there an extension clause in the contract and, if so, the duration of the extension?
5. Has a decision been made yet on whether the contract is being either extended or renewed?
6. Who is the senior officer (outside of procurement) responsible for this contract?"

**iw22/8/35507 - Environmental Health - Relating to a specific matter**

A full copy of your evidence (or lack of it), including a full chronology of communications, responses, reports and meeting minutes (especially where decisions were made not to prosecute)

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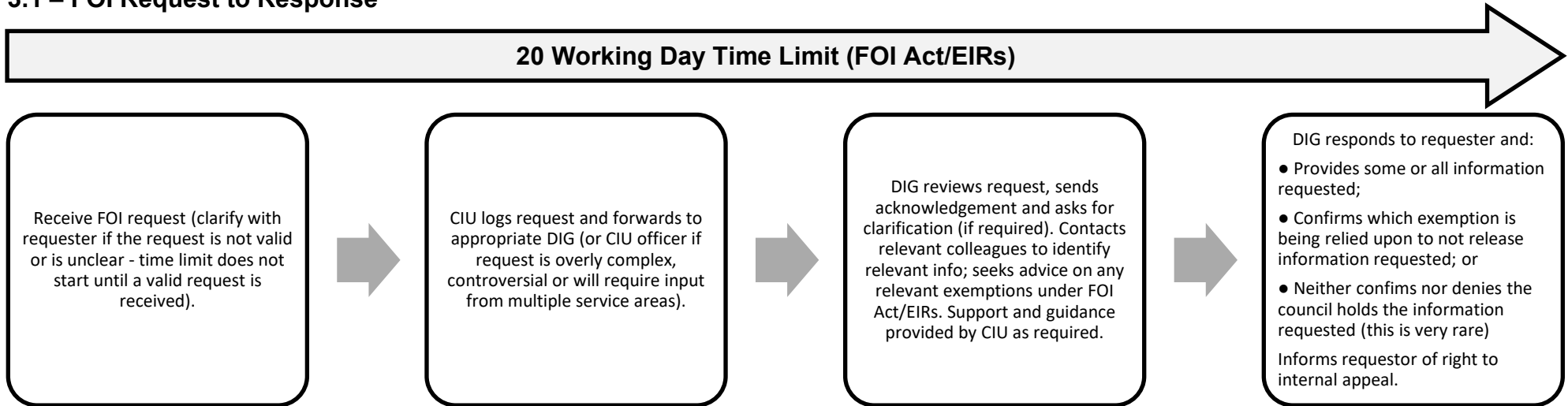
**Appendix 2 – Council’s Departmental Information Guardian (DIG) Network**

<b>Department</b>	<b>Service Areas</b>
Financial Management	Finance; treasury, budget, pension fund investment and performance, audit, risk, transparency; Civic affairs
Contracts	Procurement, Contract management
Waste Management	Waste collection, Re-cycling
Exchequer	Revenues and Benefits, Customer Accounts, NNDR (Business rates), Blue Badge scheme, Parking charges and fines (PCNs), Local Assistance Scheme
Parking Operations	Parking Permits
Legal Services	Legal Services, Committee, Electoral Services, Registrars, Insurance
Democratic Services	Councillors
Learning Development	Learning development
HR	Human Resources, Health & Safety, Equality & Diversity
Westridge	Contact Centre, Complaints, Creditor Payments, Payroll, Pension administration, Payments
ICT	ICT operations, applications, software development
Adult Social Care & Community Wellbeing	Adult Services
	Housing Services, Supporting People, Empty Properties, Disabled Facilities Grants
	School Transport, Public Transport, Concessionary Bus Pass Scheme
Economy Leisure and Tourism	Leisure, Parks, Beaches & Countryside, Allotments, Parking Operations/Permits, Bereavement Services
	Property Services, Events, Strategic Assets, Tourism
	Libraries, Heritage Services, Records and Archives
Planning and Regulatory	Planning services
	Building Control
	Environmental Health & Safety, Public Health Funerals, Food Hygiene, Licensing, Trading Standards
	Highways PFI, Coastal management, CCTV
Children’s Services	Children's Social Care, Education, SEN, Youth Offending Team
Public Health	Public Health (Living well, drug and alcohol services)
	IW Facts and Figures
Shared Services	Fleet Management, Facilities management
Communications and Engagement	Media Relations

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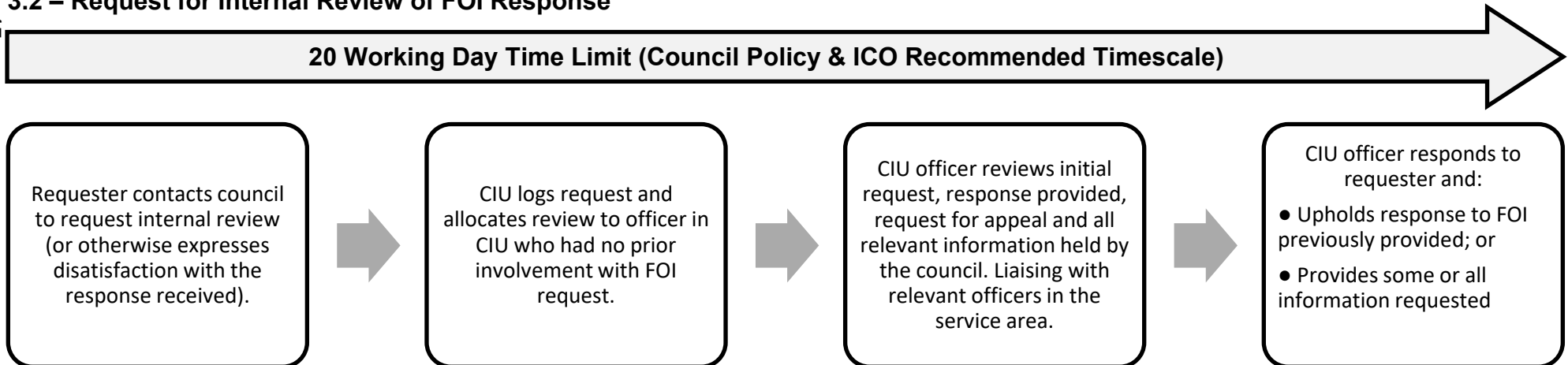
## Appendix 3 – Freedom of Information Act Request Response Workflow

### 3.1 – FOI Request to Response



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### 3.2 – Request for Internal Review of FOI Response



*If following internal review the individual is still not satisfied with the response to their FOI request, they have the right to complain to the Information Commissioner's Office (ICO), who will investigate whether the council has properly satisfied its statutory requirements under the FOI Act/EIR*

Appendix 3

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**Appendix 4 – Isle of Wight FOI Request Statistics (with Benchmarking Comparisons to Other Local Authorities)**

<b>Isle of Wight Council</b>				
<b>Year</b>	<b>No. of requests responded to</b>	<b>% on time</b>	<b>No. Internal appeals</b>	<b>No. ICO appeals</b>
2021	1144	87%	20	2
2020	1088	88%	19	1
2019	1356	92%	19	1
2018	1427	93%	28	2
2017	1356	91%	Info not available*	0**
2016	1217	87%	Info not available*	2**

\* details of internal appeals are deleted in accordance with the council's data retention schedules

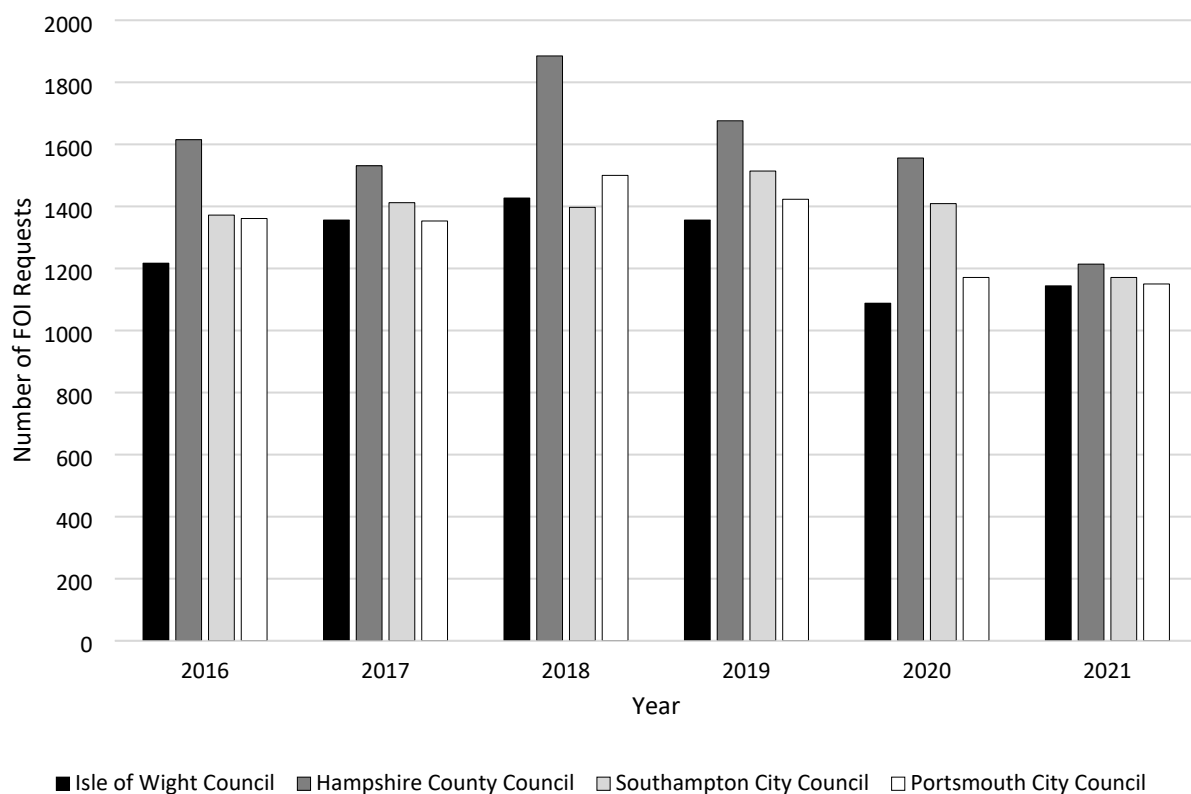
\*\* based on ICO decisions

<b>Hampshire County Council</b>				
<b>Year</b>	<b>No. of requests responded to</b>	<b>% on time</b>	<b>No. Internal appeals</b>	<b>No. ICO appeals</b>
2021	1214	79%	Info not available	4
2020	1556	81%	Info not available	1
2019	1676	81%	Info not available	5
2018	1885	83%	Info not available	7
2017	1531	84%	Info not available	5
2016	1615	83%	Info not available	3

