



A joint meeting of the Finance and Audit Scrutiny Committee & the Overview and Scrutiny Committee

Tuesday 7 July 2020

A special joint meeting of the above Committees will be held remotely on Tuesday 7 July 2020, at 6.00pm and available for the public to watch via the Warwick District Council [YouTube channel](#)

Membership:

Finance & Audit Scrutiny Committee:

Councillor L Bartlett	Councillor M Luckhurst
Councillor J Dearing	Councillor J Nicholls
Councillor R Dickson	Councillor S Syson
Councillor J Grey	Councillor J Tracey
Councillor G Illingworth	Councillor T Wright
	Vacancy – Whitnash RA

Overview & Scrutiny Committee:

Councillor G Cullinan	Councillor R Margrave
Councillor I Davison	Councillor A Milton
Councillor A Dearing	Councillor M Noone
Councillor O Jacques	Councillor D Norris
Councillor P Kohler	Councillor P Redford
	Councillor D Russell

Agenda

1. **Appointment of Chair**

To appoint the Chair for the joint meeting.

2. **Apologies & Substitutes**

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

3. **Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be disclosed during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of



the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

4. **Annual Report, Work Programme and Forward Plan**

To consider a report from Democratic Services

(Pages 1 to 49)

5. **Executive Agenda (Non-confidential Items and Reports) – Monday 13 July 2020**

To consider the non-confidential items on the Executive agenda which fall within the remits of these Committees. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting.

(Circulated separately)

6. **Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the paragraphs 1, 2 & 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

7. **Executive Agenda (Confidential Items and Reports) – Monday 13 July 2020**

To consider the confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting.

(Circulated separately)

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For enquiries about specific reports, please contact the officers named in the reports. Details of all the Council's committees, councillors and agenda papers are available via our website www.warwickdc.gov.uk/committees

The agenda is available in large print on request, prior to the meeting, by telephoning (01926) 456114

	Joint meeting of the Finance & Audit Scrutiny Committee and the Overview & Scrutiny Committee 7 July 2020	Agenda Item No. 4
Title	Annual Report, Work Programme and Forward Plan	
For further information about this report please contact	Graham Leach, 01926 456114 or committee@warwickdc.gov.uk	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	11 February 2020	
Background Papers	Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities CfPS Guidance documents	
This report is produced for Scrutiny meetings for governance purposes. It is part of the process for ensuring that the Council is held to account for the decisions it makes or may make.		

1. Summary

- 1.1 The report sets out the annual end of term report to the Council on the work of both the Finance & Audit Scrutiny Committee and the Overview & Scrutiny Committee have undertaken during the municipal year 2019/20 (Appendices 1 and 2).
- 1.1 This report asks the Committees to review their scheduled work for programmes for 2020 (Appendices 3 and 4) and of the current [Forward Plan](#).

2. Recommendation

- 2.1 The Committees recommend to Council their end of Term reports for 2019/20 as set out at Appendices 1 and 2.
- 2.2 The Committees reflect on their approach to Scrutiny, consider any changes they wish to make for the municipal year and agree on proposals for Council to consider.
- 2.3 In light of the decision taken on recommendation 2.2, the Committees consider their workload for the coming year, specifically how they can accommodate the work within their scheduled meetings; review the work programmes, as set out at Appendices 3 and 4 to the report, and make changes to the programme as they see appropriate.

3. Reasons for the Recommendation

- 3.1 Under Article 6 of the Council's Constitution, Scrutiny Committees are required to provide an end of term report to the Council on work they have undertaken during the year.

- 3.2 The matters considered during the year are attached at Appendices 1 and 2 to the report. These provide an overall context of achievement.
- 3.3 At the March meeting of the Committees, Members were due to reflect on their workload and approach to Scrutiny, with a view to report any variations in approach, to Council, as part of its Annual report when this was considered in April. An extract from the Work Programme report from the Overview & Scrutiny Committee, in March is set out below:
- "3.5 The Committee should reflect on its work since May 2019 and what changes it could make or training it needed, to prepare itself for its work in the next 12 months. This would need to include detailed scrutiny of both the Business Plan for the Council and the Climate Change Emergency and how this could be incorporated alongside the planed work**
- 3.6 The Committee also needs to reflect on the value of the reports from each Service Area, being mindful that from 1 April these would increase from 7 to 10. On that basis did the effort put into these provide value for money for the for members or could this information be delivered differently with the Committee taking a more Strategic level by scrutinising the Business Plan instead"**
- 3.4 Since this time, the global pandemic has occurred and the Council Leadership Co-ordination Group (LCG) are considering proposals for Programme Advisory Boards. The Council has had to move to remote meetings where it is considered business will take longer and as a result, there is less capacity at meetings. There is also the ongoing Governance Review of the Committee structure of the Council which may see wider changes during the year. As a result, the Committees have an opportunity to help change scrutiny at the Council.
- 3.5 With the above in mind, the Committees may find it useful to reflect on the [Statutory Scrutiny Guidance](#) and [Centre for Public Scrutiny Guidance](#) (specifically that relating to [Covid 19](#)).
- 3.6 Taking the context, in Paragraphs 3.1 to 3.6, the Scrutiny Committee Chairs have been discussing the potential for an improved approach to Scrutiny and will lead a discussion with the Committees on these points. They will ask members to focus on 4 questions overall, as set out below, to help address the challenges faced.
- 3.7 The questions to be considered are:
1. In the context of their terms of reference and the guidance referred to in this Report, what three things do you think the Committees do well at present, and what three things could they improve how they conduct scrutiny?
 2. How could the Committees ensure that a more strategic and developmental approach is taken to overview and scrutiny without losing their focus on improving shorter-term proposals, on risk, and on audit.
 3. How could the Committees take greater account of the views from residents and involve them more in their business?
 4. What additional resources, support and training might be helpful to members to ensure they can carry out their roles effectively?

- 3.8 To aid the Committees in their work programming the Forward Plan, the work programme for the Executive is set out at Appendix 5. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.
- 3.9 The Committee have previously agreed to receive a review of a Service Area at each meeting. These were on rotation through the Portfolio Holder areas. Members should be aware that majority of this information will be included with a new online tool for members to access in the near future.
- 3.9 The Overview & Scrutiny Committee should be mindful that normally, at this meeting it establishes the Health Scrutiny Sub-Committee. The next scheduled meeting of the Sub-Committee was on 23 June but this had to be removed from the calendar of meetings in order to enable the Scrutiny Committees to meet. At this time with the demands of remote meetings, there is not a time available within the calendar of meetings to schedule this and provide support to it. Therefore, the next meeting is scheduled for 17 September. The Committees may wish to reflect on this and the role of Sub-Committee in terms of consideration of its workload and approach to Scrutiny. This would be in line with the decision earlier this year to continue with the Sub-Committee pending the outcome of the Governance Review.

