

## Overview & Scrutiny Committee Monday 13 May 2024

An additional meeting of the above Committee will be held in Shire Hall, Market Place, Warwick on Monday 13 May 2024, at 5.30pm or following the conclusion of Licensing & Regulatory Committee, whichever is the later.

Councillor A Milton (Chair)

Councillor D Armstrong (Vice Chair)

Councillor A Barton

Councillor M Luckhurst

Councillor D Browne

Councillor J Payne

Councillor M Collins

Councillor P Redford

Councillor A Day

Councillor D Russell

Councillor D Harrison

Councillor JP Sullivan

### Emergency Procedure

At the commencement of the meeting, the emergency procedure for Shire 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) 5 March 2024, **(Pages 1 to 5)**
- (b) 26 March 2024; and **(Pages 1 to 2)**
- (c) 9 April 2024. **(Pages 1 to 4)**

### 4. Cabinet Agenda – (Non-Confidential Items and Reports) – Thursday, 15 May 2024

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)**

### 5. 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.

### 6. Minutes

To confirm the confidential minutes of the meeting held on 9 April 2024. **(Pages 1 to 2)**

### 7. Cabinet Agenda – (Confidential Items and Reports) – Thursday, 15 May 2024

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)**

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# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 5 March 2024 at Shire Hall, Warwick at 6.00pm.

**Present:** Councillor Milton (Chair); Councillors Armstrong, Collins, Falp, Luckhurst, Payne, Redford, Russell and C Wightman.

**Also Present:** Councillor Chilvers – Portfolio Holder for Resources, Councillor Davison – Leader of the Council and Councillor J Harrison – Portfolio Holder for Transformation.

## 77. **Apologies and Substitutes**

- (a) Apologies for absence were received from Councillors Day and D Harrison.
- (b) Councillor Falp substituted for Councillor Barton and Councillor C Wightman substituted for Councillor Sullivan.

## 78. **Declarations of Interest**

There were no declarations of interest made.

## 79. **Minutes**

The record of Budget Review Group meeting held on 7 February 2024 were noted and would be appended to the minutes of the Overview & Scrutiny Committee meeting 5 March 2024.

## 80. **Cabinet Agenda (Non-Confidential items and reports) – Wednesday 6 March 2024**

The Committee considered the following item which would be discussed at the meeting of the Cabinet on Wednesday 6 March 2024.

### Item 4 – Treasury Management Strategy 2024/25

The Committee thanked officers for their hard work bringing the detailed and thorough report forward. The Committee was reassured by explanations around sensitivity analysis and the impact on Milverton Homes.

The Committee welcomed the initiative to bring forward more information on Treasury Management and affordability when decisions were being made on capital expenditure. It was pleased that the Portfolio Holder, Councillor Chilvers was keen to explore the initiative to set clear parameters to enable councillors to be confident in future borrowing decisions.

### Item 13 – Q3 Budget Update wpw3/24

The Committee thanked officers for the detailed and comprehensible report. The Committee supported the Finance Team's strategy to work

with budget managers to improve budget management to smooth volatility and reduce peaks. This would result in a more measured view of what was going on.

#### Item 6 – Housing Revenue Account Business Plan Review 2024

The Committee did not scrutinise this report at the meeting but made comments to Cabinet.

Members were keen to see maximum attendance at training sessions so asked that these, where possible, avoided holiday periods. However, to mitigate for this, the Committee requested that training sessions should be recorded (whilst also appreciating that external trainers might not be open to this request).

The Committee also requested that when HRA reports were to be considered in future, this should always be accompanied by a briefing to Members in advance.

The Committee intended to add this report to the Overview & Scrutiny workplan in line with dates for further training.

#### Item 14 – Annual Governance Statement 2022/23

The Committee did not scrutinise this report at the meeting but made comments to Cabinet.

The Committee expressed concern about the lateness in signing off the AGS which the Head of Finance explained was linked to the delay in signing off the Council's Statement of Accounts and he explained how this would be overcome in the future with a backstop date being agreed.

The Committee requested that the AGS should be produced sooner in order to support a strong focus on governance.