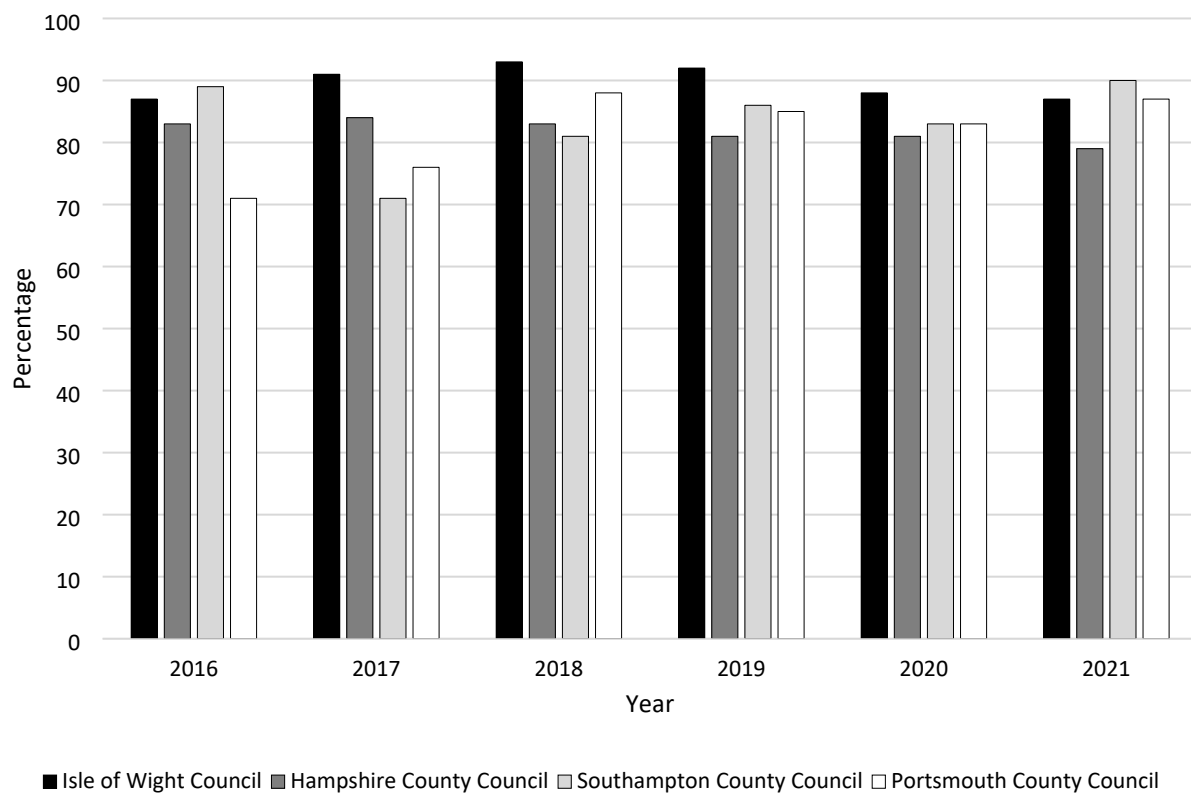
<b>Southampton City Council</b>				
<b>Year</b>	<b>No. of requests responded to</b>	<b>% on time</b>	<b>No. Internal appeals</b>	<b>No. ICO appeals</b>
2020-2021	1171	90%	8	Info not available
2019-2020	1409	83%	Info not available	Info not available
2018-2019	1514	86%	Info not available	Info not available
2017-2018	1397	81%	Info not available	Info not available
2016-2017	1412	71%	Info not available	Info not available
2015-2016	1372	89%	Info not available	Info not available
2014-2015	1441	96%	Info not available	Info not available

<b>Portsmouth City Council</b>				
<b>Year</b>	<b>No. of requests responded to</b>	<b>% on time</b>	<b>No. Internal appeals</b>	<b>No. ICO appeals</b>
2021	1150	87%	28	1
2020	1171	83%	8	0
2019	1423	85%	20	0
2018	1500	88%	12	2
2017	1353	76%	11	1
2016	1361	71%	14	1

### Comparison of Number of FOI Requests Responded To Between Authorities Per Year



### Comparison of Percentage of FOI Requests Responded to Within ICO 20 Day Time Limit Between Authorities Per Year







Purpose: For Decision

## Cabinet report

Date **13 OCTOBER 2022**

Title **PROCUREMENT STRATEGY**

Report of **CABINET MEMBER FOR CLIMATE CHANGE, ENVIRONMENT, HERITAGE, HUMAN RESOURCES AND LEGAL AND DEMOCRATIC SERVICES**

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### EXECUTIVE SUMMARY

1. This report seeks approval for the council's revised Procurement Strategy 2022-2025 (the Strategy).
2. The Strategy sets out the council's procurement vision, aims and objectives over the next three years in relation to procurement and contract management activity.
3. Through the delivery of the Strategy the council will help local (including small) businesses and suppliers wherever and insofar as overriding rules allow, and particularly in a way that supports the delivery of the council's strategic priorities. This includes generating economic growth, helping our communities recover from the Covid-19 pandemic, and supporting the Biosphere and Mission Zero.
4. The Strategy is focused around four key themes - "*Local Community Wealth Building*", "*Climate and Environment*", "*Commercial Approach*" and "*Skills and Capabilities*".

### RECOMMENDATION

- |   |
|---|
| 5. That Cabinet approves the Isle of Wight Council Procurement Strategy contained at Appendix 1 of this report. |
|---|

### BACKGROUND

6. The many challenges the council faces in delivering public services are set out within the Corporate Plan, but its financial position remains the most serious challenge it must address. The next few years will see further national and local budget reductions and it is increasingly important that we consider how taxpayers' money is spent. To support this, we must make sure that our approach to procurement and contract management is efficient, cost-effective and we achieve the best possible value from all of our procurements and contracts.

## CORPORATE PRIORITIES AND STRATEGIC CONTEXT

### Responding to climate change and enhancing the biosphere

7. The council has set a target to achieve net zero emissions:
  - in its business and delivery of services by 2030;
  - across the school estate by 2035; and
  - as an island by 2040.
8. Greenhouse gas emissions result from energy use in buildings, street lighting, fleet vehicles, business travel, water use, waste disposal, air conditioning, manufacturing and use of goods/products purchased and contractor's' services.
9. The council will look to ensure that the goods it buys are as sustainable as possible and, where relevant, will take social and environmental factors into consideration alongside financial factors in making purchasing decisions. Where appropriate, this will be extended to evaluate environmental management through supply chains in relation to how our Suppliers will encourage sustainability amongst its sub-contractors.
10. One of the four themes of the Strategy is "*Climate and Environment*" which demonstrates the council's commitment to embedding these principles within its procurement and contracting activities. The Strategy contains a "*Climate and Environment*" action plan which sets out the activities that will be undertaken to deliver the strategic intent.
11. In addition to the "*Climate and Environment*" action plan, training staff and supporting suppliers to help the council deliver its commitments is included within the "*Skills and Capabilities*" theme and action plan.
12. In order to minimise harm to the environment and to promote conservation of natural resources, commissioners are required to consider climate, climate adaptation, environment and UNESCO biosphere impact in the pre procurement planning stages of a project and build appropriate criteria into their procurement documents. This will include greenhouse gas/carbon reporting.
13. The application of environmental and sustainability requirements in contract performance monitoring/reporting, tender evaluation criteria and specifications must be relevant and proportionate to the subject matter of the contract.

### Economic Recovery and Reducing Poverty

14. The economic landscape has changed significantly due to the impacts of the Covid-19 pandemic and it has never been more important to ensure our local businesses are supported and that the council continues to procure good value and good quality contracts to deliver better outcomes for local people.
15. The Strategy outlines its approach to "*Local Community Wealth Building*" as a specific theme. Local community wealth building is an approach to local economic development which redirects wealth back into the local economy (*Centre Local Economic Strategies, 2007*). As set out in the Commercial Strategy, the council has

ambitious plans to become a Community Wealth Building Council which will involve working in partnership with communities and businesses to create a fair local economy, reducing poverty and inequality. This Strategy will help to deliver the commitments of the council's Commercial Strategy.

16. The Strategy contains a "*Local Community Wealth Building*" action plan which sets out the activities that will be undertaken to deliver the strategic intent.
17. In addition to the "*Local Community Wealth Building*" action plan, training staff and supporting suppliers to help the council deliver its commitments is included within the "*Skills and Capabilities*" theme and action plan.

#### Impact on Young People and Future Generations

18. The decisions the council makes now not only affect current residents, but may have long term impacts, both positive and negative, on young people and future generations. These impacts may not immediately be apparent or may not emerge for a number of years or decades. Impacts will be interrelated across the various domains of young people's lives from housing, employment or training, health and the environment.
19. The Strategy commits to taking a long-term strategic view of the procurement of its requirements, ensuring that all decisions are made with sound judgement and prior consultation.

#### Corporate Aims

20. The alliance priorities as presented in the Corporate Plan 2021-2025 are set against a clear aim to work together openly with our communities to support and sustain our economy, environment and residents. The Strategy is closely aligned to the achievement of activities 9, 10, 44 and 50 – improving the financial position of the organisation; invest and spend as much money on Island as possible; promote the increased use of renewable energy in all sectors; and ensure compliance with Island Roads contract and with all other external contracts.
21. The strategy seeks to achieve these by setting out a framework against how the council will approach its procurement and contract management activities through its general "*Procurement Principles*", as well as through the four themes and their associated action plans: "*Local Community Wealth Building*", "*Climate and Environment*", "*Commercial Approach*" and "*Skills and Capabilities*".

