

Overview & Scrutiny Committee Tuesday 4 July 2023

An additional meeting of the above Committee will be held in the Town Hall, Royal Leamington Spa on Tuesday 4 July 2023, at 6.00pm and available for the public to watch via the Warwick District Council [YouTube channel](#).

Councillor Milton (Chair)

Councillor D Armstrong

Councillor R Kang

Councillor A Barton

Councillor M Luckhurst

Councillor M Collins

Councillor J Payne

Councillor A Day

Councillor D Russell

Councillor R Hales

Labour Group Vacancy

Councillor D Harrison

Emergency Procedure

At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

Agenda

1. 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.

2. 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.

3. Minutes

To confirm the minutes of the meetings held on:

- (a) 19 April 2023; and
- (b) 17 May 2023

(Pages 1 to 10)
(Page 1)

4. **Work Programme, Forward Plan & Comments from Cabinet**

To consider a report from Governance Services.

(Pages 1 to 15)

5. **Future High Streets Fund Update**

To consider a report from Place, Arts & Economy.

(Pages 1 to 6)

6. **Appointments to the Budget Review Group**

To appoint five Councillors, one from each Political Group on the Committee, (including the Chairman of the Committee as the Liberal Democrat Group representative) to the Budget Review Group for the Council for 2023/24 municipal year which is due to meet on 1 November 2023 and 7 February 2024 as per the defined Terms of Reference.

(Page 1)

7. **Appointment of Children’s and Adults’ Safeguarding Champion**

To appoint a Member of Overview & Scrutiny Committee as the Council’s second Children’s and Adults’ Safeguarding Champion (the first Champion being the Portfolio Holder, Safer Communities, Leisure & Environment – Councillor K Hunt).

8. **Cabinet Agenda (Non-Confidential Items and Reports) – Wednesday 5 July 2023**

To consider the non-confidential items on the Cabinet 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 morning after Group meetings.

(Circulated Separately)

9. **Public & 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 items by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below:

Item Number	Paragraph Number	Reason
11	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

10. **Cabinet Agenda (Confidential Items and Reports) – Wednesday 5 July 2023**

To consider the confidential items on the Cabinet 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 morning after Group meetings.

**(Circulated separately)
(Not for publication)**

11. **Confidential Appendix to Item 5 – Future High Streets Fund Update**

To note the confidential appendix to item 5.

**(Pages 1 to 2)
(Not for publication)**

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 456114

E-Mail: committee@warwickdc.gov.uk

For enquiries about specific reports, please contact the officers named in the reports.

You can e-mail the members of the Committee at

oandscommittee@warwickdc.gov.uk

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

We endeavour to make all of our agendas and reports fully accessible. Please see our [accessibility statement](#) for details.

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

Overview and Scrutiny Committee

Minutes of the meeting held on Wednesday 19 April 2023 in the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillor Milton (Chair); Councillors Cullinan, J Dearing, Jacques, King, Kohler, Leigh-Hunt, Redford and Syson.

Also Present: Councillor Day – Leader of the Council, Councillor Hales – Deputy Leader and Portfolio Holder for Resources, and Councillor Falp – Portfolio Holder for Safer Communities, Leisure and Environment.

89. **Apologies and Substitutes**

(a) Apologies for absence were received from Councillors Barton, A Dearing and Noone.

(b) There were no substitutions made.

90. **Declarations of Interest**

There were no declarations of interest made.

91. **Minutes**

The minutes of the Overview and Scrutiny Committee meeting held on 7 March 2023 were taken as read and signed by the Chair as a correct record.

92. **The role, responsibilities and performance (2022/23) of the South Warwickshire Community Safety Partnership**

The Committee considered a report from Safer Communities, Leisure and Environment which set out the roles and responsibilities of the South Warwickshire Community Safety Partnership (SWCSP) and detailed performance against priorities for 2022/23. The CSP was a statutory body for reducing crime, disorder, substance misuse and reoffending in South Warwickshire.

Local Authorities had a legal duty to undertake scrutiny of crime and disorder at least every 12 months in accordance with the Crime and Disorder (Overview and Scrutiny) Regulations 2009. Warwick District Council (WDC) had taken the view that by scrutinising the effectiveness and performance of the South Warwickshire Community Safety Partnership (SWCSP), it was fulfilling its legal duty.

The report explained the role of the SWCSP, its statutory duties and the makeup of the responsible authorities in South Warwickshire and how it operated. Section 1.9 of the report explained how the SWCSP set its priorities.

A CSP had to commission an assessment every four years to provide an audit of crime, disorder and any other relevant evidence upon which to agree strategic priorities relating to current and emerging threats, risks

and vulnerabilities. MoRiLE (Management of Risk in Law Enforcement) Thematic Guidance specifically for CSPs was introduced in 2020 to assist CSPs with the setting of priorities, strategic planning, and allocation of resources. This had been recently used to re-score community safety themes based on current trends and forecasts as part of the 2022/23 “refresh” of the Strategic Assessment and was detailed in Tables 1 and 2 of the report at point 1.9.3. This process had identified two emerging risk areas of note to the SWCSP; rape and other sexual offences, and exploitation in Warwick District.

Appendix 1 to the report provided an overview of the full MoRiLE analysis document. This also showed a summary of the trends between April 2022 and December 2022 and highlighted the level of risk to Warwick District within that.

