

Overview and Scrutiny Committee

Tuesday 27 November 2018

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 27 November 2018 at 6.00pm.

Membership:

	Councillor Mrs Falp (Chairman)	
Councillor Boad		Councillor H Grainger
Councillor Bromley		Councillor Naimo
Councillor Mrs Cain		Councillor Parkins
Councillor D'Arcy		Councillor Mrs Redford
Councillor Davison		Councillor Shilton

Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

Agenda

1. Apologies and 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 entered on the form to be circulated with the attendance sheet and declared 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 meeting held on 30 October 2018.

(Pages 1 - 5)



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

To consider a report from Democratic Services. **(Pages 1 - 12)**

5. **Development Portfolio – Service Review**

To consider a report from Development Services. **(Pages 1 - 40)**

6. **Annual Feedback on Outside Appointments and Champions**

To consider a report from Democratic Services. **(Pages 1 - 25)**

7. **Executive Agenda (Non-confidential Items and Reports) – Wednesday 28 November 2018**

To consider the non-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.

Already Called In:

Item 5 – Covent Garden Displacement Plan.

**You are requested to bring your copy of that agenda to this meeting.
(Circulated separately)**

8. **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.

9. **Executive Agenda (Confidential Items and Reports) – Wednesday 28 November 2018**

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.

**You are requested to bring your copy of that agenda to this meeting.
(Circulated separately)**

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

Enquiries about specific reports: Please contact the officers named in the reports.

You can e-mail the members of the this Committee at

o&scommittee@warwickdc.gov.uk

Details of all the Council's committees, councillors and agenda papers are available
via our website www.warwickdc.gov.uk/committees

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 456114.

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 30 October 2018 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Ashford, Boad, Bromley, Mrs Cain, Davison, Gill, H Grainger, Naimo, Parkins and Mrs Redford.

Also Present: Councillors Rhead and Thompson who were present from the start of the meeting, and Councillor Butler who arrived at minute 54.

50. **Apologies and Substitutes**

- (a) There were no apologies for absence made.
- (b) Councillor Ashford substituted for Councillor Shilton and Councillor Gill substituted for Councillor D'Arcy.

51. **Declarations of Interest**

There were no declarations of interest made.

52. **Minutes**

The minutes of the meeting held on 25 September 2018 were taken as read and signed by the Chairman as a correct record.

53. **Summary of the role, responsibilities and performance of the South Warwickshire Community Safety Partnership (SWCSP)**

The Committee considered a report from Health & Community Protection which set out the role, responsibilities and performance of the South Warwickshire Community Safety Partnership (SWCSP). The SWCSP was the statutory body for reducing crime, disorder, substance misuse and reoffending in South Warwickshire.

Crime & Disorder Reduction Partnerships were created as part of the Crime & Disorder Act (1998). They were the responsible bodies for reducing crime, disorder, substance misuse and reoffending. The two Crime & Disorder Partnerships for Stratford-upon-Avon and Warwick Districts were formally merged in September 2008 and became the South Warwickshire Community Safety Partnership (SWCSP) or Safer South Warwickshire.

Following the Police and Justice Act 2006, Local Authorities were required to undertake annual scrutiny of the local Community Safety Partnerships (CSPs).

The duties on the SWCSP were to:

- produce and annual picture of crime and disorder (Strategic Assessment);
- agree annual priorities and realistic and challenging targets;
- produce a three year partnership plan updated annually;
- review performance six monthly;

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- hold an annual public meeting; and
- carry out a review of any domestic homicides.

The Responsible Authorities for South Warwickshire were:

- South Warwickshire Clinical Commissioning Group
- Stratford-upon-Avon District Council
- Warwick District Council
- Warwickshire County Council
- Warwickshire Fire Authority
- Warwickshire Police
- Warwickshire Probation

Crime statistics 2017/18 for South Warwickshire were detailed by type and number in Appendix 1 to the report, with comparisons between levels in 2016/17 against 2017/18 so that comparisons could be made on whether levels had changed. Charts also showed levels of crime and type within individual council's catchment areas for April 2018 to September 2018.

In response to questions from Members, the Safer Communities Manager explained that:

- The duty to reduce crime was also the Council's responsibility, so the Council could influence changes in priorities. However, the burden was mostly on the Police because of budget cuts elsewhere within the makeup of the SWCSP.
- The Police and Crime Commissioner for Mercia had made a statement following the split between Warwickshire and Mercia, stating that the back-office functions would continue to be shared; subsequent to the initial reactions, Mercia had also included HR, training and IT to some extent within this shared approach.
- The last two years had been bad for Warwickshire and Stratford and this reflected the national picture with drug related crimes. However, there were some improvements with levels of violence with injury falling. Levels for this were no worse than three years ago, but it had to be noted that the recording standards had changed and the types of crimes being recorded were subject to amendment.
- Discussions had taken place with the Police to better utilise the evidence produced by CCTV.
- Budget cuts had reduced the amount of crime prevention work. Crime prevention was now mostly a matter for individual residents to focus upon in their own homes because break-ins were being reported where very little was stolen.
- Abbey Fields was a notable crime hotspot, with crimes being mostly children on children, or vulnerable people being deliberately targeted.
- The way in which crime statistics were being recorded and the changes to what was recorded was Home Office led.

The Chairman thanked the Safer Communities Manager for answering Members' questions.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

54. Executive Agenda (Non-confidential items and reports) – Wednesday 31 October 2018

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 31 October 2018.

Item 4 – Code of Procurement Practice

The Committee noted the report.

Item 5 – Adoption of a Plastics Policy

The Committee supported the recommendations in the report.