#### CONSULTATION

22. The Strategy has been informed by consultation and engagement with staff from across service areas, the equality and diversity staffing group, the climate and environment board, and the Federation for Small Business.
23. Comments received in response to the consultation and engagement from the Federation for Small Business were largely supportive and encouraging, particularly in relation to the commitments the council has made over the three-year period in relation Small and Medium Enterprises (SMEs). They also provided some valuable feedback in relation to carbon reduction initiatives and reporting expectations and the barriers this can create for SMEs. The Strategy therefore commits that SMEs

shall not be unduly penalised for not having processes already established for measuring and reporting on their carbon footprint. Where needed, the council will work with organisations to help them with their carbon reduction activities in a collaborative, supportive way. Any evaluation criteria, specification requirements, key performance indicators or general reporting requirements shall be relevant and proportionate to the subject matter of the contract and will ensure that our processes remain accessible to SMEs.

#### FINANCIAL / BUDGET IMPLICATIONS

24. There are no direct financial implications arising from this report; however, in adopting the new Strategy, it will help support the drive to secure best value for the council in all of its procurement and contract management activity, which will lead to financial savings and robust financial controls.

#### LEGAL IMPLICATIONS

25. There are no direct legal implications arising out of this report. Public procurement operates in a highly regulated environment governed by legislation and policies set nationally through statute and case law and locally by the council's Constitution. The Strategy has been developed in line with this legal framework.

#### EQUALITY AND DIVERSITY

26. The council as a public body is required to meet its statutory obligations under the Equality Act 2010 to have due regard to eliminate unlawful discrimination, promote equal opportunities between people from different groups and to foster good relations between people who share a protected characteristic and people who do not share it. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
27. There are no direct equality and diversity implications arising from this report. However, officers will be required when carrying out procurements and awarding contracts to have due regard to the Strategy in relation to Equality and Diversity considerations. Procurement processes conducted in accordance with the Strategy will be subject to individual Equality Impact Assessments where appropriate.

#### PROPERTY IMPLICATIONS

28. There are no direct property implications arising from this report.

#### OPTIONS

29. Option 1: That Cabinet approves the Isle of Wight Council Procurement Strategy contained at Appendix 1 of this report.
30. Option 2: Not to approve the Isle of Wight Council Procurement Strategy contained at Appendix 1 and to prepare an alternative Strategy.

## RISK MANAGEMENT

31. The adoption and implementation of the Strategy will ensure that the council's procurement and contract management activity is conducted in an open, fair and transparent way and will therefore mitigate against any challenge on any of these grounds. It will also ensure strategic alignment with the Corporate Plan, the Commercial Strategy and the Climate and Environment Strategy. The current Strategy is coming to the end of its three-year term. An updated Strategy is required to demonstrate the council's commitment to continuous improvement in its procurement and contract management processes and to deliver the planned actions over the next three-year term.
32. Successful delivery of the Strategy will be dependent on the required resources being made available from within the procurement and contract monitoring team.
33. Option 2 would result in significant delays to implementing an updated Strategy as further consultation internally and with local business networks would need to be undertaken on any proposed amendments. The council would be working to an out-of-date Strategy while this work was undertaken and would impact the delivery of the administrations aspirations to have refreshed Strategy.
34. Should the Strategy not be approved, staff will need to work with the administration to prepare an alternative strategy that is acceptable.

## EVALUATION

35. It is important for the council to adopt an updated Strategy in order to set out its procurement vision, aims and objectives for the next three years.
36. The Strategy maps out the initiatives to be addressed in the forthcoming three years through the four themed Action Plans which contains objectives against which progress can be measured and reported.
37. The Strategy provides a public commitment to maintain and improve the day-to-day procurement work within the council and emphasises a determination to make continual improvements within our processes and practices.
38. The Strategy picks up the key themes covered by the national procurement priorities set by the Cabinet Office, as well as local considerations.

## APPENDICES ATTACHED

39. Appendix 1 – DRAFT Isle of Wight Council Procurement Strategy 2022 - 2025

Contact Point: Hayley Holden, Procurement and Contracts Manager ☎ 821000 e-mail [hayley.holden@iow.gov.uk](mailto:hayley.holden@iow.gov.uk)

*CLAIRE SHAND*  
*Director of Corporate Services*

CLLR JONATHAN BACON  
Cabinet Member for Climate Change,  
Environment, Heritage, Human  
Resources and Legal and Democratic  
Services

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ISLE OF WIGHT COUNCIL

# PROCUREMENT STRATEGY

**2022-2025**

Foreword Cllr Bacon

Comment from the FSB

DRAFT

Introduction



The importance of effective and efficient public procurement has been highlighted by the Covid-19 pandemic and it can play a significant role in the Island's economic recovery. The economic landscape has changed significantly due to the impacts of the pandemic and it has never been more important to ensure our local businesses are supported and that the Council continues to procure good value and good quality contracts to deliver better outcomes for local people.

This Procurement Strategy aims to make things easier. Procurement should be an opportunity, not a hurdle.

Through the delivery of this Strategy, we will help local (including small) businesses and suppliers wherever and insofar as overriding rules allow, and particularly in a way that supports the delivery of our strategic priorities. This includes generating economic growth, helping our communities recover from the Covid-19 pandemic, and supporting the Biosphere and Mission Zero.

This Strategy alone will not lead to effective and efficient procurement; it is the commitment of our councillors, senior managers and staff carrying out procurement activity which is key to its success, and this Strategy shall set the commitment.

### **Purpose of the Strategy**

The purpose of the Strategy is to set the overall context for procurement and contract management in the Council over the next three years, incorporating the latest government procurement legislation and initiatives, and the Council's priorities, aims and objectives.

This Strategy is aimed at promoting effective and efficient procurement across all Council departments and provides a framework of expectations for all areas of the Council in adopting a consistent, comprehensive and robust approach to third party spend. It ensures due compliance and consideration of the Public Contracts Regulations 2015, the Council's Contract Standing Orders (CSOs), the National Procurement Priorities and other associated legislative requirements. Additionally, the Strategy will consider how the Council can actively improve the economic, social, environmental and cultural wellbeing of our communities.

### **The Strategy**

The Procurement Strategy for 2022-2025 comprises four principal themes;

**Local Community Wealth Building**

**Climate and Environment**

**Commercial Approach**

**Skills and Capabilities**

Each theme is a foundation of the considerations that need to underpin the procurement process and will be embedded in the way we procure our goods, services and works contracts to support the Council's aspirations as set out in its Corporate Plan. The Skills and Capabilities theme is cross cutting and shall ensure that everyone involved in the council's

procurement processes, from staff to suppliers, have the right knowledge and skills to be able to contribute towards the successful delivery of this Strategy.

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# Local Community Wealth Building

Local Community Wealth Building is an approach to local economic development which redirects wealth back into the local economy (Centre Local Economic Strategies, 2007). The Council has ambitious plans to become a Local Community Wealth Building Council which will involve working in partnership with communities and businesses to create a fair local economy, reducing poverty and inequality. At the centre of the Local Community Wealth Building approach, CLES has developed five pillars for harnessing existing resources. These pillars are:

- **Plural ownership of the economy.**  
*“Developing and growing small enterprises, community organisations, co-operatives and municipal ownership is important because they are more financially generative for the local economy – locking wealth in place”.*
- **Making financial power work for local places.**  
*“Increase flows of investment within local economies by harnessing and recirculating the wealth that exists, as opposed to attracting capital. This includes redirecting local authority pension funds and supporting mutually owned banks”.*
- **Fair employment and just labour markets.**  
*“Anchor institutions have a defining effect on the prospects of local people. Recruitment from lower income areas and building progression routes all improve local economies”.*
- **Progressive procurement of goods and services.**  
*“Developing dense local supply chains of businesses likely to support local employment and retain wealth locally. These include SMEs, employee-owned businesses, social enterprises, co-operatives and community businesses”.*
- **Socially productive use of land and property.**  
*“Deepen the function and ownership of local assets held by anchor institutions, so that financial and social gain is harnessed by citizens. Develop and extend community use – public sector land and facilities.”*

This Strategy shall embed Local Community Wealth Building into the Council's procurement processes and commissioners shall be required to consider how their contracts can encourage as much money as possible to remain within the local economy for the benefit of local communities. Through this Strategy we shall promote progressive procurement of goods and services as means through which greater economic, social and environmental benefits can be achieved. We will do this by using our spend to actively encourage and support a growing, diverse and resilient local business base, and to support our net zero carbon ambitions.

The Council will engage with anchor institutions to encourage the adoption of the Community Wealth principles within their organisation. Anchor institutions are local organisations with significant spending, employment, and economic development power, which could be harnessed to bring increased benefit to our communities. As a result of their scale, anchor institutions have the power to affect the way wealth flows in their local economies by changing the way they spend their money, recruit and train employees and manage their

land and assets. The Council commits to working with anchor institutions to help embed the Local Community Wealth Building principles within their own organisations.

We will embed a Local Community Wealth Building approach through applying social value considerations in our procurement processes.

A key method to deliver Local Community Wealth benefits through the procurement process is by using social value criteria as part of the tender process. The Public Services (Social Value) Act 2012 requires all service contracts governed by the Public Contracts Regulations 2015 to be subject to appropriate social value criteria.

The Council has taken this a step further and has included within its CSOs the requirement to informally apply the Act to all contracts with a whole life value of over £25,000, where appropriate. Where this is included in a procurement, it shall be done in a relevant and proportionate way, being mindful of the nature of the contract and the contract value.

Social value criteria cannot be used to discriminate on the basis of the geography of a supplier, but can be used to identify community benefits that can be delivered through the contract such as targeted training and recruitment, local educational support initiatives, community and environmental initiatives.