In response to questions submitted by Members ahead of the meeting, the Community Safety Manager explained that:

- A performance monitoring report was submitted to the Police Crime Commissioner three times a year on the funded projects. The full year evaluation was still to be completed as the year had only just ended.
- The impact of the diversionary projects that had been run was detailed in the report, as well as target hardening.
- Particular projects, certainly music and boxing, had been targeted at vulnerable young people involved in county lines or at risk of entering these types of activities and the results had been positive.
- Vulnerable households at risk of cuckooing were targeted for target hardening with RingGo doorbells being supplied to those properties and referral to support services as well.
- Safer Street funding required similar monitoring and evaluation and it was collated by the County Council on behalf of all the District and Borough Councils.
- The Council’s project for Safer Streets 3 in 2021/22 was an extension of our emergency contact points which were directly linked to the CCTV control room in Leamington.
- Interventions for Safer Streets 4 at Eagle Recreation Ground, a hotspot for drug dealing and gang activity, were still being implemented so could not yet be evaluated. This involved installation of CCTV, additional lighting and cutting back foliage, plus other community projects and better signage in the area.

The Chair welcomed Warwickshire Police Inspector Simon Ryan who had been invited to take questions.

In response to questions from Members, Inspector Ryan, Councillor Falp, Portfolio Holder - Safer Communities, Leisure and Environment and the Community Safety Manager explained that:

- Several ways could be used to report drug offences when violence was not involved, example of such crime being people using or supplying drugs:
 - Telephoning 101 was the main method to report these sorts of crimes, but if there was actually a crime in action, 999 should be dialled.

- The Police did a lot of work with Local Authority Community Safety Teams and engaged with Councillors at all local authority tier levels was planned to give them the skills and knowledge to make referrals to the Police.
 - A charity called Crime Stoppers which supported Police activity and was wholly anonymous could be called by the public to report this type of crime.
- Both buying drugs and the supply were of equal importance to the Police. Knowing where the supply of drugs was happening facilitated tracing County Lines.
- Street lighting was controlled by the County Council, but the Police could request that street lighting remained switched on if the street was subject to an ongoing operation to eliminate the drug trade.
- A request could be made to the County Council for additional street lighting if there were concerns about crime and safety. Also speaking to the Ward County Councillor could result in a positive outcome.
- The 101 and 999 services were both manned 24/7. A new state-of-the-art operational communication centre had been opened at the end of 2022 at Ross House at Warwick Technology Park following the move from the facility at Leek Wootton. Full staffing at Ross House would be achieved in the following week. 999 and 101 calls were handled by the same call handlers; 999 calls had to receive priority over 101 calls because of the urgent nature of these calls. The aim was to reduce average response time for 101 calls to less than four minutes. Call waiting times for 101 calls had already been reduced by 50% in the last three months.
- There would be a new neighbourhood strategy for engagement for Councillors and residents to ensure that local issues could be dealt with by the right team.
- The Police liaised with national charities for crimes affecting the vulnerable because of the expertise these charities could offer. Support for these people was tailored to their requirements. There was a Victims' Charter and Victims' Code set in law which the Police had to observe and also there was a support network within this; the Council's Community Safety team was part of this, especially for repeat offending at the same locations.
- The Council's Community Safety team had a number of multi-agency partnerships, for example, with regard to violence against women and girls agenda. Those partnerships included charities and all key stakeholders whether they were statutory, voluntary or charitable.
- The Community Safety team worked closely with the Council's Housing department and any other relevant Council departments.
- The Council's CCTV operators had alerted the Police to the recent stabbing incident near the Pump Rooms and as a result arrests were made quickly, and the Police were able to ensure safeguarding for those affected by the crime.
- A tool known as "Street Safe" led by the County Council had been used to allow residents to input specific areas of concern where safety was an issue. The data had been analysed to inform the "Safer Streets" approach and the use of grant funding money from Government. This data identified areas of concern such as Eagle Recreation Ground and where people felt they were being followed. Advice was given about using well-lit direct routes rather than short

cuts through alleyways for example to students. Coupled with data from the Police on crimes, this allowed the Council to make informed decisions on where to locate CCTV. 11 new cameras would be installed over the next two years. In liaison with partners, data on crimes was reviewed to establish the causes and how to prevent reoccurrence.

- Whilst additional lighting would be good, there was a balance to be drawn on financial funding available and where the needs for additional lighting was evident.
- The use of "high, medium and low" level categorisation of crimes within MoRiLE focussed on the severity of the crime in terms of impact on the victim or the organisation. However, it was recognised that some persistent low-level crimes would blight people's lives and therefore required monitoring before they escalated. Problem solving meetings occurred monthly to review data for the month and identify areas of concern and allow a quick response. This was reported back to the CSP Board and action plans were reviewed as a result. MoRiLE was undertaken as a matter of course annually but could be done more if the need arose to review level of risk.
- A lower-level crime could escalate to a much greater crime over time. There were known patterns for certain types of crime escalating and these were risk assessed regularly.
- Fly-tipping was a specialised area of crime and the appropriate specialist officers and partners such as local authorities would be consulted for crimes of this nature. The Community Safety team had worked with staff in the Council's Neighbourhood & Assets service area last year for a campaign in Sydenham which had been identified as an area where fly-tipping was frequent. A temporary CCTV camera was trialled for effectiveness as part of this, and evidence showed that the problem moved to another location. A meeting with staff in the Council's Neighbourhood & Assets service area was planned in the near future to assess the role CCTV could play. Before any camera could be installed, a needs assessment had to be undertaken with evidence provided to justify the camera. It was a complex process and other methods to discourage fly-tipping had to be considered such as education and awareness. Dummy cameras were not used by the Council as a rule.
- The Police in liaison with licensed premises and the community safety partners worked on a drive to reduce drink spiking crimes in Leamington. Funding was used to obtain kits to quickly identify the drugs used. CCTV operators checked where victims had been so that the licensed premises where these offences occurred were identified. There was a communication campaign for safer streets and using bottle tops to keep drinks safe and the level of drink spiking across the District had reduced as a result.
- A new policing model would be starting in Warwickshire from the following week. The Police night-time economy patrols would be different with a return to officers wearing hi-vis jackets standing outside pubs engaging with people, the street pastors and marshalls. It was hoped that this would be a positive initiative, especially in areas where there were noise concerns such as Clarendon ward.
- The Council worked closely with the Street Marshals and the university and had a street marshal partnership that met regularly

