

Policy and Oversight Board Action Sheet 2023/24

20 June 2023

No.	Item	Item / Action	Response / Update	Officer	Status
1.	Item 4 – Update on Co-production	Jane Wilmot said the Council wrote a statement for every (Civic Campus) contractor that set out its expectations around inclusivity. The Chair suggested these elements could be written into a range of contracts and activities undertaken by the Council. She asked officers to investigate potential areas where this could be done.	<p>Response from the procurement team:</p> <p>When we seek to buy goods, works and services, the specification identifies the context and requirements. Co-production allows for joint development of the specification. Engagement supports understanding of requirements and formal consultation may also be involved for some regulated areas.</p> <p>Any contractual requirements will be derived from the specification and align with H&F contractual clauses regarding equalities.</p> <p>Based on the specification, our procurements can then include:</p> <ul style="list-style-type: none"> • specific questions relating to inclusion in the evaluation of tenders for goods, works or services we are buying. • social/added value for contracts over £100k, where some measures are aimed 	Julian Eccles	Done

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			at enhancing inclusion e.g. care experienced residents, lone parents, those with poor mental health etc.		
2.	Item 4 – Update on Co-production	Cllr Nikos Souslous asked if there were lessons from working with organisations like the police. The Chair suggested inviting the police and the co-production team to a future meeting.	Item added to the Social Inclusion and Community Safety PAC long list for consideration.	David Abbott	Done
3.	Item 4 – Update on Co-production	Cllr Nicole Trehy noted that the Met Police wouldn't be responding to mental health calls beyond September 2023 and raised concerns about the impact on neurodiverse people. The Chair suggested this could be considered at a future meeting.	Item added to the Social Inclusion and Community Safety long list for consideration.	David Abbott	Done
4.	Item 4 – Update on Co-production	It was agreed that each PAC receive a quarterly update on previous and planned co-production activity. And the Board would consider a summary of such reports biannually.	The first updates have been scheduled for the November PAC meetings.	Julian Eccles	Done
5.	Item 5 – Introduction of Voter ID Requirements	Re producing elections materials in different languages - Kayode Adewumi said if members were aware of community organisations the team	Cllr Perez emailed the Elections team with community group contacts.	Committee Members / Kayode Adewumi	Done

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		could work with, they could send him the details.			
6.	Item 5 – Introduction of Voter ID Requirements	Cllr Jacolyn Daly thought Voter ID awareness needed a Council-wide approach and asked PAC Chairs to think about how different departments could respond.	PAC Chairs have been contacted to think about how different areas of the Council could respond.	PAC Chairs	Done
7.	Item 5 – Introduction of Voter ID Requirements	Elections officers to work with the co-production team to ensure all materials being sent out were accessible.	Actioned. Elections send all public materials to the co-production team for comment prior to circulation.	Zoe Wilkins	Done
8.	Item 5 – Introduction of Voter ID Requirements	Officers to circulate the Electoral Commission's report to members.	The EC's interim analysis report was circulated by email on 26/03/2023. Full report due to be released in September.	Zoe Wilkins	In Progress