Considerations and expectations of suppliers will, where possible include:

- Supporting the Council with its Community Wealth Building aspiration;
- Targeted recruitment and training initiatives;
- Supporting educational initiatives e.g. offering work experience placements/local school visit to explain what you do/routes to getting into the profession etc;
- Vocational training opportunities i.e. graduate, apprentice and/or trainee placements;
- Support for community and/or environmental initiatives which may be taking place in the local community;
- Supported business, third sector and voluntary initiatives e.g. offering this sector sub-contracting opportunities to deliver elements of the contract;
- Support for equality and diversity initiatives to encourage inclusiveness to achieve both cultural and economic benefits;
- Charitable donations/funding contributions to community activities/facilities;
- Use of local suppliers in the supply chain.

This is not an exhaustive list.

# Local Community Wealth Building Action Plan

How will we deliver this theme?	We will do this by:	Target date
<p>We will be explicit in our expectations of suppliers in meeting our Local Community Wealth objectives and we will seek commitments from them through the procurement process.</p>	<p>Updating our tender documentation to capture more information about the local benefits that will be delivered as part of our contracts.</p>	<p>By January 2023</p>
	<p>Working with commissioners to encourage evaluation criteria that clearly sets out what the Council sees as valuable in our local area and seeks supplier commitments that meets the council's corporate objectives.</p>	<p>By December 2022</p>
	<p>Implementing the findings of the Community Wealth Building work that CLES (Centre Local Economic Strategies) has done with the Council.</p>	<p>TBA based on CLES report.</p>
<p>We will include specific, measurable, realistic and timebound targets that will be used to capture the amount of community wealth being delivered as a result of the Council's procurement activity.</p>	<p>Updating our tender documentation to capture information about the local benefits that will be delivered as part of our contracts in a consistent and meaningful way.</p>	<p>By January 2023</p>
	<p>Ensuring that where community wealth and social value expectations and criteria has been built into a procurement, we will also include key performance indicators /reporting measures which will require the supplier to report on their progress in delivering the benefits throughout the lifetime of the contract.</p>	<p>Ongoing</p>

<p>We will develop reporting processes to capture the number of contracts awarded locally and the amount of spend with local suppliers. The aim will be to see this increase throughout the term of the Strategy as community wealth building activities start to embed.</p>	<p>Developing processes within the procurement and contracts team to collate and report on data relating to local spend (direct and indirect) and local contract awards.</p>	<p>By March 2023</p>
<p>We will work with anchor institutions to ensure, as far as possible, the adoption of the Community Wealth principles within their organisations.</p>	<p>Implementing the findings of the Community Wealth Building work that CLES (Centre Local Economic Strategies) has done with the Council, which will include work with Anchor Institutions.</p>	<p>TBA based on CLES report.</p>
<p>We will ensure that our procurement processes are structured in such a way to support the delivery of this theme, where possible.</p>	<p>Promoting the use of Prior Information Notices to engage SMEs prior to the commencement of the procurement process.</p>	<p>Ongoing</p>
	<p>Being mindful of the way in which we run and structure a procurement, such as breaking up larger contracts into smaller packages of work, so that our contract opportunities are accessible for SMEs.</p>	<p>Ongoing</p>
<p>We will ensure that our procurement documents are streamlined and easy to understand</p>	<p>Reviewing the council's suite of procurement documents and refreshing the format and language used.</p>	<p>By February 2023</p>
<p>We will ensure that our procurement policy supports the delivery of this strategy theme.</p>	<p>Reviewing Contract Standing Orders to ensure they maximise the benefit to Island-based local partners/businesses to create a cyclical model of community wealth generation.</p>	<p>By August 2023</p>

# Climate and Environment

The Council declared a climate emergency in July 2019 and asserted its commitment to tackling climate change by setting a target of achieving net-zero emissions in its own operations by 2030 and by no later than 2040 across the Island.

As an Area of Outstanding Natural Beauty and a UNESCO Biosphere Reserve it is particularly important to reduce the impacts of climate change and preserve the natural environment in any way possible and we will do this through ensuring that tackling climate change and improving sustainability is a key consideration for all procurement activity.

The Council will look to ensure that the goods it buys are as sustainable as possible and, where relevant, will take social and environmental factors into consideration alongside financial factors in making purchasing decisions. Where appropriate, this will be extended to evaluate environmental management through supply chains in relation to how our Suppliers will encourage sustainability amongst its sub-contractors.

The Council commits that SMEs shall not be unduly penalised for not having processes already established for measuring and reporting on their carbon footprint and where needed, will work with organisations to help them with their carbon reduction activities in a collaborative, supportive way. Any evaluation criteria, specification requirements, key performance indicators or general reporting requirements shall be relevant and proportionate to the subject matter of the contract and we will ensure that our processes remain accessible to SMEs.

Considerations and expectations of suppliers will, where possible, include:

- Support our goal of net-zero emissions by 2030 and reduce carbon emissions from contracted services;
- Minimisation/eradication of single use plastics;
- Energy-efficient and climate friendly products;
- Products that are water efficient and reduce water use;
- Less toxic products to reduce health effects;
- Products using less packaging or with a provision for packaging take-back;
- Products that use fewer resources or in other ways create reduced environmental impacts throughout their life cycle;
- Products made from recycled materials, such as recycled road construction materials and recycled green organics and recycled plastic products;
- Lessen environmental impacts across design, construction and operation, as well as services and goods provision;
- Integrate environmental considerations throughout the procurement process, from options appraisal to contract delivery, applying appropriate significance;
- Reduce energy consumption and maximise the use of green energy sources;
- Avoid the unnecessary use of chemicals and prevent the use of hazardous chemicals wherever possible within our contracted services;
- Support options that encourage green infrastructure and biodiversity;
- Support adaptation to, or are adapted to manage, a changing climate.

This is not an exhaustive list.

Throughout the term of this Strategy, the Council shall expect Suppliers to demonstrate a commitment to reducing their overall environmental impact (including, but not limited to, greenhouse gas emissions, waste, or water footprints). This could be through one or more of the following methods:

- Ongoing participation in an environmental programme (e.g. the Green Impact Programme)
- Internal reporting on environmental impacts and progress towards reducing them (e.g. annual carbon footprints and a summary or actions taken over the year)
- Receipt and ongoing maintenance of an environmental certification (e.g. B Corp certification)
- Receipt of a sustainability award within the last 12 months, depending on relevance of award to contract (e.g. Sustainable Business Awards, Responsible Business Awards)
- Other evidence may also be considered depending on the nature of the business

The application of these expectations shall be relevant and proportionate to the subject matter of the contract. Where a Supplier does not currently hold any of the above, the Council will also consider future participation, for at least the duration of the contract, in a free environmental programme as an indicator of their commitment towards reducing their overall environmental impact.

<h2 style="color: #76b82a;">Climate and Environment Action Plan</h2>		
<b>How will we deliver this theme?</b>	<b>We will do this by:</b>	<b>Target date</b>
We will be explicit in our expectations of Suppliers in meeting our Climate and Environment objectives and we will seek commitments from them through the procurement process.	Updating the Procurement Initiation Document to be clearer to commissioners on the importance of including climate and environment related evaluation criteria, specification requirements and performance measures. This will include making it a mandatory consideration for every procurement run by the council.	By November 2022
	Updating our tender documentation to require tenderers to demonstrate their strategies to reduce carbon in their operations and in their supply chain.	By November 2022



<p>We will include specific, measurable, realistic and timebound targets that will be used to capture the activities contributing to the Council's net carbon zero aspirations that are being delivered through the Council's procurement activity.</p>	<p>Ensuring that where climate and environment expectations and criteria has been built into a procurement, we will also include key performance indicators/reporting measures which will require the supplier to report on their progress in delivering the benefits throughout the lifetime of the contract.</p>	<p>Ongoing</p>
	<p>Working with the sustainability team and the climate change team to put in place a process for collecting carbon emissions data from Suppliers that are within scope (where they are not already reporting on this information).</p>	<p>By February 2023</p>

# Commercial Approach

In May 2022 the Council launched its Commercialisation Strategy which harnesses greater innovation, financial flexibility, commercial awareness, prudent risk management and the effective use of new technologies. Commercialisation will be embraced and delivered throughout the organisation, with opportunities identified and realised wherever possible and this Strategy will embed this approach into the Council's contract and procurement activity.

The Council views commercialism as the ability to manage services well and efficiently and be entrepreneurial and innovative in generating vital funds to be able to protect essential services and deliver the best value for our communities and customers.

The selection of an appropriate service delivery model at the outset of a project has a significant impact on the Council's ability to achieve good service levels and value for money. Commissioners will be encouraged to consider and justify the chosen delivery model which should be informed through market analysis and engagement. Early engagement with the market will help to gain insight into alternative ways of working or innovative solutions which we may be unfamiliar with. Market consultations should be transparent and non-discriminatory and must not prejudice any subsequent procurement process.

Embedding the Council's commercialisation agenda into its contract and procurement activity will also include maximising value for money from contractual relationships through robust contract management.

Contract management is the proactive monitoring, review and management of contractual terms with a supplier, secured through the commissioning or procurement process. It is important that contracts are adequately managed to ensure that they deliver outcomes in line with contract commitments and that value for money is achieved.

The contract management process includes:

- **Managing Service Delivery**  
To ensure that the contract is performed in line with the specification and the supplier offer.
- **Managing the Relationship**  
To ensure a good commercial relationship is maintained with the supplier.
- **Managing the Contract**  
To ensure the contract is performed and monitored in line with the contract terms and conditions and performance monitoring regime.
- **Managing Improvements**  
To ensure that improvements are made where opportunity for efficiencies have been identified or where contract performance is not adequate.
- **Managing Change**  
To ensure that any changes to the contractual arrangements are properly agreed and documented and do not breach procurement regulations.

Effective contract management will protect the Council's commercial interests and will ensure that:

- outcomes, inputs and outputs agreed at the outset are delivered in a timely and cost-effective manner;

- issues of non-compliance or variation are picked up early and are either dealt with or escalated for resolution as appropriate and remedies applied as necessary;
- contract costs and risks are managed in a timely proactive fashion, reviews are undertaken and lessons learnt are fed back into the commissioning and procurement process to ensure continuous improvement;
- we only pay for services delivered.