to monitor the effectiveness of the Marshal service. The announcement of Safer Streets 5 funding was imminently anticipated, and the focus would be on projects within the night-time economy and to improve the safety of people in the town at night. Over the next 12 months, the Council, in partnership the university and the County Council would be rolling out an accreditation scheme for bars and pubs, particularly those popular with students, to focus on licensed premises meeting qualities of care and good safety standards for their clientele.

- The figures for Warwick District concerning exploitation crimes against asylum seekers and refugees were relatively small. The Community Safety team, Housing department and the Police were consulted about any families or individuals who were to be housed in the District and were able to provide advice on the most suitable locations. The numbers housed in the District were minimal possibly because the rental costs in the area. Any child or adult exploitation cases were referred to the relevant vulnerability groups and then monitoring would commence to ensure appropriate support was provided. The Police had a child abuse trafficking exploitation team for young people, also a specialist to handle modern day slavery and human trafficking because it was recognised that these types of crimes were increasing but that was not currently a growing issue in the District and was more of an issue in other parts of the county. A hotel in Kenilworth housing asylum seekers was well managed and there were no reported issues.

It was suggested that the new Committee should consider whether to put forward a suggestion to Cabinet that the position on the CSP Board should be occupied by a Member of the Committee (currently occupied by the Portfolio Holder).

93. Noise Nuisance Investigations (Noise Policy & six-month review and service area performance in respect of all forms of nuisance)

The Committee considered a report from Safer Communities, Leisure and Environment.

The report gave an update to Members on how the Noise Policy had been taken and provided insight to further developments, following on from a previous update made to the Committee at its 9 August 2022 meeting.

The report provided:

- an overview of all forms of “statutory nuisance” investigated by the Environmental Protection team;
- Members with an update on developments and gave an overview of feedback about the Noise Policy received to-date;
- a reflection on the implementation of the Noise Policy and service area performance over the past six months; and
- a description of the working arrangement with the Police.

At the 9 August meeting of the Committee, a report was considered and supported about the implementation of a new Noise Policy. The Committee requested a review following implementation of the policy and of the service area’s performance in respect of all forms of nuisance more generally because of the importance of the subject area to residents.

Members also stated that they would welcome closer collaboration with the Police, to secure their support in addressing the issue of noise nuisance.

Appendix 1 to the report gave details of comments received between 9 August 2022 and 16 March 2023 and suggestions arising from these or action take or to be taken.

It was pointed out that if a person went on the Council's website to search for how to report noise nuisance, not all methods of reporting were listed, especially non-electronic methods to report. It was also noted that if a search was made on the university's website to report noise nuisance in a student household, its website referred people to a Council contact number. The question was asked why the university was not in the first instance dealing with the issue and if the Council should direct noise nuisance issues at the university to the university.

In response to questions raised by Members, the Environmental Health and Licensing Manager, the Community Safety Manager, Inspector Ryan and Councillor Falp, Portfolio Holder - Safer Communities, Leisure and Environment explained that:

- the Noise Policy could be page numbered for easier navigation and to facilitate its scrutiny and this would be reviewed when the Policy was updated.
- The points raised about the website would be picked up when a review of the website was undertaken.
- The Council was currently liaising with the university to review the university's website to ensure the links on both websites aligned. The review would look at how the Council and the university supported each other.
- Noise issues at specific venues for large events were assessed on a case-by-case basis; the Policy was used as the framework for the steps to follow to investigate complaints. Venue specific issues required working with Licensing and Anti-Social behaviour.
- One-off events were scrutinised when a Temporary Event Notice (TEN) application was received. The Police would be able to comment on these applications, as would Environmental Health via representations. Evidence or strong justification would be required to object to a TEN. Public help was required to draw together enough evidence to object. The time to make objections to TENs was short (three days) and this was a problem over which the Council had no control.
- The noise app and sound monitoring equipment could be supplied to complainants suffering noise disturbance; officer site visits were also possible. If intent to cause distress by disturbance could be proven, then it would be used as evidence in witness statements.
- Intent to cause harm/distress by noise disturbance could form part of a criminal investigation by the Police, and the Police might work with Environmental Health to build a case, speak to neighbours and Councillors. Multi-agency liaison was required to build up a case.
- The Police had powers to seize vehicles or implement prohibition notices on vehicles which were causing noise nuisance. Specialist Police units had equipment to assess modifications made to

vehicles. Anti-car cruising events had been run at places; Stratford on Avon was cited as a case in point. Data did exist for anti-car cruising events that had been run and there had been such exercises in Warwick District, specifically Leamington. To act against the vehicle and driver, the Police relied on reports from the Public, specifically details of the vehicle and registration number and the affect it had on the person. ANPR cameras that recorded noise were very expensive but would possibly reduce in price in the future to be used to help tackle this noise issue.