4. **Background**

- 4.1 The five main roles of overview and scrutiny in local government are: holding to account; performance management; policy review; policy development; and external scrutiny.
- 4.2 The pre-**decision scrutiny of Executive decisions falls within the role of 'holding to account'**. To feed into the pre-decision scrutiny of Executive decisions, the Committees needs **to examine the Council's Forward Plan and identify items** which it would like to have an impact upon.
- 4.3 **The Council's Forward Plan is published on a monthly basis and** sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve-month period to give a clearer picture of how and when the Council will be making important decisions.
- 4.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 4.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committees, if it wishes, may also pre-scrutinise these decisions.
- 4.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committees could pre-scrutinise and have an impact upon how these are formulated.
- 4.7 The Committees should be mindful that any work they wish to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.

**Finance & Audit Scrutiny Committee
End of Term Report 2019/20****Chair's Introduction**

It has been a privilege to have been the Chair of the Finance and Audit Scrutiny Committee for the past year. Scrutiny is a statutory responsibility. At its best, it ensures that all Councillors and the public can be reassured by the effectiveness of the constructive challenge and questioning of policies brought forward by the Executive, that business cases are sound, and that value for money is at the forefront of decision-making. The Committee is therefore responsible for holding the Executive to account, and for examining the risks and resources in the delivery of services and amenities to residents in the District. Finance and Audit Scrutiny Committee also has the responsibility of providing assurance on the processes and outcomes of internal audit and the identification of corporate business risks and their management. Internal audit not only tests assurance but also offers a window on the often invisible but vital work of many Council departments. Taken as a whole, the work of the Committee provides a system-wide map, through the lens of finance and risk, of how well the Council is performing. It also approves the annual accounts and works closely with the Portfolio Holder for Finance, the finance team, and the external auditors, Grant Thornton, to that end.

A welcome characteristic of the work of the Committee this past year has been the cooperative approach that it has adopted with the senior officers and the Executive in discharging its responsibilities. The Committee is determinedly apolitical and also determinedly independent in coming to its views. It is to be welcomed that those views have been taken seriously by the Executive and have led to the improvement of policies and decisions it has wished to adopt. At its heart, the Committee has secured the best outcome for the Council as a whole.

The spirit of cooperation has been no more evident than in the work on the climate emergency and the resulting action plan. We have also welcomed the excellent work that led to the accounts being prepared on time in 2019, following the difficulties encountered with meeting the statutory deadline in the previous year. Dialogue between members and between the Chair, the Portfolio Holder for Finance, and the Head of Finance, and the Audit and Risk Manager, between meetings, have also contributed to the deeper spirit of cooperation and consultation that I have wished to promote.

Nonetheless, the Committee has also begun to reflect on how it can find time for a more strategic and thematic reflection on the matters for which it is responsible. That reflection was halted by the lockdown in the light of the Covid-19 emergency. It is however a matter to which the Committee will return in order that it can continue to improve the way in which it is able to provide oversight in the interests of the **District's residents.**

I wish to thank the members of the Committee, the officers and all Portfolio Holders for the open and constructive engagement they have brought to our work. And to **express my and the Committee's gratitude to Grant Thornton, our external auditors, for their essential work and for bringing a wider external perspective to the District's financial audits.**

Councillor Jonathan Nicholls

Items considered by the Finance & Audit Scrutiny Committee 2019/20

Audit Items

2019:

Internal Audit Quarter 4 2018/19 Progress Report
Internal Audit Annual Report 2018/19
Annual Governance Statement 2018/19
2018/19 Annual Treasury Management Report
Treasury Management Activity Report for the period 1 October 2018 to 31 March 2019
Anti-Fraud and Corruption Statement 2019-20
Finance – Service Area Update
Statement of Accounts and Audit Findings Report 2018/19
Internal Audit Quarter 1 2019/20 Progress Report
Risk Management Annual Report
National Fraud Initiative Update
Corporate Fraud Update
Treasury Management Activity Report for the period 1 April 2019 to 30 September 2019
Managing Securities in Council Contracts Update Report
Annual Audit Letter 2018/19
Internal Audit Quarter 2 2019/20 Progress Report

2020:

External Audit Progress Report

Scrutiny Items

2019:

Significant Business Risk Register
Update on Action Plan following Review of Closure of Accounts
Finance – Service Area Update
Housing & Property – Service Area Update
Update on Action Plan following Review of Closure of Accounts
Neighbourhood Services – Service Area Update
Pump Room Gardens Restoration Project
Procurement Progress update – annual for financial year 2019/2020
Significant Business Risk Register
Development Portfolio – Service Review
Closure of Accounts Review
Summary of the new Council house programme purchased or constructed since 2015
Environment & Business Portfolio – Service Review
Financial implications of the delayed HQ relocation

2020:

Strategic Leadership / Chief Executive – Service Area Update
Significant Business Risk Register

Routine Items

Review of the Work Programme, Forward Plan and Comments from the Executive

Executive Items Considered by the Committee

(This section details the comments and recommendations made by the Finance & Audit Scrutiny Committee to the Executive on reports being considered by the Executive. The decisions made at the Executive meeting have been detailed if the decision was different to the recommendations in the report.)

9 July 2019:

Commonwealth Games 2022 (CG 2022) – CWLEP funding bid

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Local Football Facilities Projects

The Committee supported the recommendations in the report.

Response from the Executive:

The Portfolio Holder for Culture, Councillor Grainger, thanked the Scrutiny Committee for the very good questions raised ahead of the meeting and proposed the report as laid out.

Project Officers – Cultural Services

The Committee supported the recommendations in the report.

Response from the Executive:

Councillor Grainger, the Portfolio Holder for Culture, reminded Members that there were some very big projects coming forward, and as one project was expected to finish, another one would be coming along.

The recommendations in the report were approved.

WDC Discretionary Housing Payment Policy Review

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Service Area Plans for 2019/20 & Fit For the Future Change Programme Update

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

New contract terms for Internal Health and Safety IT system – AssessNet

The Committee supported the recommendations in the report.

Response from the Executive:

The Portfolio Holder for Health & Community Protection, Councillor Falp, emphasised that the Council was receiving a very good deal and thanked officers for all their hard work in securing this offer.

The recommendations in the report were approved.

Final Accounts 2018/19

The Committee received an addendum to the report that updated the table detailing the significant variations within the general fund so it includes the percentage or variation.

The Finance & Audit Committee noted the report.

Response from the Executive:

The recommendations in the report were approved.

Recording & Broadcasting of Council meetings

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Significant Business Risk Register

The Committee noted the report.

Response from the Executive:

The Significant Business Risk Register attached at Appendix 1 to the report, be noted; and the emerging risks identified in section 10 of the report, were noted

Update on Action Plan following Review of Closure of Accounts

The Committee received a briefing from the Council auditors (Grant Thornton) regarding an emerging issue for the potential increase in pension liability for the Council, as the result of a national case regarding public sector pensions. There is to be a formal conversation with officers on the potential need for the 2018/19 Accounts to be amended to reflect this before they are formally signed off by the Committee and Audit at the end of July.

The Committee took the opportunity to thank officers and Grant Thornton for their work completing the accounts on time.

Response from the Executive:

The recommendations in the report were approved.

Affordable housing purchase – Montague Road, Warwick

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Compulsory Purchase Order – Land at Warwick Road

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

20 August 2019:

Budget Review to 30th June 2019

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Warwick District Leisure Development Programme – Kenilworth Facilities
The Committee supported the recommendations in the report.