## Commercial Approach Action Plan

How will we deliver this theme?	We will do this by:	Target date
We will work with Commissioning staff to consider delivery models, route to market and contracting mechanisms.	Working with the commercialisation agenda lead officer to update the Procurement Initiation Document to provide a framework of considerations and options that can help inform their procurements.	By November 2022
We will promote the Council's Contract Management Framework and Toolkit which has been developed to assist officers in setting robust contract performance monitoring regimes, managing relationships with suppliers and to provide a structure for recording contract compliance.	Promoting the Contract Management Framework and Toolkit through the Vine, Manager's Brief and commissioner network	Ongoing
We will continue to develop the Council's Contract Monitoring System which will be a central system whereby the contract performance will be monitored, allow the early detection of poor performance which can be remedied quickly in line with the contract arrangements.	Engaging with commissioners pre procurement to demonstrate the benefits of the system and encourage its use to monitor contract performance.	Ongoing
	Engaging with contract managers to encourage existing contracts to be added to the system.	Ongoing
We will use contract monitoring data to assist with greater strategic planning for contracts	Working with commissioners and contract managers to	Ongoing

that are due to expire, enabling effective options appraisal to be undertaken and new/creative solutions to be identified.	demonstrate the benefits of using the data in the Contract Monitoring System and develop the use of the reporting aspects of the system.	
We will ensure that our procurement policy supports the delivery of this strategy theme.	Reviewing Contract Standing Orders to ensure they are fit for purpose and supportive of this Procurement Strategy, the Commercialisation Strategy and the Corporate Plan.	By August 2023

## Skills and Capabilities

### **Staff**

Having the right skills and capabilities within the Council is a cross cutting theme that will support the successful delivery of the Strategy and the other three themes. It is important

that the Council has sufficient procurement and contract management skills and capabilities embedded in the organisation to ensure taxpayers' money is spent effectively and efficiently.

A local workforce with adequate skills and capabilities is crucial for achieving the strategic objectives set out in the Corporate Plan and its supporting strategies. Successful procurement and contract management requires staff who possess a wide range of skills and competencies, including project management and risk management skills and this Strategy shall focus on this as an enabler for the success delivery of the Strategy over its term.

The conclusion of the Brexit transition period on 1 January 2021 means that the UK is no longer a member of the EU and therefore the EU Public Contracts Directive 2014 no longer applies to public sector procurement. The UK is now a member of the World Trade Organisation's (WTO) Government Procurement Agreement (GPA) and other than a few procedural changes, the UK continues to follow the Public Contracts Regulations 2015 which were adopted to implement the EU Public Contracts Directive 2014. Following the UK's exit from the EU, the Cabinet Office have developed and consulted on a new procurement regime which is intended to:

- *“Create a simpler and more flexible, commercial system that better meets our country's needs while remaining compliant with our international obligation;*
- *Open up public procurement to new entrants such as small businesses and social enterprises so that they can compete for and win more public contract;*
- *Embed transparency throughout the commercial lifecycle so that the spending of taxpayers' money can be properly scrutinised”.*

*(Government Commercial Function, April 2022).*

This strategy is mindful of these forthcoming changes and will ensure that the changes, which are expected sometime in 2023, are embedded into the Council's policy and procedures and that the procurement and contracts team has the necessary skills and capabilities to work to the new regime.

## **Suppliers**

We appreciate that the prospect of participating in a tender process can appear to be a daunting task for some Suppliers and breaking down these real and perceived barriers shall be a focus of this Strategy.

Through the delivery of this Strategy, we commit to reviewing our procurement processes to ensure that they are fit for purpose, lean and accessible to all Supplier's who wish to do business with the Council. We will always work to increase understanding for the need for appropriate rules when spending public money.

We want to ensure that our prospective suppliers have the right skills and capabilities to bid for the Council's contracts and recognise the importance of this to help us deliver the aspirations of this Strategy.

We recognise that SMEs and VCSEs play a big role in creating jobs, fostering economic growth, social stability and are a valuable source of innovation and the Council plays an important role in encouraging the establishment and growth of SMEs and VCSEs in the local area.

<b>Skills and Capabilities Action Plan</b>			
	<b>How will we deliver this theme?</b>	<b>We will do this by:</b>	<b>Target date</b>
<b>Staff</b>	We will do this by reviewing and enhancing the training offered to staff involved in procurement and contract management activities and will cover all aspects of the procurement life cycle.	Working with learning and development to add bitesize training packages to the Learning Hub.	By September 2023
		Setting up regular 'drop in' sessions to be set up for commissioners on key procurement and contract matters.	By April 2023
		Updating the in-house four-day training programme to cover the themes of this strategy.	By February 2023
	We will review and enhance the guidance available to staff to assist with procurement and contract management activity. This will have a particular focus on how to deliver the aims of this Strategy and the Council's Corporate Plan.	Creating guidance on climate and environment considerations for Council staff involved in procurement and contract activity to assist them with their understanding of environmental issues and the benefits that it can bring when applied appropriately in a procurement process. This will also include guidance on managing a supplier to ensure delivery of their climate and environment contract commitments.	By April 2023
		Creating guidance on the inclusion of community wealth building and social value criteria into the procurement process and the subsequent management of the supplier in relation to their commitments.	By April 2023
		Creating guidance for Council commissioning staff on the different delivery models, routes to market and contracting mechanisms.	By April 2023
	We will develop training and guidance for sub £25,000 procurement	Providing templates and guidance for commissioning and	

	and contract management activity.	contract management staff to use for sub £25k procurements.	
		Working with learning and development to create a training module to go on to the Learning Hub for sub £25k procurements.	By September 2023
	We will ensure that the procurement and contracts team keep up to date with forthcoming changes to the public sector procurement regime to enable the changes to be implemented successfully.	Taking advantage of the learning and development programme that will be run by the Cabinet Office to support those operating within the new regime.	TBC – dependent on Cabinet Office timetable
<b>Suppliers</b>	We will do this by reviewing our procurement processes to ensure they are fit for purpose and accessible to SMEs and VCSEs.	Reviewing of Contract Standing Orders to ensure they enable processes that are accessible to SMEs and VCSEs.	By August 2023
		Reviewing stage 1 evaluation criteria to ensure there are no unnecessary barriers to SMEs and VCSEs.	By January 2023
	We will develop guidance for Suppliers to help them understand the Council's procurement processes. This will have a particular focus on how they can help the Council to realise this Strategy through the delivery of their contracts for the Council.	Creating guidance on climate and environment to assist Suppliers with their understanding of the Council's aspirations in relation to this theme. This will also include supporting SMEs to develop processes to capture carbon emission data and guidance on activities to reduce their carbon footprint.	By June 2023
		Creating guidance on Local Community Wealth Building and social value to assist Suppliers with their understanding of the Council's aspirations in relation to this theme. This will include setting out what the Council sees as being valuable locally which will assist Suppliers with their tender submissions.	By June 2023

# DRAFT

## Our Procurement Principles

Supplementary to the themes set out in this Strategy is the Council's procurement principles. These are the principles that will guide how we conduct and further develop our procurement and contract management activities. In any procurement, the Council will ensure that its approach to the market is consistent with these principles.

Our conduct



The Council shall observe its Constitution, Contract Standing Orders, the Public Contract Regulations 2015 and the National Procurement Priorities when carrying out its procurement and contract management activity.

The Council will preserve the highest standards of honesty, integrity, impartiality and objectivity and shall carry out all of its procurements with the highest standard of probity and ethics.

In selecting suppliers, the Council will generally evaluate offers received on the basis of the Most Economically Advantageous Tender and will take into account, where appropriate, whole life costing seeking an appropriate balance between cost and quality.

Throughout any procurement the Council will be clear about the outcomes and objectives it wants to achieve.

The Council's required outcomes from each procurement project will be properly assessed in relation to the Council's priorities, other statutory requirements and affordability.

The assessment of risk associated with each procurement project will aim to achieve a balance with commercial outcomes and placing risk where it is best managed.

The Council's procurement processes shall be proportionate to the size and scope of the procurement.

Wherever possible, requirements will be expressed in terms of outcomes and performance to provide scope for supplier innovation.

#### Value for money

Competitive procurement remains the cornerstone of the Council's procurement approach as this is considered to be the fairest way of awarding contracts and will deliver value for money for the Council and its community in the most transparent way. There may be circumstances where a direct contract with a sole supplier will be appropriate; however, no direct contracts will be placed where it will contravene the requirements of the Public Contract Regulations 2015.

The Council will aim to increase value for money and reduce processing costs, conducting its procurement processes in a proportionate and efficient way, following the most appropriate route to market for the requirement.

The Council will take a long-term strategic view of the procurement of its requirements, including the potential for innovative funding, opportunities for working with other authorities where goods and services can be procured more cost-effectively in a collaborative group.

The Council will take a proactive approach to monitoring, reviewing and managing its contractual arrangements with its suppliers. This will ensure that contracts are adequately managed to ensure that they deliver outcomes in line with contract commitments and that value for money is achieved.

#### Equality

Spending by the Council sustains and maintains a significant number of jobs on the Isle of Wight. The Council has a statutory duty to ensure that public money is spent in a way that ensures value for money and does not lead to unfair discrimination and social exclusion.

The promotion of equality in procurement will help the Council to:

- Improve the overall value for money for the Council in terms of the goods, works and services they purchase
- Improve the quality, responsiveness and appropriateness of our services.
- Ensure that public money is not spent on practices which lead to unfair discrimination to sections of the Island.
- Create a diverse and integrated workforce.
- Deliver more responsive and flexible services in combating social exclusion and building stronger and cohesive communities.
- Encourage other organisations to promote and practice the Council's policies on equality.

The Council is committed to meeting the requirements of The Equality Act 2010 as prescribed by law. As such we expect that businesses who provide services to and on behalf of the Council through a Contract have due regard to:

- Eliminating unlawful discrimination;
- Advancing equality of opportunity;
- Fostering good relations when exercising our functions.

All bidders wishing to provide goods and services to and on behalf of the Council are required to satisfy the Isle of Wight Council that they meet a minimum requirement in respect of Equality and Diversity practice as set out in the commissioning documents.

Equality issues shall be considered as a key requirement in any contract which involves direct contact with the public or where the supplier is acting on the Council's behalf in a public environment.