- People were now informed about the noise app once they made a complaint so the existence of the app was no longer so prominent on the Council's website as it had been during the trial stage of the app. Council staff would check that the complainant was comfortable downloading an app and if they were, they would be sent information on its use.
- The actions taken for comments received as detailed in Appendix 1 to the report all had different timelines. The intention was that when the Noise Police was reviewed, all the changes detailed in Appendix 1 would be made. Some of the changes were already works in progress.
- A memorandum of understanding with the university had been started.

The Committee asked that the next update contained figures showing the comparative successful conclusions of complaints as laid out in questions the Chairman had submitted on the report prior to the meeting. Specifically, whilst the report showed that the process had become more efficient on officer time, the Committee needed validation that the process had become more efficient at resolving noise complaints and the data provided in the report was not clear on that.

Inspector Ryan made the point that organisations that provided social housing stock did not engage with them as readily as they would like.

On behalf of the Committee, the Chair thanked all of the officers, the Portfolio Holder and Inspector Ryan for attending.

An update on the report was requested in 12 months.

(Councillor Falp left the meeting.)

94. Work Programme Update – Digital Strategy

The Committee considered a report from Customer and Digital Services which provided an update on the Council's progress towards its Digital Strategy ambitions.

In December 2021, the Cabinets of both Stratford-upon-Avon and Warwick District Councils considered and approved the creation of a Joint Digital Strategy.

The intention of the strategy was to embed digitalisation as a component of service integration; ensuring that as services from the two Councils were brought together, digital was at the forefront of the revised delivery methods.

The strategy focused the Council's activities on customer centric digital outcomes, through investment in service design, training, infrastructure, effective operational technology and several key digitalisation initiatives.

When the merger process was aborted in April 2022, the Joint Digital Strategy also ended. In August 2022, Overview and Scrutiny Committee was provided with an update report, regarding progress towards some of the Digital Strategy outcomes and work toward a replacement.

The report provided a further update on the key workstreams which had continued to be undertaken at Warwick District Council and an overview of other works undertaken by the Customer and Digital Services (C&DS) team. Some of these were not accounted for during the previous update.

In response to questions from Members, the Head of Customer and Digital Services explained that:

- The Customer Relationship Management (CRM) system was a cornerstone of the Council's digitisation programme. It would allow assessment of the way people interacted with the Council, not currently possible. Currently, a completed online enquiry form would simply be emailed to a back-office mailbox which a staff member would then action. There was no way to track progress on the system; a CRM system would allow collection of data and an audit trail would be created to show how this enquiry was resolved. It would show a history all communications which would be visible to staff and the resident. This could be used to measure service.
- A good system could also collect necessary data from callers to proceed with the enquiry; this would not necessitate officer time.
- If we wished to integrate our systems with other organisations, it would depend on how far WDC wished to commit, technically it was possible. The example was given of enquiries about potholes, which was the County Council's responsibility. Currently our website gave the details of where to contact at the County Council. The technology was available for WDC to collect the data on a form on our own system and then pass it straight to the County Council.
- Full automation and chatbots were not being considered from day one of implementation of the new system. The CRM system would be used to keep a record on how services were delivered and the telephone system that would sit on top of this would provide the means for residents to contact a member of staff. As the level of development on the system progressed and more services could be delivered by the CRM system, the Council might choose to introduce some automation. Automation and chatbots worked well with transactions that were very methodical in the way they happened. An example was cited about garden waste collection subscriptions which was a very simple process and only required a very limited question set and the answers required were simple, such as postcode.
- The Council was working with Openreach and with City Fibre networks to look at fibre to the offices and distributed as widely as possible. The County Council was coordinating the rollout. Data on the level of connections in different areas was available if Councillors wanted it. Discussions that would take place the

following week would be on how full fibre connectivity could be supplied to the Council's social housing and then rollout to the wider district.

The Committee emphasised the need to provide means to contact the Council that suited residents, not just the Council. Some elderly residents would find it difficult to use digitised systems and their needs had to be borne in mind and remain a priority.

On behalf of the Committee, the Chair thanked the Head of Customer and Digital Services.

95. **End of Term Report**

The Committee considered its annual End of Term report for the municipal year 2022/23 that would be presented to Council. This was a mandatory to Council report as required in Article 6 of the Council's Constitution. Appendix A in the report detailed the Committee's work through the municipal year with a foreword from the Committee's Chair.

The Chair thanked Members for their contribution.

Recommended to Council that the list of matters considered by the Committee during the municipal year 2022/23, as detailed in Appendix A to the report be noted.

Resolved that prior to submission to Council, the report be updated to include the meeting of the Committee 19 April 2023.

96. **Work Programme, Forward Plan and Comments from the Cabinet**

The Committee considered its work programme for 2023 as detailed at Appendix 1 to the report. Appendix 2 to the report gave responses from the Cabinet to the comments and recommendations the Committee had made to Cabinet reports it had scrutinised.

It was noted that the annual report on Outside Bodies would be emailed to all Councillors next week. This completed both actions for the year on page 5 of the Work Programme.

Resolved that:

- (1) appendices 1 and 2 to the Work Programme report be noted;
- (2) a learning and action plan following on from the Dictate to Us report be added to the Work Programme for the meeting 20 July 2023;
- (3) a 12-month review of the new waste and recycling contract and lessons learned from the renewal particularly with the focus on events over the Easter 2023 period be added

- to the Work Programme for the meeting 3 October 2023;
- (4) the scrutiny of finance currently scheduled on the Work Programme for 3 October be moved to the August meeting.

The Chair thanked all Members of the Committee and officers for their work over the year. He also extended thanks to Portfolio Holders and guests to the meetings.