Response from the Executive:

In response to a question from Councillors, officers explained that they were aware of the traffic and parking situation at Castle Farm, and this remained a main concern for the development. Officers were committed to involving the local community in the plans as they emerged, at both pre-application stage and through a consultation process.

Councillor Grainger, the Portfolio Holder for Culture, thanked residents, the RKL Group, Councillors and officers for all their hard work and input. She emphasised that there was a need for additional indoor swimming capacity in the District, and that the proposals would benefit a large variety of residents and meet their different needs year-round. The Council had every intention to keep residents involved in the development at Castle Farm as much as possible and as early as possible. Officers produced a very high level piece of work regarding cold water swimming, and that would also be considered.

Councillor Grainger proposed the report as laid out, with the addition of a note **regarding the Council's support should Kenilworth Town Council wish to bring forward any proposals for a lido.**

Relocation of Kenilworth School

The Committee supported the recommendations in the report, with a request that the Deputy Chief Executive (AJ) will request of ARUP, the developers, a clear description of the building design standards they are working towards, in **view of the District's Climate Emergency.**

Response from the Executive:

In response to the comments received from the Finance & Audit Scrutiny Committee, the Portfolio Holder for Development Services, Councillor Cooke, proposed the report as laid out, subject to an additional recommendation 2.4, to read: ***"2.4 That Executive recognises the need to make the scheme deliverable and supports the ambitions of the school, however, it would like some reassurance regarding the building design standards and requests that a meeting be arranged with the Portfolio Holders for Environment & Business and Development Services and the trustees of the school."***

Risk Management Annual Report 2018/19

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Update on Action Plan following Review of Closure of Accounts

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

2nd Warwick Sea Scouts

The Committee supported the recommendations in the report. Further details were provided in the confidential Summary of Comments.

Response from the Executive:

The recommendations in the report were approved. Further details were provided in the confidential minutes of the Executive meeting.

PSP Warwick Limited Liability Partnership

The Committee supported the recommendations in the report. Further details were provided in the confidential Summary of Comments.

Response from the Executive:

The recommendations in the report were approved. Further details were provided in the confidential minutes of the Executive meeting.

26 September 2019:

Fees and Charges

The Committee noted that Everyone Active had 18 core prices on which they had held the price of 7 last year and had informally indicated that 4 of these would be held again this year. It was also noted that officers would seek a contract amendment, with Everyone Active, so that the proposed fees could be considered earlier.

Response from the Executive:

The recommendations in the report were approved.

Significant Business Risk Register

The Committee noted the report.

Response from the Executive:

The recommendations in the report were approved.

Affordable Housing Purchase – Spring Lane, Radford Semele

The Finance & Audit Committee noted the report and that the scheme is self-funding.

For the sake of clarity, the Committee requested a report at its next meeting to confirm the number of new Council houses, purchased or constructed since 2015, the cost of these and the money available within the HRA budget for such projects. The report should also detail the number of house types (i.e. social, affordable, or shared ownership) within each scheme.

The Committee also took the opportunity to thank Mr Bruno for his work with the Council and wished him well for the future.

Response from the Executive:

The recommendations in the report were approved.

Regeneration of the Leper Hospital Site, Saltisford, Birmingham Road, Warwick (St **Michael's Chapel and Master House**)

The Committee noted the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Catering & Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – update report

The Committee noted the recommendation and that they would like to see a report following the first year of trading of the new arrangements.

Response from the Executive:

The recommendations in the report were approved.

12 November 2019:

Housing Services Redesign – Additional Budget Requirement

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Budget Review to 30 September 2019 and Other Financial Matters

The Committee supported the recommendations in the report.

Response from the Executive:

Councillor Hales, the Portfolio Holder for Finance, passed his thanks to Members of the Finance & Audit Scrutiny Committee and thanked Councillor Nicholls, the Chairman, for his hard work.

Council Tax Reduction Scheme 2020-2021

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Climate Change Emergency Action Plan Update

The Committee supported the recommendations in the report.

Response from the Executive:

Councillor Rhead, the Portfolio Holder for Environment and Business, emphasised that the report was only the very beginning of this work, and that Members would need to make a great resolve and prioritise this project in spite of the cost involved, details of which would be brought forward to the Executive in February 2020. He thanked the Scrutiny Committees for their very valuable work and then proposed the recommendations in the report and addendum as laid out.

Relocation of Kenilworth Wardens

The Committee supported the recommendations in the report but noted the risks concerning the possible sustainability and long term financial stability of Kenilworth Wardens Limited and asked the Executive that these risks be looked at carefully in the future.

Response from the Executive:

The Executive asked the Deputy Chief Executive (AJ) to seek reassurance from Kenilworth Wardens Limited regarding its governance arrangements, in particular, regarding the risks concerning the possible sustainability and long term financial stability of Kenilworth Wardens Limited.

Creative Quarter – Conclusion of Phase 1 and next steps

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Review of Final Accounts 2018/19

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Asset Management Strategy

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

17 December 2019:

Council Loans Policy

The Committee suggested to Executive that (1) they amend the Policy so that Officers can refuse loan requests that do not meet the criteria; (2) the policy clearly states it is for capital schemes only; and (3) there were some minor wording amendments that the Deputy Chief Executive would feedback to the Executive.

Response from the Executive:

Councillor Hales, the Portfolio Holder for Finance, accepted the suggestions from the Finance and Audit Scrutiny Committee and asked officers to include these changes in the final draft of the proposal. He thanked Councillor Nicholls, Councillor Syson and officers for all their work on this project and proposed a report as laid out.

General Fund Base Budgets 2020/21

The Committee noted the report and the addendum with regard to Shakespeare England.

Response from the Executive:

The recommendations in the report were approved.

Housing Revenue Account (HRA) Base Budgets 2020/21

Committee noted the report and that paragraph 8.2.4 is included by error and should not be considered.

Response from the Executive:

Councillor Matecki proposed the report as laid out, subject to the removal of paragraph 8.2.2 in the report.

Rural/Urban Capital Improvement Scheme (RUCIS) Changes

The Committee noted the report.

Response from the Executive:

Councillor Grainger thanked the Finance team for bringing the report forward and emphasised that the Overview and Scrutiny Committee would continue to play a big role in making sure that the funds were distributed evenly in both rural and urban areas.

Councillor Hales, the Portfolio Holder for Finance, proposed the report as laid out.

Relocation of Kenilworth School – playing pitch strategy and land purchase

The Committee were appreciative of the assurances from the Deputy Chief Executive in respect of the current governance structure for the project and the opportunities this project provided for the Council. The Committee noted the report.

Response from the Executive:

The recommendations in the report were approved.

Finance Systems Replacement

The Finance & Audit Scrutiny Committee supported the recommendations in the report and recommended to the Executive that a non-Executive member should be on the Project Board for the report.

Response from the Executive:

Councillor Hales, the Portfolio Holder for Finance, supported the recommendation from the Finance and Audit Scrutiny Committee and proposed the report as laid out, subject to an additional recommendation **2.3 to read, "a non-Executive Member be appointed on the Project Board for the report"**.

Acquisitions and Disposals of Land and Property North of Gallows Hill, Warwick District Council

The Committee noted the report and that there was a known error with current Land Registry Certificate that Officers were in the process of resolving.