As part of the tender evaluation and contracting processes, the Council will take into account a potential supplier's approach to equalities in terms of its employment practices and service delivery, which will also be monitored and managed during the life of each contract.

The Council's procurement processes and documentation will reflect the Council's Equalities and Diversity Policy.

The Council monitors a supplier's compliance with equality and diversity in two ways:

- **before awarding a contract** - by asking equalities questions either prior to or during the tender process. If responses do not satisfy the Council's criteria, the supplier may not be shortlist or awarded a contract;
- **after awarding a contract** - by including contract conditions on equality in all Council contracts, and by monitoring a supplier's performance and compliance with those conditions.

Health and safety

The degree to which health and safety requirements are specified within procurement documentation will vary according to the goods, services or works being procured. For example, particular health and safety legislation applies in the context of construction. The potential health and safety risks arising from a contract will be assessed on a case by case basis. The Council will ask suppliers to provide evidence to demonstrate that their organisation complies with current health and safety legislation and actively promotes and manages good health and safety practice as required.

Where particular health and safety risks are identified, suppliers will be asked as part of the procurement process to provide information on the measures that they would put in place in response to the identified risks. The Council will monitor contracts to ensure compliance with health and safety requirements.

### General Data Protection Regulation (GDPR)

New data protection legislation came into force during 2018, which aims to protect the privacy of all EU citizens and prevent data breaches. It will apply to any public or private organisation processing personal data.

Prior to the tender process commencing, commissioners will be required to complete a Data Protection Impact Assessment (DPIA), where required.

During the tender process the Council will establish that any supplier participating in the procurement process complies with the GDPR.

In procurements where the successful supplier will be required to process data on the Council's behalf we will include technical security requirements in order to protect personal data. Where appropriate, contracts will contain appropriate data processing obligations within the contract in accordance with the GDPR, data processing schedules setting out the responsibilities of the parties to the agreement and how the data will be managed and returned/destroyed at the end of the agreement.

The Council has a statutory duty to have regard to the Surveillance Camera code of practice issued by the Biometrics and Surveillance Commissioner when surveillance cameras as defined by the Protection of Freedom Act 2012 are deployed or used. This duty extends to ensuring that any third party that discharges the Council's relevant functions have regard to the code when performing our functions. The Council will ensure that any contractual provisions that it enters into with Suppliers requires them to have regard to the code.

### Modern Slavery

Modern slavery is often a hidden crime involving one person denying another person his or her freedom. It includes slavery, servitude, forced and compulsory labour and human trafficking.

To tackle these crimes, the Modern Slavery Act 2015 (the Act) was introduced. The Act consolidates and clarifies modern slavery offences; toughens penalties and prosecution; and introduces greater support and protection for victims.

The prevention, detection and reporting of modern slavery in any part of the council's business or supply chains is the responsibility of all those working for the council. It is important that we consider modern slavery when we are letting and managing our contracts

and the mitigation of modern slavery risks should be considered throughout the procurement process.

Some contracts will carry a higher risk in terms of where modern slavery can present itself. Additional evaluation and contract monitoring criteria can be built into the procurement process to enable a proper and thorough assessment of suppliers to ensure they are compliant with the Act and that they are monitoring their supply chains as well.

Section 54 of the Modern Slavery Act 2015 requires large employers to produce a modern slavery statement each financial year. The council's modern slavery statement can be viewed [here](#).

During the tender process the Council will establish that any supplier participating in the procurement process complies with the Modern Slavery Act, where applicable.

The Council monitors a supplier's compliance with the Modern Slavery Act in a number of ways:

- Adopted the standard documentation and wording provided by Government via Crown Commercial Services in its OJEU and high risk sub-OJEU procurement documentation.
- The Supplier Assessment Questionnaire is in two parts:
  - **Part 1** simply verifies whether the supplier is caught by the legislation (i.e. if its annual turnover is £36m or more).
  - **Part 2** then seeks to confirm that any supplier caught by the legislation is compliant with their annual reporting obligations.
- Rejecting suppliers in these procurement exercises that do not meet the minimum standards required by law;
- Regardless of contract value, challenging abnormally low tenders or quotations received to ensure no breaches of labour laws or human trafficking are taking place;
- Using standard contract terms and conditions that contain provisions to terminate contracts for a breach of Public Contracts Regulations 2015 (including child labour and other forms of human trafficking), and if there is a risk or a genuine belief that reputational damage to the Council will occur as a result of the contract continuing.

#### Cyber and supply chain security

The Council is aware of the importance of effectively securing itself, its supplier's and the supply chain against cyber-attacks and this shall be a key consideration for Commissioners in the pre procurement planning stages of the process. These considerations will apply where the loss or corruption of any information or supplier would cause significant impact to service delivery or reputational damage to the Council.

The Council will ensure that Suppliers (including sub-contractors) have in place relevant technical, physical and organisational measures to protect the Council's data and systems. This will be done by ensuring the presence of proportionate cyber security controls which will be assessed during the procurement process and maintained during the term of any resulting contract through robust contract clauses.

## Consultation and Engagement

The Council will, as appropriate, consult with parties who will potentially be affected by the outcome of a tender process, or who it believes can positively contribute to planning stages of a procurement process. The Council may consider consultation with (for example):

- The marketplace;
- Customers/service users;
- Community representatives;
- Internal stakeholders.

Consultation and engagement will be conducted in an open, equal and inclusive manner.

The decision on when to consult and engage before a tender process will be taken on a contract-by-contract basis and may for example be undertaken when:

- The Council is tendering for a brand new requirement;
- The delivery of the contract may affect a local community for example during the construction of a new property which may mean local communities having access issues/noise issues/travel disruption;
- Where the contract may have a significant impact on service users of the contract and we may want to seek views/comments and opinions from customers or service users of the contract. This would also include ensuring all engagement accommodates the needs of a range of service users, such as those who have limited mobility;
- When the Council may want to investigate the possibility of including community benefits to a specific contract and need to understand the needs of a specific area/community.

Any form of consultation and engagement shall be designed to add value to a procurement process and the intention and desired outcomes of the consultation and engagement shall be clearly communicated to those involved in the process.

The Council will maintain a pipeline of forthcoming procurement opportunities over an 18-month period on its web pages ([www.iwight.com/council/procurement](http://www.iwight.com/council/procurement)).

The Council will consider the use of Prior Information Notices to make the market aware of our future tendering plans.

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## Committee report

Committee	<b>CORPORATE SCRUTINY COMMITTEE</b>
Date	<b>6 SEPTEMBER 2022</b>
Title	<b>RESPONDING TO CLIMATE CHANGE AND ENHANCING THE BIOSPHERE</b>
Report of	<b>DIRECTOR OF NEIGHBOURHOODS</b>

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### SUMMARY

1. This report sets out the monitoring the actions being taken regarding the delivery of the key activities identified in the Corporate Plan relating to responding to climate change and enhancing the biosphere

### BACKGROUND

2. The councils corporate plan set out a key Aim to Respond to climate change and enhance the biosphere.
3. In 2019 the council declared a climate emergency and committed to working towards achieving a net-zero carbon status for the Isle of Wight by 2030. Following further work the climate change strategy, which came into effect in 2021, revised these targets to be net-carbon zero as a council by 2030, across the school estate by 2035 and as an Island by 2040. An action plan has been introduced to guide the work needed to achieve these targets.
4. Over and above this, going forward the corporate plan commits that every decision taken will have and show regard to the need to reduce the council's and the Island's carbon footprint. We will need to both support and exploit our position as a UNESCO Biosphere Reserve to lever in funding and support for the work we must do, including achieving our net zero aspirations.
5. The corporate Plan sets out that will work closely with town, parish, and community councils to support them in helping to deliver our aspirations and we will challenge the utility companies and our partners to support us in making the Island a sustainable place to live and work.

6. In so doing we will look to also address issues of fuel poverty and health inequalities by making homes more energy efficient and by creating new opportunities for local people to make better use of the landscape to support their health and wellbeing. As such, every decision we take will not only need to have regard to our climate change strategy but must also have regard to supporting, sustaining, and enhancing our biosphere status.
7. The council recognises that the Isle of Wight is only a small area and as such can only have so much impact on the wider global issues associated with climate change. However, as an Area of Outstanding Natural Beauty and a UNESCO Biosphere Reserve it is particularly important to reduce the impacts of climate change and preserve the natural environment in any way possible.
8. This strategy sets out separate the net zero target dates for the council's operations and the wider island area. The council should commit to net zero by 2030 in the council's own operations with a maximum of 15% of the baseline emissions offset. A target of no later than 2040 should be set to meet net zero across the entire Island, and ideally sooner than 2040, with no more than 15% of baseline emissions offset by this date. Both target dates must primarily focus on reducing emissions to minimise the amount of offsetting required.
9. The Climate and Environment Strategy sets out the key target dates for achieving net carbon zero and actions that the council will undertake in its own operations and to enable the business and residential community to adapt to a changing climate and meet net carbon zero.
  - i. The council will aim to meet net zero in its own operations by 2030, with no more than 15% offset taking place through planting schemes on council-owned land;
  - ii. Schools across the Isle of Wight are expected to aim to meet net zero in their operations by 2035 with no more than 15% offset taking place through planting schemes on school- and council-owned land;
  - iii. The whole of the Isle of Wight will aim to meet net zero in emissions across the area by 2040, with no more than 15% offset taking place on privately-owned land and in the marine environment.

Governance Structure for monitoring and delivering:

10. Delivering the actions in the climate strategy requires the community to take ownership of actions that are beyond the councils ability to influence or control. further the IW Biosphere reserve recognition is not a function of the council and needs to be driven autonomously by the community of the Island and supported by the council by considering both Climate adaption and the UNESCO Biosphere in the deliver y of our services.
11. The balance of what the council can directly deliver versus what we can influence and what we can support, inspire and enable has lead to the development of a twinned streamed governance structure (see fig 1 below).



12. The council's Corporate Management Team are responsible for monitoring performance of actions in the Corporate Strategy and Directorate plans and for reporting progress to the corporate scrutiny committee, the Cabinet and Full Council.
13. The actions and performance measures committed to in the corporate plan that support and enhance the Biosphere will for part of the council's quarterly performance reporting and may form part of a tighter review at the Policy and Scrutiny Committee for Neighbourhoods and Regeneration.