#### Item 11 – Change Programme – Case for Change

The Committee was keen to see that Customer Services was baselined and tracked to ensure that these reflected the commitment made in the Corporate Strategy to improve Council services.

The Committee requested a specific update on Change Programme progress following the Programme Board meeting scheduled in June.

The Committee recommended to Cabinet that all Members received regular communications from the Members Advisory Group detailing outcomes, outputs and actions.

### **81. Work Programme, Forward Plan and Comments from Cabinet**

The Committee considered its Work Programme for 2024/25 as detailed at Appendix 1 to the report as well as the responses Cabinet had made to reports the Budget Review Group had scrutinised at its meeting on 8 February 2024.

The Chair advised the Committee that:

- The Digital Strategy Update had now been encompassed into the Case for Change programme that was going ahead and therefore could be removed as an item from the Committee's Work Programme.
- Future High Street Funds Update report – this had not gone to Cabinet as had previously been scheduled and was now expected to be considered in April. The Committee Services Officer was asked to circulate an email to all Committee Members that the Business Manager, Projects and Economic Development had sent to the Chair giving a brief update on the current position. One of the reasons the Committee had requested regular updates was because of the deadline of the end of March placed on using the Government funding; this deadline was had now been extended to the end of September 2024.
- The annual report on the South Warwickshire Community Safety Partnership had been due for the 5 March 2024 meeting but the Chair had agreed that this could be postponed to the June meeting because of annual leave within the relevant department.
- The Significant Business Risk Register was now expected for the April cycle of Cabinet.
- The 26 March 2024 meeting would be discussing what Members would wish to see in a report on the Leisure Services Provider contract before it was put out to tender. This would create a brief for the report and the Chair asked Members to consider this ahead of the meeting.
- The Committee's End of Term report would be presented to the Committee at its April meeting. The Committee gave consent for the normal report template to be used for this report rather than the Committee's own specific report template because the report would then be presented at Council.
- Homelessness would be added to the Committee's Work Programme for the next convenient non-Cabinet meeting, to discuss what the Committee would wish to see in a report.

The Committee noted Appendix 2 to the report – Comments from the Cabinet.

(The meeting ended at 7.57pm)

CHAIR  
13 May 2024

**Appendix 1 - The record of the Budget Review Group meeting held on 7 February 2024 and noted at the meeting of Overview & Scrutiny Committee 5 March 2024**

## **Budget Review Group**

Record of the meeting held on Wednesday 7 February 2024 at Shire Hall, Warwick at 6.00pm.

**Present:** Councillors: Barton, Collins, R Dickson, Hales, and Milton.

**Also Present:** Councillor Davison, Leader of the Council; Councillor Chilvers, Portfolio Holder – Resources; Andrew Rollins, Head of Finance; Steven Leathley, Strategic Finance Manager; Philip Clarke, Head of Place, Arts and Economy; Andrew Cornfoot, Planning Policy & Major Sites Delivery Manager; and Sophie Vale, Principal Committee Services Officer.

### **5. Appointment of Chair**

Councillor Hales was appointed to Chair the meeting.

### **6. Apologies**

Apologies were received from Councillors Browne, Day, Falp, Luckhurst and Tangri.

Members present requested that the Chair write to Group Leaders to encourage them to remind their Group that the Budget Review Group meeting was important, and therefore they should make every effort to attend.

### **7. Declarations of Interest**

There were no declarations of interest.

### **8. Cabinet Agenda (Non-Confidential items and reports) – Thursday 8 February 2024**

#### Item 5 – General Fund Revenue and Capital Budget 2024/25

The Group thanked officers for their hard work in putting together the report.

The Group explored the Medium-Term Financial Strategy and the impact on reserves. They were keen to see the upcoming change management strategy and the assumptions underpinning it.

Members requested that communications material be made available detailing all of the grants that the Council had access to, and information be provided so that residents could see what was being delivered with those grant funds.

Item 6 – Housing Revenue Account (HRA) Budget 2024/25 (including Housing Rent Setting)

The Group acknowledged the need for greater general awareness of the details of the Housing Revenue Account across the Council and requested that a briefing be organised to ensure Councillors' full understanding.

They noted the report and awaited answers to the questions asked about the Council's social rent rates in comparison to other Councils across Warwickshire.