Response from the Executive:

The recommendations in the report were approved.

11 February 2020:

2020/21 General Fund Budget and Council Tax

The Committee noted the contents of the reports but had concerns about how the work on Climate Change Action Plan will be funded if the proposed increase does not get approved and in what time scale the changes proposed would occur.

They noted the intense programme to bring proposals forward to mitigate the budget deficit that are set within the Medium Term Financial Strategy. Therefore, the use of the business rate volatility deficit as a one off use up to 2022/23.

They also noted it would be very important for Scrutiny and all Councillors to ensure if the Climate Action Fund is not used for works other than the action plan agreed by Council and to ensure this was communicated to the public.

The Committee recommends to the Executive that the cost of the referendum comes from the new homes bonus and the proposed allocation to the service transformation reserve for the next year is reduced by the same amount.

The Committee had concerns with the cost of the climate change programme director role being funded from the ring fenced climate change emergency because the original position was for this to be paid from the new homes bonus and this could be a cause of concern for the general public if a referendum was to take place. The Committee asked the Executive to check that it was comfortable with the proposed funding for the role and if it was not a correct use of the climate change emergency how would the post be funded without impacting on projects across the Council proposed within the new homes bonus funding plan.

The Committee asked for details to be circulated of how the Planning Appeals Reserves was calculated for future years.

Response from the Executive:

On behalf of the Executive and in answer to the recommendation from the Finance & Audit Scrutiny Committee and questions from the Group Leaders, Councillor Day advised that it had always been the Executive's view that the cost of the referendum should come from the New Homes Bonus. He thanked the Finance & Audit Scrutiny Committee for the comments made and for noticing this error in the report.

In answer to the concerns raised by the Finance & Audit Scrutiny Committee, the Chief Executive reminded Members that when the Programme Director for Climate Change role was initially proposed, the intention had been to fund it from the New Homes Bonus. However, in the meantime, further proposals were made in relation to the council tax referendum. The Chief Executive reminded Members that the new post was specifically for climate change.

Councillor Hales, the Portfolio Holder for Finance, thanked Councillor Nicholls for his comments and support. He reminded Members of the significant savings that the Council would need to make over the coming years. He then proposed the report, subject to the amendments in the addendum and following changes:

- a) the amendment proposed by Finance & Audit Scrutiny Committee, that the cost of the referendum should come from the New Homes Bonus and the proposed allocation to the service transformation reserve for the next year should be reduced by the same amount; and
- b) an amendment to fund the Programme Director for Climate Change role for 2020/21 financial year from the New Homes Bonus and the proposed allocation to the service transformation reserve for the next year should be reduced by the same amount.

Housing Revenue Account (HRA) Budget 2020/21 and Housing Rents
The Committee noted the report.

Response from the Executive:

The recommendations in the report were approved.

Warwick District Climate Emergency Action Programme

The Committee supported the recommendations in the report and thanked officers involved for the hard work in bringing the report forward.

Response from the Executive:

Councillors Falp, Grainger, Hales and Matecki emphasised the benefits of the cross-party collaboration and thanked officers and the Portfolio Holder for what had been achieved in a short period of time.

Councillor Rhead, the Portfolio Holder for Environment and Business, saw this as the most important decision taken in his years of service as a District Councillor, and emphasised how essential it was to develop a good communications strategy. He then proposed the report as laid out.

Discretionary business rates relief as a tool for business growth and inward investment

The Committee supported the recommendation in the report.

Response from the Executive:

The recommendations in the report were approved.

Significant Business Risk Register

The Committee asked for the Executive to review Risk 16 for climate change, in light of the declared climate change emergency and associated report, because it has risk score of a low likelihood and low impact.

The Committee asked that in future Risk Registers should show an indicative timeframe for completion of actions listed within the mitigation.

Response from the Executive:

Councillor Day welcomed the comments from the Finance & Audit Scrutiny Committee especially regarding Risk 16, and asked that this be changed with immediate effect. He then proposed the report as laid out.

Purchase of Land for Affordable Housing – Europa Way, Warwick

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved.

Overview & Scrutiny Committee End of Term Report 2019/20

Chair's Introduction

Traditionally, scrutiny provides the main opportunity for opposition members to **influence the administration's policies. However, this year, there has been a much more collaborative approach.** This was particularly evident regarding the **Climate Emergency actions, which have been a major part of the council's developmental work.** With all parties involved in the Climate Emergency Working Party, scrutiny has focused on detail and implementation rather than the overall direction of travel.

This collaborative approach was also evident by Executive seriously engaging with **scrutiny's comments and recommendations (see below); almost always they either agreed the recommendations or decided on sensible alternative actions.** Also, not in the summary below, are the numerous questions raised by groups calling-in executive items that led to changes to reports prior to the scrutiny meetings. Although active and engaged during meetings, I would have preferred more items called in by members of the administration.

During the year, I've become aware of the desirability of several procedural changes. These include greater transparency regarding public speaking to the committee. I welcome involvement from members of the public as they may have expertise and can provide powerful testimony. The anti-Semitism discussion on 11th February was greatly helped in this way. Similarly, on 20th August a carer of a wheelchair user graphically described **the challenges facing disabled users of the council's public conveniences.** With committee services and the chair of F&A, we have agreed that residents need to request to speak by noon the previous day; but I would like this to be known more widely. Going forwards, for contentious issues, O&S may proactively wish to seek opposing views from residents. In the first few meetings there were very late adjustments to the proposed order of agenda items. Again, with committee services and the F&S chair, this has been tightened.

Unlike most recent years, O&S did not form any task and finish groups; it did not seem appropriate for O&S to initiate further developments with the substantial additional work required of officers associated with the Climate Emergency. Now with COVID-19 dominating all our lives, the task of scrutiny over the next few months **appears to be to focus on the council's response to various aspects of the pandemic as well as addressing the climate emergency.** This is a substantial task as: the council is rapidly adopting new ways of working; some council officers are under immense pressure; and the council is preparing for post COVID-19 recovery including major projects of its own.

At the start of the year, all parties agreed to consider changing governance **arrangements to enable greater involvement of 'backbench' members in determining council policy.** This would have a major impact on O&S going forwards. However, various reasons including the general election delayed these discussions, so formal implementation cannot be before May 2021. **In the year up to that date, I'm keen that shadow portfolio groups have greater scrutiny roles and that O&S takes a more strategic approach focussing on major issues.**

Cont....

I would like to thank all officers who have supported O&S and guided me through the required procedures. Also thanks go to the officers and portfolio holders who have presented written evidence and spoken to the committee. Their careful engagement and willingness to consider alternatives have made this a productive year.

Councillor Ian Davison

Items considered by Overview & Scrutiny Committee 2019/20

Overview & Scrutiny Work Programme Items

2019:

Health Scrutiny Sub-Committee

Affordable Housing Delivery

Review of Council's Sustainability and Climate Change Approach

Finance – Service Area Update

Review of Night Noise Service

Review of Housing Services – Service Area Update

Shared Environmental Enforcement with Rugby Borough Council

Public Convenience Review Timetable

Neighbourhood Services – Service Review

Development Portfolio – Service Review

Summary of the role, responsibilities and performance of the South Warwickshire

Community Safety Partnership (SWCSP)

Green Space Quality Audit

Environment and Business Portfolio – Service Review

Update on the **Council's Brexit Preparations**

Review of Health Scrutiny Sub-Committee 2018/19

2020:

Chief Executive's Office – Service Area Review

Routine Items

Review of the Work Programme, Forward Plan and Comments from the Executive

Executive Items Considered by the Committee

(This section details the comments and recommendations made by the Overview & Scrutiny Committee to the Executive on reports being considered by the Executive. The decisions made at the Executive meeting have been detailed if the decision was different to the recommendations in the report.)