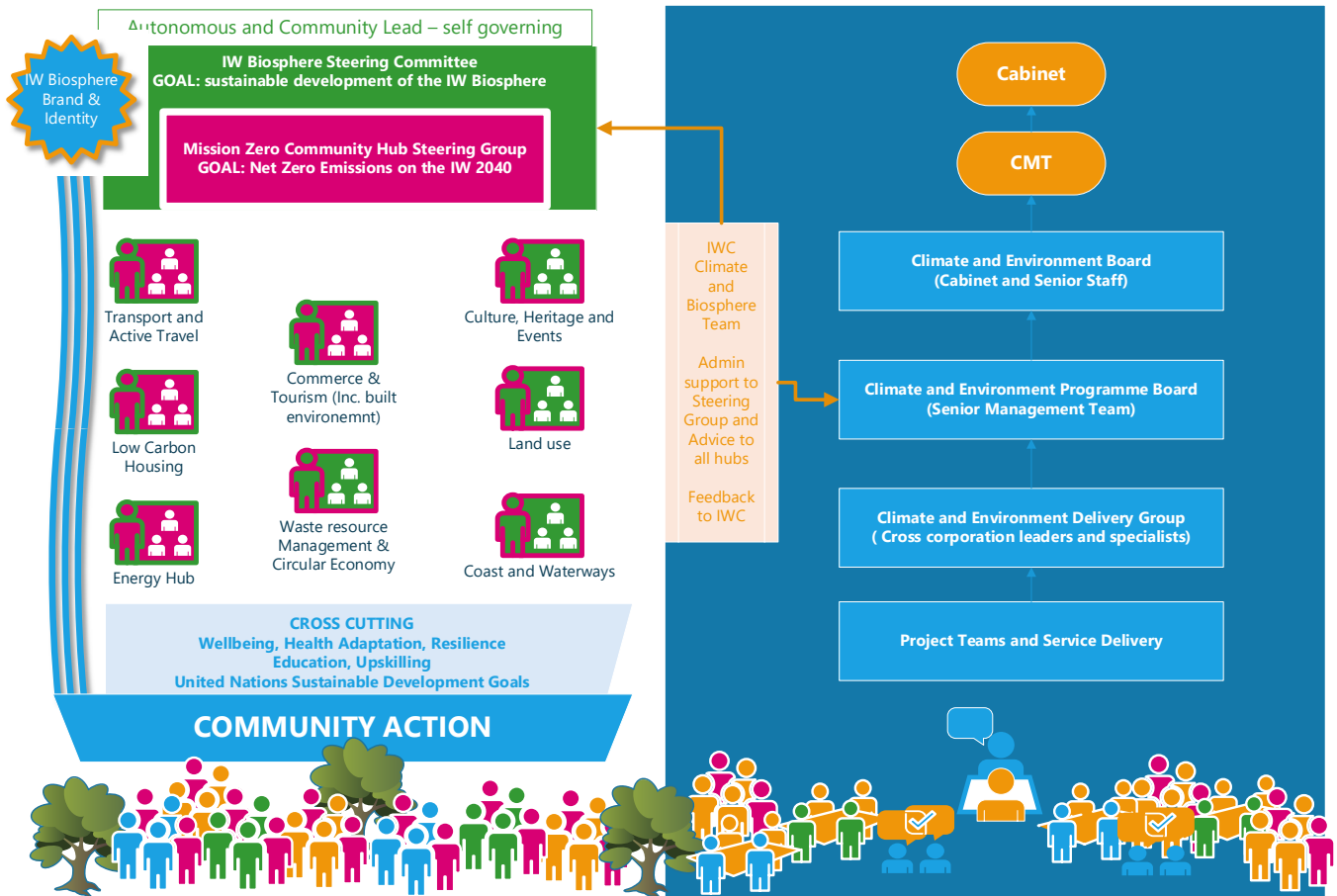


Figure 1: Governance Structure

14. The Mission Zero Hubs are well underway in development, with some already applying for grants funding and others still in their infancy. The First Mission Zero Community Hub Steering Meeting will take place at the same time as the first IW Biosphere Steering Meeting to ensure synergies between these activities are taken advantage of.

### Commitments and Progress Against Climate and IW Biosphere Reserve Actions

15. Actions From 09 September 2021 Cabinet Report titled: Climate and Environment Strategy

In September 2021 the Cabinet approved the Climate Change and Environment Strategy and the following associated actions:

<b>Commitments / Actions</b>	<b>Progress</b>
(a) <i>The aim to meet the target dates, as set out in the Strategy, to be net-carbon zero as a council by 2030, across the school estate by 2035 and as an Island by 2040;</i>	Commitment made and driving all further actions. <a href="#">Mission Zero - Climate and Environment Strategy</a> is adopted and published
(b) <i>The commitment to:</i>	
<ul style="list-style-type: none"> <li><i>the required staff resources to manage the co-ordination and the delivery of the Action Plan (through the 2021/22 budget process).</i></li> </ul>	<p>The council agreed the 2022/2023 budget in February 2022, the following posts were advertised and appointed to by April 1 2022:</p> <p style="text-align: center;">Climate Change Delivery Manager</p> <p style="text-align: center;">Climate Change and Biosphere Co-ordinator</p>
<ul style="list-style-type: none"> <li><i>the resources already committed within existing council service plans and budgets; and</i></li> </ul>	<p>The Officers Climate and Environment Programme Board meets monthly to discuss projects and service delivery within current budgets and service plans with a focus on ways to deliver Mission Zero 2030 (IWC).</p>
<ul style="list-style-type: none"> <li><i>business cases, applications for grants and other external funding for future projects to fulfil other council and community led actions.</i></li> </ul>	<p>The council has been successful in achieving external funding:</p> <p><b>Public sector decarbonisation fund</b></p> <p>IWC was awarded a total of £2,546,093 under Phase 1 to carry out the following:</p> <ul style="list-style-type: none"> <li>• Low carbon skills fund: project development (£10,000) to develop</li> <li>• Low carbon skills fund: project delivery (£100,000)</li> <li>• Low carbon skills fund: heat decarbonisation plan (£20,000)</li> <li>• Full grant: works at 10 sites, outlined below (£2,416,093)</li> </ul> <p>And Phase 3 saw the council awarded an additional total of £701,767 (and will also use up to £600,000 of council funds) under Phase 3a to install Air source Heat pumps, upgrade heating system, install LED lighting and upgrade windows at county hall.</p>

**Investigating a new community enterprise to kickstart whole house retrofits through provision of retrofit assessments and designs**

The Mission Zero Buildings Hub is considering how the market for whole house retrofit can be rapidly expanded. This requires action to stimulate demand from householders and prepare the supply chain for the massive task ahead if the existing housing stock is to achieve the net zero target. Whilst at an early stage, it's likely that a CIC will be established to provide Retrofit Assessments, Design and Co-ordination, directing low-income households to ECO4 for fully funded solutions and providing the basis for the able-to-pay market to commission the works. The project is likely to require seed funding for early stage working capital.

**Partner in BEIS “Digital Twin” programme to explore energy system solutions**

As the demonstration site for the BEIS national Digital Twin programme, the council has identified the Island's energy system and emergency planning as the areas of focus. This will provide a unique source of data and experimental environment through which to identify energy system solutions.

**Working with gas network operator (SGN) on feasibility of hydrogen gas grid to replace existing fossil fuel system**

This work will conclude soon and will look at the business case for conversion of the gas grid to hydrogen. The study is focused on the Isle of Wight where the network is in large part prepared for hydrogen injection, offering the possibility of conversion in the early 2030s. The study will help inform the extent to which the zero-carbon heating solution is gas or electric. Other areas will benefit from understanding the pathway for gas heating and whether they should plan for fully electric heating.

	<p><b>Working with waste contractor on potential to attach heat network to waste to energy plant</b></p> <p>A study has identified the viable opportunity to utilise waste heat from the waste to energy plant to supply the hospital, businesses and new housing developments within 2 miles of the site. It will be considered further once the plant is fully operational.</p> <p><b>Working with passenger transport operators (bus and ferries) to understand decarbonisation pathways and what local infrastructure is required</b></p> <p>There is a single bus operator on the Island and three cross-Solent ferry operators. The council has recently discussed decarbonisation pathways with each operator and is investigating support for shore power and local hydrogen production to speed up the transition. Because of the high demand from transport operators, the effects on the whole energy system need to be fully considered. Government support for infrastructure and rapid R&amp;D will speed up decarbonisation.</p> <p><b>Private sector partner providing EV chargepoint facilities</b></p> <p>The council is working with Chargepoint Operator, Joju, on the roll out of public chargepoints on streets and in council car parks. A large proportion are fully funded by Joju. We are consulting on an EV Charging Infrastructure Strategy and, once we have determined how many additional chargepoints we'll need over the coming years, will be identifying private sector partners to support delivery. National guidance for on-street chargepoint installations would remove uncertainty.</p>
(c) <i>A full Strategy review and update for publication every two years;</i>	Due September 2023
(d) <i>The Action Plan is reviewed as and when required and in</i>	Action Plan is reviewed each Month at the Officers Programme Board and the Climate and Environment Board.

<i>the first instance within the next nine months.</i>	
(e) <i>The delegation to commence the projects within the Action Plan, subject to available resources, in consultation with the Cabinet Member for Environment, Heritage and Waste.</i>	To deliver this delegation a new set of governance has been developed that supports the delivery of Climate and Environment Action through the work of the council and supports the development of the Mission Zero Community Hub (MZCH) – an autonomous body supported by the Neighbourhoods Directorate, Environment & Waste team.

Actions from the January 2022 Cabinet Report titled: Supporting the IW Biosphere

The council will undertake the following actions following the agreement of this Framework to be reported to the Policy and Scrutiny Copmmittee for Nighbourhoods and regeneration in Q3 of 2022.