(The meeting ended at 8.20pm)

CHAIR
4 July 2023

Overview and Scrutiny Committee

Minutes of the meeting held on Wednesday 17 May 2023 in the Town Hall, Royal Leamington Spa at 7.48 pm.

Present: Councillors Armstrong, Barton, Day, Hales, D Harrison, Kang, Luckhurst, Milton, Payne and Russell.

1. **Appointment of Chairman**

It was proposed, duly seconded and

Resolved that Councillor Milton be appointed Chair of the Committee for the ensuing municipal year.

2. **Apologies for Absence**

An apology for absence was received from Councillor Collins.

3. **Declarations of Interest**

There were no declarations of interest made.

(The meeting ended at 7.51pm)

CHAIR
4 July 2023

Overview & Scrutiny Committee
4 July 2022

Title: Work Programme, Forward Plan & Comments from Cabinet
Lead Officer: Lesley Dury, Principal Committee Services Officer
Portfolio Holder: Not applicable
Public report
Wards of the District directly affected: Not applicable

Summary

This report informs Members of Overview & Scrutiny Committee of the Committee's work programme for 2023/2024 (Appendix 1). Since Cabinet did not meet in April 2023, there is not a "Comments from Cabinet" appendix, which would normally be Appendix 2.

Recommendations

- (1) That Members consider the work programme (Appendix 1) and agree any changes as appropriate.
 - (2) That the Committee:
 - identifies any Cabinet items on the [Forward Plan](#) on which it wishes to have an input before the Cabinet makes its decision; and
 - nominates a Member to investigate that future decision and report back to the Committee.
-

1 Background/Information

- 1.1 The five main roles of overview and scrutiny in local government are: holding to account; performance management; policy review; policy development; and external scrutiny.
- 1.2 The pre-decision scrutiny of Cabinet decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Cabinet decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.
- 1.3 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.
- 1.4 A key decision means a decision made in the exercise of an executive function by any person (including officers) or body which meets one or more of the following conditions:

Agenda Item 4

- (1) The decision is likely to result in the Council incurring expenditure or the making of savings in excess of £150,000. Excluded from this are all loans to banks or other financial institutions made in accordance with the Treasury Management Strategy.

Officers' delegated powers to make The cabinet decisions are subject to the key decision/call-in regime where it is likely that the Council would incur expenditure or make savings above the threshold of £150,000.

In relation to letting contracts the key decision is the proposal to let a contract for a particular type of work. The subsequent decision to award the contract to a specific contractor will not be a key decision provided the value of the contract does not vary above the estimated amount by more than 10% for contracts with a value of up to £500,000 or 5% for contracts of over £500,000;

- (2) The decision is likely to be significant in terms of its effects on communities living or working in any two or more Wards.

In considering whether a decision is likely to be significant, a decision-maker will need to consider the strategic nature of the decision and whether the outcome will have an impact, for better or worse on the amenity of the community or quality of service provided by the Council to a significant number of people living or working in the locality affected.

- 1.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 1.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.
- 1.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.
- 1.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Cabinet items, where notice has been given by 9am on the morning after Group meetings. The Committee will also receive a report detailing the response from the Cabinet, on the comments the Committee made on the Cabinet agenda in the previous cycle.
- 1.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Cabinet decisions to be taken, if members so wish.
- 1.10 As part of the new scrutiny process, the Committee is no longer considering the whole of the Cabinet agenda.
- 1.11 On the day of publication of the Cabinet agenda all Councillors are sent an e-mail asking them to contact Committee Services, by 09.00am on the day of

the Overview and Scrutiny Committee meeting to advise which Cabinet items they would like the Committee to consider.

2 Conclusion/Reasons for the Recommendation

- 2.1 The work programme should be updated at each meeting to accurately reflect the workload of the Committee.
- 2.2 The proposed plan at Appendix 1 has been developed in order for the Committee to focus on the four agreed core themes (Covid 19, Climate Change, Medium Term Financial Strategy and Business Plan). While this Committee will not have as much focus on the Medium-Term Financial Strategy, it will have to spend significant times looking at the other areas in detail.
- 2.3 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of Cabinet decisions and to feed into policy development.
- 2.4 If the Committee has an interest in a future decision to be made by the Cabinet, or policy to be implemented, it is within the Committee's remit to feed into this process.
- 2.5 The Forward Plan is actually the future work programme for the Cabinet. If a non-cabinet member highlighted a decision(s) which is to be taken by the Cabinet 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 Cabinet and they are passing comment on it.

20 July 2023**(No Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Learning and Action Plan following on from the Dictate to Us report	19 April 2022	Written report	Tracy Dolphin		
Climate Emergency Action Plan update from previous period and giving progress against carbon emissions and what is coming forward. See O&S mins December 2022 for additional requirements.	May 2022 O&S	Written report	Dave Barber	23 January 2024	Every 6 months

8 August 2023*
(Cabinet meeting this cycle)

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Follow-up to whether the Committee's suggestion that a member of O&S sit on the SW Crime Safety Partnership Board should be put forward.	O&S min 92, April 2023	To discuss at the Chair's Pre-meeting briefing when Graham is in attendance	The Chair, O&S		
Environmental Enforcement Update subsequent to the report made in March 2023 (following recruitment of the new position reported in March 2023). Figures for rural areas to be provided if possible for discussion of measures put in place and what is required. "Heat map" information for the District to be provided.	March 2022, O&S	Written report	Zoë Court	TBA	
Scrutiny of finance, particularly Housing finance – consideration to ensure effective scrutiny and whether	At O&S 7 March 2023, it was suggested that the whole subject needed	TBA	TBA		

Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
the current system needs changing.	to be re-evaluated – see comment to Cabinet from that meeting.				
Final Accounts 2021/22		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins		Final Account reports are standing items for call-in from the Cabinet agenda
Q1 Budget Update 2023/24 from the Cabinet Agenda		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins	Q4 Budget Update 2022/23 – 19 September 2023	Quarterly budget updates are standing items for call-in from the Cabinet agenda

19 September 2023*
(Cabinet meeting this cycle)

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Development Management and Enforcement Performance Update subsequent to report made to O&S in March 2023. This report should focus on enforcement.	March 2022 O&S September 2022 O&S	Written Report	HoS Development / Gary Fisher	TBA	
Q4 Budget Update 2022/23 from the Cabinet Agenda		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins	Q2 Budget Update 2023/24 – 5 December 2023	Quarterly budget updates are standing items for call-in from the Cabinet agenda
Final Accounts Draft Outturn		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins		Final Account reports are standing items for call-in from the Cabinet agenda

**3 October 2023
(No Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
A 12-month review of the new waste and recycling contract and lessons learned from the renewal particularly with the focus on events over the Easter 2023 period.	O&S 19 April 2023	Report	Zoe Court		
Digital Strategy Update	O&S November 2021	Report	David Elkington	April 2024	Every six months
Future High Street Funds update	O&S February 2023	Written report	Martin O'Neill	23 January 2024	Every 3 months until further notice

**31 October 2023
(Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes

**5 December 2023
(Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Heart Shared Service Update since O&S meeting December 2022	O&S December 2022	Written report	Lisa Barker		
Q2 Budget Update 2023/24 from the Cabinet Agenda		Automatic call-in of the Cabinet report for scrutiny	Andrew Rollins	TBA	Quarterly budget updates are standing items for call-in from the Cabinet agenda

**23 January 2024
(No Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Six-month post opening update on the "Relocation of Office Accommodation and the Provision of Public Facing Access to Council Services	O&S February 2023	Written report	Steve Partner		

**6 February 2024
(Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes

5 March 2024
(Cabinet meeting this cycle)

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Annual update from Shakespeare's England, looking back over the previous year's activity and forward to next year.	March 2023	Written report	Martin O'Neill and Councillor Bartlett	March 2025.	This is an annual report.
Summary of the role, responsibilities and performance of the SWCSP	This is a mandatory report.	Written report	Liz Young / Marianne Rolfe.	March 2025.	This is an annual report.

**9 April 2024
(Cabinet meeting this cycle)**

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
O&S End of Term report.	Standing Annual Item.	Written report.	Committee Services Officer.	April 2025.	Annual report
<p>Noise Nuisance Investigations: Review of the Policy and the service area's performance in respect of all forms of noise nuisance more generally.</p> <p>Additional data was requested in the next report (see minute 93, 19 April 2023, 4 paragraphs from the end of this minute, and also see the pre-scrutiny questions on the Council's website for 19 April with the questions posed by Councillor Milton.</p>	9 August 2022, 19 April 2023	Written report	Lorna Hudson		

Briefing Notes to All Councillors – April every year
Not for O&S Agenda, but to be emailed to all WDC Cllrs

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Children's and Adults' Safeguarding Champions: End of Term Report.	Standing Annual Item.	Briefing note	Marianne Rolfe.	April 2025.	This is a briefing note to all Councillors.
Members' Annual Feedback on Outside Appointments / Annual review of membership/participation of Outside Bodies (Includes a short synopsis on Champions)	Standing Annual Items	Briefing note	Andrew Jones	April 2025	This is a briefing note to all Councillors.

First meeting of the Municipal Year 2024/25

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Appoint Children's and Adults' Safeguarding Champion	Standing Annual Item.	Agenda item			On-going at the first meeting of each Municipal Year
To appoint members to the Budget Review Group (add the Group's remit which is saved to the annex in the Constitution)	Standing Annual Item.	Agenda item			On-going at the first meeting of each Municipal Year
Elect a Chair if this was not done after Annual Council	Standing Annual Item				On-going at the first meeting of each Municipal Year

Meeting Date: To Be Advised

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Decide if an update is required on the Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse.	Committee meeting 26 September 2019. (8 November 2022 – an email was sent to David Guilding and Philip Clarke asking for the status.)	Informal update.	Dave Guilding / Philip Clarke.	TBA	
Update - plans to improve accessibility to, and the condition / cleanliness of, toilets for people living with disabilities.	Committee meeting 26 September 2019 and briefing note 8 December 2020.	Written report	Zoë Court	To be advised if applicable.	No officer will attend the Committee meeting unless there is a request.
Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing	O&S August 2020 (31 October 2022 – Cllr Cullinan sent an email to Lisa Barker asking for a date for the report and the response was sometime spring 2023.)	Written Report	Lisa Barker		A review was requested once the scheme had been in operation for 12 months. Covid affected the process.
Park Exercise Permits – annual review of the scheme	August 2020 (Update November 2022 on status - Ann Hill has advised	Written report	Ann Hill		

Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
	<p>that the current permit scheme is not working and work needs to be undertaken to find out why that was, be it the rules of the scheme, the eligibility or enforcement. After speaking with Marianne Rolfe, she and Marianne decided to approach the relevant PAB when a revised scheme has been formalised.)</p>				