9 July 2019:

Affordable housing purchase – Montague Road, Warwick

The Committee welcomed the report for a number of reasons but primarily because it was a way of achieving a reduction in the Council's **waiting list**.

WDC Discretionary Housing Payment Policy Review

The Committee supported the recommendations in the report.

Plastic Free Resolution for Leamington & Warwick and plastics Policy Update

The Committee welcomed the report and supported the recommendation and urged that speedy progress be made to go further. The Committee also **recommended that the words "plastic free" were replaced with "single-use plastic free"**.

Response from the Executive:

The recommendation from the Overview & Scrutiny Committee to replace the words "plastic free" with "single-use plastic free" was rejected. Instead, an additional recommendation was approved, to read *"authority is delegated to the Head of Health & Community Protection in consultation with the Portfolio Holders for Health & Community Protection and Business & Environment, and Chair of the Overview & Scrutiny Committee to agree on a suitable re-wording."*

This was because the proposal from the Committee would have required significant changes to the report and instead, this additional recommendation would enable a dialogue to take place in order to ensure the aim was achieved.

Commonwealth Games 2022 (CG 2022) – CWLEP funding bid

The Committee welcomed the report and supported the recommendations.

20 August 2019:

Warwick District Leisure Development Programme – Kenilworth Facilities

A motion to support the recommendations in the report resulted in a tied vote, with the Chair using his casting vote to abstain. With no further motion forthcoming, the Committee noted the report.

Response from the Executive:

The recommendations in the report were approved.

Note: The Executive would support and encourage Kenilworth Town Council if it was minded to consider putting forward a proposal for an outdoor lido in Kenilworth.

Newbold Comyn – Update and Approach to Engagement plus confidential Appendices

The Committee unanimously supported the recommendations in the report.

Response from the Executive:

The recommendations in the report were approved, subject to an amendment to recommendation 2.1 in the report, to add at the end of the sentence **"to deliver the greatest public benefit"**.

26 September 2019:

Draft Business Strategy 2019-2023

The Committee noted the report. It was felt that this was a positive, high level report and that more details would be required.

Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – Update Report

The Committee noted the report

Fees and Charges 2020/21

The Committee did not scrutinise the report, other than the pest control charges in appendix A (page 39 in the report). The Committee asked the

Portfolio Holder to confirm that the charging reductions applied for mice infestation would also apply to the new charge for rat infestation.

If this was not the case, the Committee formally recommended to the Executive that the reductions should be applied.

Charges for Lifeline services – new tenants of designated properties
The Committee supported the recommendation in the report.

Response from the Executive:

Recommendation 2.1 in the report was approved. Recommendation 2.2 had been withdrawn prior to the meeting.

Affordable Housing Purchase – Spring Lane, Radford Semele

The Committee supported the recommendations in the report and recommended that the Council determined the costs involved to improve the EPC energy rating to category A.

Regeneration of the Leper Hospital Site, Saltisford, Birmingham Road, Warwick (St Michael's Chapel and Master's House)

The Committee supported the recommendations in the report but recommended that the Council determined if energy efficiency improvements could be made and whether there would be ways to recover the costs of this.

Project Initiation Document for the replacement of various software

The Committee supported the recommendations in the report. The Committee recommended that the Project Manager referred to in 2.2 should review the PID and advise how the Overview & Scrutiny Committee could assist the Project Board through an oversight role.

Response from the Executive:

The Executive endorsed the recommendation of Overview & Scrutiny Committee as they recognised this would be a key project and the skills the Committee had would add value to the project.

The recommendations in the report were approved and along with the recommendation from Overview & Scrutiny Committee

12 November 2019:

Further technical work relating to Land East of Kenilworth Development

The Committee supported the recommendations. With the support of the Portfolio Holder, the Committee asked that when the additional highway study was completed if the view of the Head of Development Service was that further public consultation was not required, this should be a matter that the Executive took to enable public scrutiny of the decision.

Response from the Executive:

The recommendations in the report were approved, subject to an amendment to recommendation 2.3, to add at the end of the sentence: ***"but if the decision is not to proceed to consultation, a further report will be presented to Executive setting out the reasons and seeking approval for the Design Brief to be confirmed as currently written."***

Supplementary Planning Documents (SPDs) – Request to Consult

The Committee noted the report.

Housing Services Redesign – Additional Budget Requirement

The Committee noted the report and agreed that their monitoring of service benefit would be via the annual Portfolio Holder report to the Scrutiny Committee.

Climate Change Emergency Action Plan Update

The Committee welcomed the report on the initial work, the steps being taken and the proposed action plan. The Committee asked the Executive to arrange a presentation to all Councillors on the work being undertaken and proposed when the action plan came forward.

Response from the Executive:

The recommendations in the report and addendum were approved. The Executive accepted the comment from Overview & Scrutiny Committee to add recommendation 2.13, to read: ***"A presentation to all Councillors be arranged at a suitable date on the work being undertaken when the action plan comes forward"***.

Creative Quarter – Conclusion of Phase 1 and next steps

The Committee unanimously supported the recommendations in the report.

Affordable Housing SPD

The Committee noted the report.

Response from the Executive:

The recommendations in the report were approved, subject to an amendment **to recommendation 2.1 to replace "for an eight-week public consultation" with "for a twelve-week public consultation"**.

17 December 2019:

Finance Systems Replacement

The Committee supported the recommendations in the report.

Response from the Executive:

The recommendation from the Finance & Audit Scrutiny Committee was approved. The recommendations in the report were approved, subject to an additional recommendation 2.3 (recommended by F&A) to read, **"a non-Executive Member be appointed on the Project Board for the report"**.

11 February 2020:

Adopting a Definition of Anti-Semitism

The Committee supported the recommendation in the report and recommended that the following two caveats be included in the definition of Anti-Semitism:

1. It is not Anti-Semitic to criticise the Government of Israel, without additional evidence to suggest Anti-Semitic intent; and
2. It is not Anti-Semitic to hold the Israeli Government to the same standards as other liberal democracies, or to take a particular interest in

the Israeli Government's policies or actions, without additional evidence to suggest Anti-Semitic intent.

Response from the Executive:

The Executive approved the recommendations in the report but included the two caveats in the definition recommended by Overview & Scrutiny Committee.

Warwick District Climate Emergency Action Programme

The Committee supported the recommendations in the report and urged the Executive to progress them."