<b>Outcome</b>	<b>Action</b>	<b>Status</b>
<b>The Biosphere is considered in all council decision making</b>	Update corporate templates for decision making to include the requirement to consider the IW UNESCO Biosphere	Complete Nov 2021 – all reports are now supported by the Environment and Waste team reviewing the section in impact on the Climate and supporting the IW Biosphere Reservice
	Introduce a new climate and environment impact assessment screening tool for corporate decisions by April 2022.	The team has worked with he Business Intelligence team to investigate the decision wheel introduced by Cornwall County Council other methodologies utilising a risk assessment matrix approach. The launch of this is delayed to November 2022 due to complexity.
<b>The development of the IW Biosphere is overseen by a Steering Committee</b>	Appoint the IW UNECSO Biosphere Steering Committee	The Structure of the Mission Zero Hubs and its relationship with the Biosphere Steering groups has been established along with draft terms and conditions.  Advertisement for volunteers to sit on the Biosphere steering committee are live, with he inaugural meeting due Nov 2022.
	Draft and agree Terms of Reference for the IW Biosphere Steering group	Complete to be reviewed and voted on by the first committee.

	Co-ordinate and schedule Steering Committee meetings	The first Steering Committee meeting will agree the frequency of meetings that will then be scheduled.
<b>The IW Biosphere is supported and enhanced by the work of the council</b>	Directorate Plan templates, Service Plan Templates are updated to consider Climate and Environment Actions as well as actions that support the biosphere	Complete April 2022
	Review the UN sustainable development aims and set out a guidance document for Directors setting out aims regard to the Biosphere so that Directorates can indicate which of the 17 Sustainable development goals are supported	In progress, development of this work has supported Directors in identifying how the work they deliver meet the 17 sustainable development goals and this is now also reported against corporate actions in the Quarterly Performance Monitoring Report (QPMR)
	Progress against actions that support the IW Biosphere are fed back to the steering group	TBA

### The 2021-2024 Corporate Plan

<b>Corporate Plan Aspiration</b>	<b>Key Activities</b>	<b>Progress</b>
Support and enhance our Biosphere and AONB areas. Support the active management and development of Biosphere status and	Annually increase the number of trees planted and maintained from April 2022 in accordance with a new tree management and planting plan to increase biodiversity,	Working on Tree Strategy outline.  Links in to Offsetting and Countryside Stewardship


<p>secure Dark Sky status.</p>	<p>green corridors and off set carbon impacts.</p>	<p>IWC Countryside Stewardship Agreement is up for renewal. We are working on this for 2023 renewal with a 10-year agreement.</p> <p>Rights of Way £200,000 funding</p> <p>Tree Grants: extended all sites from 1 agreement for 1 year while putting together longer-term application.</p> <p>2 sites handed over to Gift To Nature for Countryside Stewardship</p> <p>Eventually many countryside sites will go to Gift To Nature but this will be gradual. May not be able to hand over all sites – depends on what Natural England say</p>
	<p>Agree short term (from July 2022) and long term (from June 2023) environmental stewardship agreements (including tree planting) with Natural England (LM lead)</p>	<ul style="list-style-type: none"> <li>• Still need to focus primarily on emissions reductions over offsetting – this should be last resort.</li> <li>• Examining options for land and marine environment. Looking for more land to work on further tree schemes as some smaller scale tree planting has taken place recently.</li> <li>• Application to Woodland Creation Acceleration Fund submitted – waiting to hear back before deciding next steps</li> </ul>

	Update corporate templates for decision making to include the requirement to consider the IW UNESCO Biosphere	Complete
	One part of the Island will have a Dark Sky Space designation by March 2024 following the completion of a positive business case and with secured funds by March 2022.	New streetlight lighting programme with warmer tone being rolled out across the proposed area.  In dialogue with the Arizona Dark Skies team to refine the application.
	Directorate Plan templates, Service Plan Templates are updated to consider Climate and Environment Actions as well as actions that support the biosphere	Complete
	Progress against actions that support the IW Biosphere are fed back to the steering group	TBA
	Appoint the IW UNESCO Biosphere Steering Committee	Underway – detriment are live currently
The development of the IW Biosphere is overseen by a Steering Committee	Draft and agree Terms of Reference for the IW Biosphere Steering group	Complete
	Co-ordinate and schedule Steering Committee meetings	
	Secure commitment from all stakeholders to improve grid connectivity to the mainland and a roadmap for its achievement.	<b>Working closely with network operator (SSEN) to identify net zero grid solution</b>  This is work being led by Regen (a clean energy consultancy) and commissioned by SSEN (the network operator) to identify the most cost-effective grid solution to allow the continued expansion of renewable energy generation. It will consider both traditional



		<p>reinforcement (new and upgraded wires) and smart grid solutions (storage and demand response) with a view to seeking approval from Ofgem for the necessary investment in 2023. Ofgem is required to approve the recommended net zero network investment.</p> <p><b>Investigating council-owned site for large battery storage project</b></p> <p>The council-owned Kingston Marine Park is well located for battery storage, being adjacent to the primary substation in East Cowes. Initial investigations for a 30MW scheme, including grid connection costs, are underway with a view to putting the opportunity out to the market if it looks viable. The battery storage project would only require part of the site and would provide resilience to other businesses co-locating there. The project would benefit from a new regulatory framework for battery storage in generation-constrained areas.</p> <p><b>Exploring solutions for third party funding of zero carbon energy infrastructure in new developments</b></p> <p>A report, produced for the Island by the South West Energy Hub, looks at how third-party finance could be leveraged to pay for the zero carbon energy</p>
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		infrastructure in new commercial and residential developments. This overcomes developer concerns about the cost of zero carbon developments and allows the energy company to recover its investment through supply contracts with all site users. It is being considered as an option for Ryde Business Park Extension (Nicholson Road).
Promote the increased use of renewable energy in all sectors	Commence capacity planning study for the Island in relation to renewable energy by end of February 2022 including a heat network options analysis for the Forest Road Energy Recovery Facility.	Works is underway alongside the above
	Update and submit Strategic Outline Case for transformation fund to recruit a full time Energy Manager	Final raft going to the Climate and Environment Board in October
	Increase the capacity in the local supply chain to deliver low carbon and retrofit works as well as the tidal energy industry by December 2022.	Business case commissioned to set out achievable viable options for retrofit.
	We will hold discussions with Southern Water and SSE for clarity around meeting infrastructure and capacity needs for the Island by November 2021.	Underway
We will initiate a strategic infrastructure and capacity review of all key utility services.	We will make joint representations with other local authorities at a regional level to ensure SW meet effective capacity and infrastructure requirements and take more responsibility for impacts on the Island's road network.	IWC a member of the Hampshire Climate Officers Group  Is a Board Member at the national Man and the Biosphere Committee – annual meeting in Oct 2022

	Publish and Promote the Climate and Environment Strategy and fully launch 'Mission Zero' by Aug 2022.	Complete
Embed both the Biosphere and the Climate Change Strategy into policy, including the Island Plan; advanced by appropriate Action Plans. All council decisions are to have regard to the Biosphere and the Climate Change Strategy	Introduce Climate Change training modules to all staff, councillors and other stakeholders by August 2022 through the e-learning Hub.	A climate change module has been available for all staff in the e-learning hub since March 2022
	<p>Introduce carbon literate Climate Ambassadors to support decision making; undertake and complete Carbon Literacy Training by April 2023</p> <p>Pathway to Platinum Carbon Literate Organisation</p>	<p>The council has rolled out Carbon Literacy Training to officers and members and has now been recognised as a carbon literate origination.</p> <p>We will continue to follow the pathway to Platinum Status set out by the <a href="#">Carbon Literacy Programme</a></p> 
	Publish a policy Matrix detailing how the Climate and Environment Strategy, the Island Plan, the Local Transport Plan and the Biosphere Plan are aligned and mutually supportive of each other by July 2022 and together form the means to guide the maintenance and use of the Biosphere. This work will be supported and overseen by a Biosphere Steering Committee drawn from all relevant sectors of the	Policy Matrix is complete but awaiting the adoption of the Island Planning Strategy to be adopted to enable finalisation and publishing

	Island, including representatives of the Environment, Business, Art and Culture and Wellbeing.	
	<p>Develop an internal communications plan outlining:</p> <ul style="list-style-type: none"> <li>· How council roles relate to C&amp;E Strategy</li> <li>· Progress made towards net zero</li> <li>· Team and individual actions that can help</li> <li>· Track internal engagement with comms campaign</li> </ul> <p>Assess whether an externally sourced programme such as Jump would be more effective in the long-term than an internal comms campaign</p>	In progress with the communication and engagement team.

16. Council Projects Currently Contributing to the above:

Project in development
Fleet strategy – replace ICE vehicles with EVs / supporting infrastructure
E-cargo bikes
Action from Fleet Strategy above
Staff EV charging facilities in office car parks
Grey fleet incentives
Carbon Offset Council Services
Energy Strategy - Council Estate -
Procurement
Mission Zero Community Hubs

Working with other anchor orgs.
Planning Strategy – items TBC
Building regs
Electric Vehicle Charging Strategy
EV support facilities – garages on Island/develop local repairs and servicing industry
Local economy development
Utilities Capacity Study - Energy, Water, Gas,
Energy Strategy – Island
Waste and Recycling - Energy from Waste Plant Completion
Flooding & Coastal Defence Programme and Shoreline Management Plan 3,
Coastal Defence Programme (IWC/EA)
Flood Risk Strategy
Open Spaces and estate management
Countryside Stewardship (IWC sites renewal – 2023)
Countryside Stewardship - private land ownership
Private offset planting/rewilding
Carbon Credits Feasibility Study
Event management

Local Transport Plan 4
Active travel – e-scooter trial / bike share scheme
Energy – Home heating and insulation.
Adult services
Schools Energy Strategy
Schools activities and projects

Contact Point: Natasha Dix, Strategic Manager, Environment

☎ 821000 [natasha.dix@iow.gov.uk](mailto:natasha.dix@iow.gov.uk)

COLIN ROWLAND

*Director of Corporate Services*

CLLR JONATHAN BACON

*Cabinet Member for Climate Change,  
Environment, Heritage, Human  
Resources and Legal and Democratic  
Services*