Agenda Item No 5
 Overview & Scrutiny Committee
 4th July 2023

Title: Future High Streets Fund update

Lead Officer: Martin O'Neill

Portfolio Holder: Councillor Ella Billiald / Councillor Chris King

Wards of the District directly affected: Brunswick, Clarendon, Willes

Approvals required	Date	Name
Portfolio Holder	22/6/2023	Ella Billiald/Chris King
Finance	22/06/2023	Andrew Rollins
Legal Services	N/A	Ross Chambers
Chief Executive	22/06/2023	Chris Elliott
Head of Service(s)	22/06/2023	Philip Clarke
Section 151 Officer	22/06/2023	Andrew Rollins
Monitoring Officer	22/06/2023	Andrew Jones
Leadership Co-ordination Group	22/06/2023	Chris Elliott
Final decision by this Committee or rec to another Cttee / Council?	No	
Contrary to Policy / Budget framework?	No	
Does this report contain exempt info/Confidential? If so, which paragraph(s)?	Yes, Confidential Appendix 1	
Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?	No	
Accessibility Checked?	Yes	

Summary

The report presents an update on the projects being funded by the Future High Streets Fund (FHSF). There is also a confidential element in respect of one of those project sites.

Recommendation(s)

- (1) That Scrutiny notes the progress being made in respect of the projects being funded through the FHSF
-

1 Reasons for the Recommendations

- 1.1 Members may recall that Warwick District Council was successful in its bid to the FHSF in 2020. The total amount of funding awarded amounted to £10.015million. The deadline to utilise this funding is 31st March 2024. This report provides Members with an update as to progress against the projects included in the funding bid.
- 1.2 As well as the FHSF, there is also co-funding from private investment and Warwick District Council for some of the projects with FHSF. It should be noted that only the FHSF must be utilised by the above date. If projects are still being developed beyond that date, the co-funding can still be utilised.
- 1.3 A FHSF update report was submitted to Cabinet in Feb 2023. This Scrutiny Report is a further update for July 2023 containing the latest position.

1.4 The FHSF projects

- 1.4.1 **Sustainable Movement** – this project was designed to deliver new East/West cycle routes through Leamington Spa town centre. Officers were working closely with colleagues at the County Council on the design of this scheme, in conjunction with the submitted Mini Holland proposals. The Mini-Holland scheme was a Government backed Active Travel initiative designed to invite proposals for new or improved cycleways and footways. Warwickshire County Council was successful in securing £100K to develop a study and produce a report to be submitted to Government. Unfortunately, the Mini-Holland bid was not successful and indeed the Government withdrew this form of funding and so WCC are now having to re-think their approach as to how this work can now be taken forward. The funding allocated from FHSF for this project is £506,000 with co-funding through CIL in the amount of £0.5million. Officers are now urgently engaging DLUHC to seek to re-allocate this funding to alternative live projects within the FHSF Programme.
- 1.4.2 **Spencer Yard** – works have commenced on this site and this is now well advanced. The completion of the works is due at the end of August / early September 2023 and as such, all of the FHSF funding will have been utilised by that date. Tenants have been secured for the URC and the former Nursery, and the Old Dole office is being marketed. COGENT is a well-established marketing agency and SEA Institute is a global leader in creative media education and will run the URC branded as 'The Fold'. These two tenants will occupy the majority of the Spencer Yard development and in turn will bring a significant amount of economic and educational benefits to the town centre as well as new jobs and advanced training facilities. The total amount of funding that has been

allocated to Spencer Yard from FHSF is £1.5million with private sector co-funding of £3.6 million from the Council's development partner CDP.

1.4.3 Town Hall Creative Hub – FHSF spend has commenced on this project through the procurement of conservation architects to undertake stakeholder consultation and arrive at design options. The design stages have progressed and a planning application was submitted on the 3rd March 2023. The planning application was considered and approved at the meeting of Planning Committee on 20th June 2023. Officers will now proceed to put the tender out for the Main Contractor in July with an aim to start on site in October 2023. The majority of the work will be undertaken using the FHSF monies to the end of March 2024 deadline with WDC funding seeing the project through to completion anticipated by the end of July 2024. The total FHSF allocation for this project is £951,000 with co-funding from WDC in the amount of £787,000. This funding will be utilised to deliver phase one of the entire development and improvement plans for the Town Hall. Further funding will be sought to deliver future phases which are not part of the FHSF Programme. Phase one includes; improvements to the access to the Town Hall, enhancements to the entrance, reworking the reception area and the ground floor corridors to create a welcoming space for networking and exhibition space. Improvements and enhancements will be made to the staircase leading to the first floor where more exhibition and meeting areas will be created to enable the asset to become the creative Hub as set out in the FHSF bid. These proposals are all subject to relevant planning permissions.

1.4.4 Stoneleigh Arms –The pre-development work at the site of the Stoneleigh Arms former public house and the Old Schoolhouse to the rear of the Stoneleigh Arms is underway.

As the current condition of both buildings is extremely poor and unsafe, working under a WDC licence, the council's development partner CDP have commenced demolition work to the rear of the Stoneleigh Arms in order that detailed structural survey work can take place. However, this work has highlighted that the current structure is unsafe to undertake a full structural survey and so the current recommendation contained in the upcoming planning application due to be submitted towards the end of June is for demolition and rebuild in a similar style. In terms of the future use of these buildings, local engagement has been undertaken and further engagement work (including a planning pre-application submission) was undertaken. Following that, a planning application will be submitted at the end of June with a view to commence work on site in September. The development completion is anticipated for September 2024. Officers are confident that the entire allocation of FHSF will be utilised by 31st of March 2024, by which time approximately 75% of the entire development will have been completed.