Items considered by Health Scrutiny Sub-Committee 2019/20

Health Scrutiny Work Programme Items

2019:

Refreshed Health and Wellbeing Action Plan 2019-20

Review of Health Scrutiny Sub-Committee 2018/19

Annual Status Report – Air Quality Management

2020:

Health and Wellbeing Aspects in Private Sector Housing

Physical Activity Promotion and Development

Routine Items

Review of the Work Programme and Forward Plan

Health & Wellbeing Outside Bodies Updates (Standing Agenda Items):

- Warwickshire County Council Adult Social Care & Health Overview & Scrutiny Committee; and
- Warwickshire County Council Health & Wellbeing Board

Finance and Audit Scrutiny Committee WORK PROGRAMME

17 March 2020

Title	Audit Item or Scrutiny Item	Format	Lead Officer/ Councillor	Next report date if applicable	Completion date
Internal Audit Quarter 3 2019/20 Progress Report	Audit	Written report followed by Q&A	Richard Barr		Quarterly
Health & Community Protection – Service Area Update	Scrutiny	Written report followed by Q&A	Marianne Rolfe / PH H&CP		Annually
Internal Audit Strategic Plan (2020/21 to 2022/23 plan)	Audit	Written report followed by Q&A	Richard Barr		Annually

21 April 2020

Title	Audit Item or Scrutiny Item	Format	Lead Officer/ Councillor	Next report date if applicable	Completion date
Procurement full year review	Scrutiny	Written report followed by Q&A	Becky Reading		
Culture – Service Area Update	Scrutiny	Written report followed by Q&A	Rose Winship / PH Culture		Annually
Significant Business Risk Register	Scrutiny	Item on the Executive agenda	Richard Barr / Cllr Day		

8 July 2020

Title	Audit Item or Scrutiny Item	Format	Lead Officer/ Councillor	Next report date if applicable	Completion date
Risk Register, Contracts and Budgets Review - Finance	Audit	Written report followed by Q&A	Mike Snow / Cllr Day		

19 August 2020

Title	Audit Item or Scrutiny Item	Format	Lead Officer/ Councillor	Next report date if applicable	Completion date
External Audit Findings Report	Audit	Written report followed by Q&A	Mike Snow / Cllr Hales		
Statement of Accounts 2019/20	Audit	Written report followed by Q&A	Andrew Rollins / Cllr Hales		
TM Half Year Review (October to March 2020)	Audit	Written report followed by Q&A	Richard Wilson / Cllr Hales		
Treasury Management Annual report	Audit	Written report followed by Q&A	Richard Wilson / Cllr Hales		
IA Quarter 1 Progress Report	Audit	Written report followed by Q&A	Richard Barr / Cllr Hales		
Anti-Fraud and Corruption Statement	Audit	Written report followed by Q&A	Richard Barr /Cllr Hales		

29 September 2020

Title	Audit Item or Scrutiny Item	Format	Lead Officer/ Councillor	Next report date if applicable	Completion date
Procurement Strategy half year update	Audit	Written report followed by Q&A	Becky Reading / Cllr Hales		
AGS Quarter 1 Action Plan Report	Audit	Written report followed by Q&A	Richard Barr / Andrew Day		

10 November 2020

Title	Audit Item or Scrutiny Item	Format	Lead Officer/ Councillor	Next report date if applicable	Completion date
NFI Update	Audit	Written report followed by Q&A	Richard Barr / Cllr Hales		
Corporate Fraud Update	Audit	Written report followed by Q&A	Andrew Wyatt / Cllr Hales		
TM Half Year Review	Audit	Written report followed by Q&A	Richard Wilson /Cllr Hales		
Use of Parent Companies Update Report	Audit	Written report followed by Q&A	Mike Snow / Cllr Hales		

8 December 2020

Title	Audit Item or Scrutiny Item	Format	Lead Officer/ Councillor	Next report date if applicable	Completion date
Internal Audit Quarter 2 Progress Report	Audit	Written report followed by Q&A	Richard Barr / Cllr Hales		
AGS Quarter 2 Action Plan Report	Audit	Written report followed by Q&A	Richard Barr / Cllr Day		

16 March 2021

Title	Audit Item or Scrutiny Item	Format	Lead Officer/ Councillor	Next report date if applicable	Completion date
IA Quarter 3 Progress Report	Audit	Written report followed by Q&A	Richard Barr / Cllr Hales		
AGS Quarter 3 Action Plan Report	Audit	Written report followed by Q&A	Richard Barr / Cllr Day		
IA Strategic Plan (2021/22 to 2023/24 plan)	Audit	Written report followed by Q&A	Richard Barr / Cllr Hales		

20 April 2021

Title	Audit Item or Scrutiny Item	Format	Lead Officer/ Councillor	Next report date if applicable	Completion date
Procurement full year review	Audit	Written report followed by Q&A	Becky Reading / Cllr Hales		

Portfolio Holder Update Order
Finance & Business
Housing & Property
Culture & Neighbourhood
Development Services
Environment
Strategic Leadership
Health & Community Protection

17 March 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Fuel Poverty Call-in Executive report	26 June 2018	Call in of report going to Executive	Alice Ellis / Marianne Rolfe / Lisa Barker			
Update on plans to improve accessibility to, and the condition/cleanliness of, toilets for people living with disabilities subsequent to presentation of plan at September 2019 O&S	26 September 2019	Briefing Note	Graham Folkes-Skinner			
Vision & Strategy for Leamington town centre annual update and progress on Action Plan.	2 April 2019	Written Report	Phillip Clarke		12 months	Annual Report
Health & Community Protection – Service Area Update	Annual item	Written Report	Marianne Rolfe / PH H&CP		12 months	Annual Report

21 April 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Members' Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		Last O&S meeting of the Municipal Year	Annual Report
Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones		Last O&S meeting of the Municipal Year	Annual Report
Overview and Scrutiny Committee End of Term Report (At the meeting, O&S Members to confirm how effective the work they have done has been and what could help improve effectiveness)	Standing Annual Item	O&S Report for Executive	Committee Services Officer		Last O&S meeting of the Municipal Year	Annual Report
Children's and Adults' Safeguarding Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker		Last O&S meeting of the Municipal Year	Annual Report

Appendix 4 – O& S Work Programme

Update on Health & Community Protection and Finance Systems Replacements if appropriate	O&S 17 December 2019	Written Report	Keith Eales Councillors Hales and Falp			
Update on Council's Brexit Preparations with a focus on "People" e.g.: Risks on the register with "red" status; Hate Crimes and "Prevent"; Issues with Entitlement to settled status. Account for "no trade deal" and "with trade deal" as appropriate.	O&S 17 December 2019	Written Report	Andrew Jones / Marianne Rolfe / Councillor Falp			
Culture – Service Area Update	Annual item	Written Report	Rose Winship / PH Culture		12 months	Annual Report

7 July 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Progress report on HEART service subsequent to last report 2 April 2019	2 April 2019	Written report				
Update on the adoption of a Plastics Policy – progress with the policy and the difference it has made; future plans	9 July 2019	Written report	Alice Ellis			
Annual Review of Council's Sustainability and Climate Change Approach	9 July 2019	Written report	Alice Ellis		July 2021	Annual Report

18 August 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Update on the Night Noise Service – Marianne Rolfe	20 August 2019	Written report	Marianne Rolfe			
Decide if an update is required at the next meeting on the Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – David Guilding/Phil Clarke	26 September 2019	Not applicable	David Guilding / Philip Clarke			