(The meeting ended at 7.15pm)

CHAIR OVERVIEW & SCRUTINY COMMITTEE  
5 March 2024

CHAIR AUDIT & STANDARDS COMMITTEE  
27 February 2024



# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 26 March 2024 at Shire Hall, Warwick at 6.00pm.

**Present:** Councillor Milton (Chair); Councillors Armstrong, Barton, Browne, Day, Dray, Luckhurst, Payne, Redford, Russell and C Wightman.

## 82. **Apologies and Substitutes**

- (a) Apologies for absence were received from Councillor D Harrison.
- (b) Councillor Dray substituted for Councillor Collins.

## 83. **Declarations of Interest**

There were no declarations of interest made.

## 84. **Minutes**

The minutes of the Overview & Scrutiny Committee meetings held on 23 January 2024 and 6 February 2024 were taken as read and signed by the Chair as a correct record.

## 85. **Work Programme, Forward Plan and Comments from Cabinet**

The Committee considered its Work Programme for 2024/25 as detailed at Appendix 1 to the report; in particular the following two items detailed on page 5 of Appendix 1 to the report:

- a. Leisure Services Provider 2017 (contract ref WDC0108); and
- b. Homelessness.

The Committee also considered the responses Cabinet had made to the reports the Committee had scrutinised at its meeting on 5 March 2024, as detailed in Appendix 2 to the report.

The Chair invited Members to discuss the content they wished to see from the two reports. These points would be related to the report authors and relevant Portfolio Holders.

### Leisure Services Provider 2017

Members asked for the following information to be provided in the report that would come to the 13 November 2024 meeting:

- What were the risks that the Council saw in the contract, and what were the risks that the contractors saw in the contract.
- What were the future challenges.
- How was the current contract performing financially/in terms of the level of service for customers.
- The objectives for the contract including the impacts on health and well-being across the District.

- How do the Council benchmark performance (and what was benchmarked).
- How was it anticipated that the service would develop in the future.
- The Committee also discussed seeing some of this against the backdrop of total leisure provision (including private) across the District.

### Homelessness

Members asked for the following information to be provided in the report:

- What was the statutory responsibility of the Council in terms of Homelessness.
- What was the picture of homelessness in the District/what were the causes/what was the Council's response like and what agencies were involved/ how was the difference between homelessness and rough sleepers distinguished.
- What was the impact of temporary accommodation.
- What was the communication like between the Council and people who were homelessness.

The Committee requested that this report be brought to the 30 July 2024 meeting.

The Committee also requested that the Climate Change Action Programme Update which was on the Work Programme for the 26 March 2024 meeting, should be moved to the 30 July 2024 meeting.

The Committee noted Appendix 2 to the report – Comments from the Cabinet

(The meeting ended at 6.45pm)

CHAIR  
13 May 2024

# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 9 April 2024 at Shire Hall, Warwick at 6.00pm.

**Present:** Councillor Milton (Chair); Councillors Barton (late arrival), Browne, Day, Dray, D Harrison, Payne, Russell, C Wightman and Williams.

**Also Present:** Councillor Billiald – Portfolio Holder for Arts & Economy, Councillor Chilvers – Portfolio Holder for Resources, Councillor Davison – Leader of the Council and Councillor P Wightman – Portfolio Holder for Housing & Assets.

## 86. **Apologies and Substitutes**

- (a) Apologies for absence were received from Councillors Luckhurst and Redford.
- (b) Councillor Williams substituted for Councillor Armstrong, Councillor Dray substituted for Councillor Collins and Councillor C Wightman substituted for Councillor Sullivan.

## 87. **Declarations of Interest**

There were no declarations of interest made.

## 88. **End of Term Report**

The Committee considered its annual end of term report to Council on the work it had undertaken during the municipal year 2023/24. Article 6 in the Council's Constitution mandated that the Committee had to report annually to the Council on the work it had covered.

The report also contained a foreword written by the Committee's Chair.

Once approved by the Committee, it would be updated to include reports considered at the Committee's 9 April 2024 meeting and then submitted for noting at Annual Council.

**Recommended** to Council that the list of matters considered by the Overview & Scrutiny Committee during the municipal year 2023/24, as detailed in Appendices A and B to the report, be noted.