1.4.5 Consideration is being given to the potential future uses for the buildings. CDP's architects are due to present officers with options in the near future. There is likely to be an active frontage onto Clemens Street, artists space contained within the new development, a café and possibly a micro-brewery. Overall the building will be a flexible mix of uses to support local creatives and if feasible there may be some office space included which is much in demand in Leamington to support grow on space for the creative sector and games companies. There is also a proposal to introduce a "pocket park" to the rear of

the Stoneleigh Arms building to link up with the Old Schoolhouse which is also part of this overall development.

1.4.6 **Confidential Site – Update in confidential appendix 1**

1.4.7 **Spend Profile** - a summary of the current spend profile against the FHSF allocation is shown at appendix 2.

2 Alternative Options

2.1 This is an update to Overview and Scrutiny and no alternative options are, at present, being presented whilst these projects are being progressed.

3 Legal Implications

3.1 Officers are working in close collaboration with colleagues from Stratford DC Legal Services across all of the FHSF projects. This will ensure that all relevant legislation, lease and disposal arrangements and all other statutory requirements are being met and the interests of the council are foremost in the decision-making process.

4 Financial

4.1 The entirety of the WDC co-funding required to deliver the FHSF projects has already been approved by Cabinet and through the award of the FHSF funding. There is also an element of private co-funding from the council's development partner CDP.

5 Environmental/Climate Change Implications

5.1 All of the developments and projects being delivered as part of the FHSF programme will be undertaken using sustainable construction methods and these will be agreed as part of any Development Agreements that are required in respect of each project.

5.2 With regards to Spencer Yard a comprehensive energy and sustainability strategy was submitted as part of the planning application. CO2 emissions are proposed to be reduced through a combination of enhanced building fabric standards, low energy LED lighting, mechanical ventilation with heat recovery, low carbon heating via air source heat pumps and on-site electricity generation from roof mounted photovoltaic panels. Sustainable modes of transport are also being encouraged by providing covered cycle storage with showering and changing facilities on-site, improved public realm works including lighting and planting to improve the pedestrian experience, and reducing the number of car parking spaces on site.

5.3 The EPC ratings on the Old Dole Office and the Nursery are expected to be A, and C on the URC which is an achievement for a Listed Building.

6 Analysis of the effects on Equality

6.1 Throughout the stakeholder consultation processes held to date on the FHSF projects, the interests of a diverse range of representatives have been sought to ensure the projects are inclusive and take account of equality and the diverse range of future users of these developments.

7 Data Protection

7.1 Not applicable to this report and the FHSF programme.

8 Health and Wellbeing

8.1 The FHSF programme and the projects being delivered as part of this allocation of funding are designed to achieve the regeneration of currently unused and to a large extent dilapidated buildings in the south of Leamington Spa town centre. One of the primary objectives of the programme is to improve the health and well-being of residents and visitors as well as those who work in the town centre by providing usable, modern, sustainable and attractive places in a location that is currently run down and underutilised. As well as the obvious economic benefits these projects will bring to the town centre, it is of prime importance that the health and well-being of all those who utilise them will be improved through the rejuvenation of the built environment in this area of the town centre.

9 Risk Assessment

9.1 As part of the FHSF bid, officers put forward a robust risk management process. This process centres around a comprehensive risk register which is maintained and updated throughout the life of the programme.

10 Consultation

10.1 All of the individual projects that form the overall FHSF programme have or will undertake stakeholder consultation to inform decisions being made on these developments. In particular, the consultation is designed and tailored to each individual development site with a view to gaining an informed and inclusive future use of the buildings having due regard to residents, visitors, businesses, and other local stakeholders.

Background papers:

N/A

Supporting documents:

N/A

Appendix 2 - FHSF spend to date 22nd June 2023

Claim no.	date	amount
Spencer Yard		
FHSF Budget		£1,530,500
1	17.01.22	£291,461.65
2	29.07.22	£652,018.66
3	31.10.22	£476,791.14
4	12.01.23	£110,228.55 final
Total claimed to date		£1,530,500
FHSF remaining		£0
Town Hall		
FHSF Budget (total)		£951,000.00
FHSF Budget (fees only)*		£188,539.75
1	28.10.22	£36,070.93
2	25.11.22	£8,116.19
3	05.01.23	£13,539.75
4	31.01.23	£8,116.19
5	02.03.23	£19,649.05
6	30.03.23	£14,893.00
7	09.05.23	£14,687.12
8	31.05.23	£29,433.68
Total claimed to date		£144,505.91
FHSF for fees remaining		£44,033.84
FHSF for total remaining		£806,494.09

No expenditure yet on confidential site (appendix 1), or Sustainable Movement.

Expenditure on recently progressed site of Stoneleigh Arms due to commence shortly as exploratory works have commenced.

* Fees are those being used to deploy the expertise of the specialist conservation architects. This work is essential to assess the overall potential for the Phase 1 development of the building, provide options, and prepare and submit the planning application.

Terms of Reference Budget Review Group

(adopted by Council 27 February 2023)

The Group will meet the evening before Cabinet and will be responsible for reviewing the following papers:

Annual Fees & Charges

Setting of the General Fund Budget

Setting of the Housing Revenue Account (HRA)

Annual Treasury Management Strategy (if it is reported to Cabinet in February)

Their purpose will be to review the reports and pass comment on the strategic financial robustness of them.

The reports will be subject to pre meeting questions process as used for all Cabinet papers.

The Group will be composed of a Councillor from each Political group on the Council from each of the Audit & Standards and Overview & Scrutiny committee.

The Chairs of the respective Committees must be on the group but will form the representative of their Group from the respective Committee

The Leader of the Cabinet will permit the Chair of this meeting to represent the views of the Group in line with the rights provided to the Chair of the Overview & Scrutiny Committee