29 September 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual update from Shakespeare's England to include KPIs for the District Council's area and what has been done. <i>The Committee does not want a presentation at the meeting; this year it simply would like the report and it will feed back comments at the meeting.</i>	29 August 2018	Written Report	PH Business / Martin O'Neill		12 months	Annual Report
Shared Environmental Enforcement with Rugby Borough Council update	26 September 2019	Written Report	Rob Hood to advise			
Fees and Charges – check with the Shadow Portfolio Holder H & CP to see if the fees and charges pest control are working. If they are not, call in.	26 September 2019					

10 November 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written report	Marianne Rolfe		November 2021	Annual Report

8 December 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Review of the Health Scrutiny Sub-Committee	17 December 2019	Written report	Marianne Rolfe			

9 February 2021

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date

16 March 2021

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date

20 April 2021

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		Last O&S meeting of the Municipal Year	Annual Report
Members' Annual Feedback on Outside Appointments / Annual review of membership / participation of Outside Bodies (Includes short synopsis on Working Parties and Forums and Champions, excluding Children's and Adults' Safeguarding Champions)	Standing Annual Item	Written Report	Deputy Chief Executive (AJ) and Democratic Services		Last O&S meeting of the Municipal Year	Annual Report
Children's and Adults' Safeguarding Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker		Last O&S meeting of the Municipal Year	Annual Report

TBA

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Reviewing the success of the Rugby trial and the way forward	25 September 2018	Written Report	Gary Charlton			
<p>Emergency Planning in light of Grenfell Tower and other major incidents</p> <p>(To include:</p> <ul style="list-style-type: none"> • What this Council has done, • Capacity • Staff Learning) 	27 June 2017 (June 2019 – Following a request from H&CP, the Chairman agreed that this could be moved to TBA since the Council has already implemented fire safety measures and reports have been given on these. When the Grenfell report is published, it will be seen if there are recommendations the Council should still consider.)	Written Report	Marianne Rolfe			

Portfolio Holder Update Order	
Finance & Business	
Housing & Property	With a focus on the impact of the revised Housing Services Management structure and additional resources approved in November 2019
Culture & Neighbourhood	With the agreed format for the Green Spaces Quality Audit agreed 12/2019
Development Services	
Environment	
Strategic Leadership	
Health & Community Protection	



Warwick District Council Forward Plan
July 2020
Councillor Andrew Day
Leader of the Executive

The Forward Plan is a list of all the Key Decisions which will be taken by the Executive up to the next twelve months. The Warwick District Council definition of a key decision is: a decision which has a significant impact or effect on two or more Wards and/or a budgetary effect of £50,000 or more.

Whilst the majority of the Executive's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private. This is because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those items which are proposed to be considered in private are marked as such along with the reason for the exclusion in the list below.

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively, you can phone the contact officer on (01926) 456114. If your comments are to be referred to in the report to the Executive or Committee, they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

Section 1 – The Forward Plan July 2020 to March 2021

13 July 2020

Topic and Reference	Purpose of Report	Key Decision?	Date of Executive Meeting	Agenda Publication Date	Contact Officer & Portfolio Holder	External Consultees, Consultation Method or Background Papers/Last time considered by Executive & Minute Number
Project Funding for the Leisure Development Programme (Ref 1,132)	To request additional funding to cover project costs for the Leisure Development Programme	Yes	13/07/2020	29/06/2020	Paddy Herlihy; Cllr Grainger	Last considered at Executive on 21 August 2019
Adoptions of SPD (Ref 1,083)	To note the results of public consultation and adopt the final Affordable Housing and Developer Contributions SPDs	Yes	18/3/2020 Reason 4 13/7/2020	29/06/2020	David Butler & Tony Ward; Cllr Cooke	
Review of Significant Business Risk Register (Ref 1,051)	To inform Members of the Significant Risks to the Council	Yes	13/7/2020	29/06/2020	Richard Barr; Cllr Day	
Final Accounts 2019/20 (Ref 1,136)	To report on the Council's outturn position for both revenue and capital	Yes	13/7/2020	29/06/2020	Andrew Rollins; Cllr Hales	

24 August 2020

Topic and Reference	Purpose of Report	Key Decision?	Date of Executive Meeting	Agenda Publication Date	Contact Officer & Portfolio Holder	External Consultees, Consultation Method or Background Papers/Last time considered by Executive & Minute Number
Purchase of Footbridge providing access to land purchased at 1 Warwick St. Royal Leamington Spa (Ref 1,134)	Executive of 3rd April 2019 requested that this matter be brought back once further information was available around the possible purchase of the footbridge currently in the ownership of the Crown Estate that provides access to the land purchased by the Council.	No	03/04/2019 Reason 3 24/08/2020	10/08/2020	Graham Tomlinson; Cllr Matecki	
Community Stadium and related projects update (Ref 1,014)	To update Members on progress on the development of the community stadium and related projects on the site to the north of Gallows Hill and elsewhere in the District. It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of any particular	Yes	21/8/2019 3/10/2019 Reason: 3 13/11/2019 Reason 5 18/12/19 12/2/2020 Reason: 3 18/3/2020 Reason 5 24/08/2020	10/08/2020	Paddy Herlihy/ Chris Elliot; Cllr Matecki	

Topic and Reference	Purpose of Report	Key Decision?	Date of Executive Meeting	Agenda Publication Date	Contact Officer & Portfolio Holder	External Consultees, Consultation Method or Background Papers/Last time considered by Executive & Minute Number
	person (including the authority holding that information)					
Minimum Energy Efficiency Standards (Ref 1,124)	Implement Legislation	Yes	24/8/2020	10/08/2020	Mark Lingard; Cllr Matecki	
Article 4 Direction for Sherbourne Conservation Area (Ref 1,127)	To seek approval from Executive to make an immediate Direction under Article 4 (2) of the Town and Country Planning (General Permitted Development) (England) Order 2015 resulting in the removal of certain permitted development rights. A further report will be submitted within 6 months of the service of the Notice recording public consultation and recommending confirmation or not of the Direction.	No	24/8/2020	10/08/2020	Robert Dawson; Cllrs Cooke & Rhead	This report seeks consent to serve notice on properties affected by the Direction and to invite public consultation.
Minor Amendment to the Canal Conservation Area (Ref 1,125)	To seek authority from Executive to remove a property, known as Clinton House, and its curtilage from the Canal Conservation Area on the grounds that the property is not of special architectural or historic	No	22/4/2020 24/8/2020	10/08/2020	Robert Dawson; Cllrs Cooke and Rhead	Consultation on the amendment has been undertaken over a period of 2 weeks, with registered interests, local people, Lapworth Parish Council, the Canal & River Trust, Historic England, and others with an

Topic and Reference	Purpose of Report	Key Decision?	Date of Executive Meeting	Agenda Publication Date	Contact Officer & Portfolio Holder	External Consultees, Consultation Method or Background Papers/Last time considered by Executive & Minute Number
	interest to merit designation					interest and knowledge of the relevant history.
Annual Treasury Management 2019/20 (Ref 1,139)	Statutory requirement for Council to approve the Annual Treasury management report before 30 September of the following financial year	No	24/08/2020	10/08/2020	Richard Wilson; Cllr Hales	
Treasury Management Activity Report for the period 1 October 2019 to 31 March 2020 (Ref 1,140)	To report the 6 month treasury management activity in accordance with the Council's Treasury Management Practices	No	24/08/2020	10/08/2020	Karen Allison/Richard Wilson; Cllr Hales	