**Resolved** that prior to submission to Council, the report be updated to include the meeting of the Overview & Scrutiny Committee that took place in April 2024.

## 89. **Cabinet Agenda (Non-Confidential items and reports) – Wednesday 10 April 2024**

The Committee considered the following items which would be discussed at the meeting of the Cabinet on Wednesday 10 April 2024.

#### Item 4 – Park Exercise Permit

The Committee did not scrutinise this report at the meeting because a report on the subject shortly before the scheme was introduced had been considered by the Committee. Following consideration of that report, the Committee had requested a follow-on report after the scheme had been in operation for a while to check that the permits were operating in the way intended and then to discuss if the scheme should continue. The follow-on report was never forthcoming because various issues arose which stymied the operation of the scheme in the way intended to produce measurable results.

The recommendations in the report to Cabinet did not include an option on whether to proceed or not with the scheme but was purely to determine if the terms and conditions of the scheme should be changed.

The Committee requested that a report should be produced after the summer period on how the scheme was performing along with some data, including data on how much of officers' time was being spent with the implementation and governance of the scheme.

#### Item 5 – Revisions to fees for markets in 2024

The Committee did not scrutinise this report at the meeting but made comments to Cabinet.

The Committee requested that when in the future these same types of recommendations were made, more evidential data backing up the proposals being made should be provided; if fees were to be reduced then there should be options provided to mitigate or alternative plans that helped to overcome some of the challenges being faced.

The Committee raised a concern that footfall numbers were reducing but there were no plans to reduce the fees. Markets were an important part of communities and the economy in towns.

Members of the Committee wished to remind Cabinet that these assumptions were built into our budget for the year and therefore making changes after the budget had been set could be problematic.

#### Item 8 – Joint Waste Contract – Customer Services

The Committee did not scrutinise this report at the meeting because it had very recently considered a report on the subject under its own Work Programme, and it was one of the Council's contracts the Committee had chosen to scrutinise.

The Committee thanked officers for their work in bringing that report to it proactively. The Committee welcomed the recommendations in the report to Cabinet.

90. **Public and Press**

**Resolved** 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 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below:

Minute Number	Paragraph Number	Reason
91	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

91. **Cabinet Agenda (Confidential items and reports) – Wednesday 10 April 2024**

The Committee considered the following confidential items which would be discussed at the meeting of the Cabinet on Wednesday 10 April 2024.

Item 13 – Milverton Homes Ltd Business Plan Revision

The Committee held good discussions supported by officers and wished to further explore Milverton Homes. The Committee was intending to set up a specific meeting to coincide with the time when Milverton Homes would hold its AGM (November). This would allow Members to better understand the assumptions going into the business plan and the mechanisms for running the business over the next 12 months.

The Committee asked that more attention should be placed on the way words and language could be interpreted in reports. The use of “no liability” stated in the report at paragraph 10.1 should more accurately have made plain that the Council was taking measures to mitigate the liability, so the statement “no liability” was technically incorrect. The word “constrained” at paragraph 1.1.4 was also problematic because it did not explain why this was and that the arrangements being used were perfectly valid and used in other Authorities.

(Councillor Barton arrived at the meeting during discussion of this item and Councillor P Wightman left the meeting at the end of discussion on this item.)

Item 9 – Future High Streets Fund Update

The Committee discussed the confidential appendices to the report and comments made to Cabinet were recorded in the Committee’s confidential minutes 9 April 2024.

(The meeting resumed public session.)

92. **Work Programme, Forward Plan and Comments from Cabinet**

The Committee considered its Work Programme for 2024/25 as detailed at Appendix 1 to the report as well as a list of Corporate Projects as detailed in Appendix 2 to the report.

The Comments from Cabinet report was not included on the agenda because this had been considered at the meeting 26 March 2024.

The Committee requested that further information was provided on the Projects List (Appendix 2 to the report) to allow the Committee to prioritise which projects it would wish to scrutinise. The information requested was the budget for each project and the length/term of each project.

The Chair asked Members to inform the Chairs' Group if they thought any additional reports should be added to the Work Programme.

(The meeting ended at 7.23pm)

CHAIR  
13 May 2024