30 September 2020

Topic and Reference	Purpose of Report	Key Decision?	Date of Executive Meeting	Agenda Publication Date	Contact Officer & Portfolio Holder	External Consultees, Consultation Method or Background Papers/Last time considered by Executive & Minute Number
Review of Significant Business Risk Register (Ref 1,137)	To inform Members of the Significant Risks to the Council	Yes	30/9/2020	22/09/2020	Richard Barr; Cllr Day	
Fees and charges (Ref 1,138)	To propose the level of Fees and Charges to be levied from January 2021	Yes	30/8/2020	22/09/2020	TBC; Cllr Hales	

9 December 2020

Topic and Reference	Purpose of Report	Key Decision?	Date of Executive Meeting	Agenda Publication Date	Contact Officer & Portfolio Holder	External Consultees, Consultation Method or Background Papers/Last time considered by Executive & Minute Number
Housing Strategy 2020-2025 (Ref 1,135)	To allow Executive to examine the draft Housing Strategy	Yes	9/12/2020	1/12/2020	Graham Tomlinson; Cllr Matecki	

Section 2 – Key decisions to be considered by the Executive without a confirmed date

Topic and Reference	Purpose of Report	Key Decision?	Contact Officer & Portfolio Holder	History of Committee Dates and Reason code for deferment	External Consultees, Consultation Method or Background Papers	Request for attendance by Committee
HQ Relocation Project – Next steps (Ref 801)	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for commencement of the phase 2 delivery works. It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes	Bill Hunt; Cllrs Day, Hales, Cooke, Rhead, Grainger	26/07/2017 Reason 3 28/11/2018 Reasons: 1&3 9/1/2019 Reason: 3 6/2/2019 Reason: 3 6/3/2019 Reasons: 1&4 10/7/2019 Reason: 3		

Topic and Reference	Purpose of Report	Key Decision?	Contact Officer & Portfolio Holder	History of Committee Dates and Reason code for deferment	External Consultees, Consultation Method or Background Papers	Request for attendance by Committee
District Network heating (Ref 1,041)	To update on findings of the feasibility study and seek permission to progress to the project further	Yes	Marianne Rolfe; Cllrs Falp & Rhead			
Replacement of rural street lighting bulbs with LED replacements (Ref 1,053)	To recommend the phased replacement of existing rural street lighting bulbs with energy efficient LED units	Yes	Steve Partner; Cllr Matecki	18/12/2019		
Homeless Support Services Review (Ref 1,032)	To consider the merits of making the Direct Access Hostel for Rough sleepers permanent and provision of support and Move on accommodation in the event the MHCLG funding ceases on 31 March 2020	Yes	Elaine Wallace; Cllr Matecki	3/10/2019 13/11/2019 Reason: 2	Community Safety Team and Warwickshire Police	
Proposed amendments to the s106 agreement to affordable housing clauses (Ref 1,100)	To seek approval for the amendment to the s106 agreement in relation to mortgagee in possession clauses to enable Registered Providers to maximise their borrowing with lenders	Yes	Sally Kelsall; Cllr Matecki			
Assessments and appraisals a proposal for housing delivery – Kenilworth (Ref 1,119)	To request the drawdown of funds to commission reports and appraisals working toward a planning proposal. It is anticipated that part or all of this item will be considered in private by virtue of Schedule	Yes	Hayley Smith/Sally Kelsall; Cllr Matecki	18/3/2020 Reason: 3		

Topic and Reference	Purpose of Report	Key Decision?	Contact Officer & Portfolio Holder	History of Committee Dates and Reason code for deferment	External Consultees, Consultation Method or Background Papers	Request for attendance by Committee
	12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)					
Developing a masterplan and investment strategy for St Nicholas Park and Myton Fields (Ref 1,082)	To seek Executive approval for officers to develop a masterplan and strategy for St Nicholas Park and Myton Fields	Yes	Paul Garrison; Cllr Grainger			Many stakeholders to be identified for consultation.
Fuel Poverty Strategy (Ref 1,103)	To provide Executive with the Fuel Poverty Strategy for consideration prior to consultation	Yes	Alice Ellis; Cllr Rhead	12/2/2020 Reason 5 18/3/2020		A range of external consultees including Act on Energy, WCAVA, WCC, Public Health, Age UK, Citizens Advice and HEART Partnership
Warwick District Council Events Guide (1,126)	To gain approval of/sign off on the Events guide which will lay out the park protocol and events protocol for any organisation or group wishing to host an event within Warwick District	Yes	Marcus Ferguson; Cllr Rhead	22/4/2020 Reason 5		

Topic and Reference	Purpose of Report	Key Decision?	Contact Officer & Portfolio Holder	History of Committee Dates and Reason code for deferment	External Consultees, Consultation Method or Background Papers	Request for attendance by Committee
HRA Business Plan Review 2019-20 (Ref 1,064)	To update the Housing Revenue Account Business Plan to reflect the most recent changes in performance, business assumptions, strategic decisions and policy changes	Yes	Lisa Barker / Andrew Rollins; Cllr Matecki	3/10/2019 Reason: 1 13/11/2019 Reason 4 12/2/2020 Reason: 4 18/3/2020 Reason 3	Lisa Barker / Andrew Rollins; Cllr Matecki	
Proposed disposal of a Council-owned asset (Ref 1,097)	To request that Executive approves the proposed disposal of a Council-owned asset on a commercial basis. It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes	Bill Hunt; Cllr Matecki	18/12/2019 12/2/2020 18/3/2020		
Commercial Investment Strategy (Ref 1,098)	To seek approval for a strategic approach to commercial investment activity to generate income	Yes	Bill Hunt; Cllr Rhead	12/2/2020 18/3/2020 Reason 3 22/4/2020 Reason 1 3/6/2020		

Topic and Reference	Purpose of Report	Key Decision?	Contact Officer & Portfolio Holder	History of Committee Dates and Reason code for deferment	External Consultees, Consultation Method or Background Papers	Request for attendance by Committee
The Delivery of Sustainable Affordable Housing and Progress and Proposals to Meet the Climate Emergency Agenda (Ref 1,087)	To advise the Executive of the progress to date and to recommend actions from research to date. These actions include appointing consultants to provide advice about the products to use and also to trial pilot housing schemes for off-site manufacture with monitoring to feed into the future housing strategy. It is anticipated that part or all of this item will be considered in private by virtue of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes	Sally Kelsall; Cllr Matecki	18/12/2019 18/3/2020	Sally Kelsall; Cllr Matecki	

Delayed reports:

If a report is late, officers will establish the reason(s) for the delay from the list below and these will be included within the plan above:

1. Portfolio Holder has deferred consideration of the report
2. Waiting for further information from a Government Agency
3. Waiting for further information from another body

4. New information received requires revision to report
5. Seeking further clarification on implications of report

Next reference number: 1,141

Details of all the [Council's committees, Councillors and agenda papers are available on our website](#)

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