The Committee discussed what could be done to reduce the use of plastic at events held in the District, and requested an update in 12 months' time to review progress with the Policy and the difference it had made.

Suggestions were made for some amendments to the wording in the Policy and Councillor Thompson asked Councillor Davison to liaise with him over the changes.¹

(Councillor Thompson left the meeting.)

Item 9 – Discretionary Business Rates Relief as a Tool for Business Growth and Inward Investment

The Overview & Scrutiny Committee supported the recommendations in the report.

(Councillor Butler left the meeting.)

55. Local Plan Policy H6 (Task and Finish Group Recommendation 2.4)

The Committee considered an update note from Development Services, in liaison with Councillor Naimo which gave an update on recommendation 2.4 from the HMO Task and Finish Group. At the September 2018 meeting of Overview & Scrutiny Committee, Councillor Naimo had been asked to liaise with Development Services staff over what was required in this update report.

Recommendation 2.4 sought to ensure that the H6 Planning Policy was consistently and fully applied. It then spelt out six specific provisions and the update report went through each provision, giving details on what had been done about each one. Appendix 1 gave examples of HMO concentration calculations, with corresponding maps of the sites referred to in the calculations. Appendix 2 gave examples of instances when offices had applied the H6 Policy against planning development submissions.

¹ Councillor Davison liaised with Councillor Thompson the following day, prior to the meeting of the Executive.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

In response to questions from Members, the Head of Development Services and Councillor Rhead, Portfolio Holder – Development Services, explained that:

- Maps and mapping were progressing but there were some issues to sort with respect of being able to show HMO properties by the use of a single colour; this was expected to be resolved in two to three weeks.
- They would check if there was an issue with the map in example 1, which appeared to have more than 35 purple dots, and get this resolved.
- A report would be going to the January Executive on how to apply the policy surrounding concentrations of purpose built student accommodation.
- When planning permission was given for buildings that later transpired to be HMOs, there was nothing that could be done about them.
- All larger letting agencies should be aware of their H6 figures. The Head of Development Services would consider if specific promotion work to make all letting agencies aware of their obligations could be done.

The Chairman thanked the Head of Development Services and Councillor Rhead for answering Members' Questions.

(Councillor Rhead left the meeting.)

56. Work Programme, Forward Plan & Comments from Executive

The Committee considered its work programme for 2018 and the Forward Plan and the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in late September 2018.

Councillor Ashford gave an update on progress with the Task & Finish Group – Role of the Council's Chairman.

Consultation had been undertaken with all current Warwick District Councillors for their thoughts on the role of the Chairman. In addition to these, some specific questions had been posed to the current and past Chairmen of the Council who were currently Councillors as well as former Councillors Pratt and Mrs Sawdon.

The Group had met with the Chairman's PA and with the Chairman of the Council.

21 responses had been received out of the 48 questionnaires sent out.

The Group would now work on its report recommendations before meeting again and it was intended to report to the Committee no later than February 2019.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

The Committee then reviewed its Work Programme because it was anticipated that the meeting in November would be very busy with scrutinising reports going to the Executive that month. It was therefore suggested that the Committee's own Work Programme should be reviewed to make as much time as was possible.


Resolved that

- (1) the following reports be pushed back to a later meeting:
 - (a) to provide an update report on progress on the recycling contract be moved back from November to February;
 - (b) increased litter bin provision to be moved back from November to February;
 - (c) catering and events concessions to be moved back from November to February; and
- (2) the shared environment enforcement report scheduled in January should be a written summary and not a verbal report.

(Councillor H Grainger left the meeting during consideration of this item.)

(The meeting ended at 7.53 pm)

CHAIRMAN
27 November 2018

	Overview & Scrutiny Committee – 27 November 2018	Agenda Item No. 4
Title	Work Programme, Forward Plan & Comments from Executive	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 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	30 October 2018	
Background Papers	N/A	
<p style="text-align: center;">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.</p>		

1. Summary

- 1.1 This report informs the Committee of its work programme for 2019 (Appendix 1) and of the current [Forward Plan November 2018 to January 2019](#)
- 1.2 In addition, it provides the Committee with the response that the Executive gave to its comments regarding the reports submitted to the Executive on 31 October 2018 (Appendix 2).

2. Recommendation

- 2.1 Members consider the work programme (Appendix 1) and agree any changes as appropriate.
- 2.2 The Committee to; identify any Executive items on the Forward Plan which it wishes to have an input before the Executive makes its decision; and to nominate a Member to investigate that future decision and report back to the Committee.
- 2.3 Members note the responses made by the Executive on the Comments from the Executive report (Appendix 2).

3. Reasons for the Recommendation

- 3.1 The work programme should be updated at each meeting to accurately reflect the workload of the Committee.
- 3.2 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of Executive decisions and to feed into policy development.

- 3.3 If the Committee has an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committee's remit to feed into the process.
- 3.4 The Forward Plan is actually the future work programme for the Executive. 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.
- 3.5 Appendix 2, Comments from Executive, is produced to create a dialogue between the Executive and the Overview and Scrutiny Committee. It ensures that the Overview and Scrutiny Committee are formally made aware of the Executive's responses.
- 3.6 Where the Overview & Scrutiny Committee have made a recommendation as opposed to a comment the Executive are required to respond to the recommendation(s) made, including whether or not they accept the recommendation(s).

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 Committee 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 Committee, 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 Committee could pre-scrutinise and have an impact upon how these are formulated.
- 4.7 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.
- 4.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and

Scrutiny Committee meeting. The Committee will also receive a report detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.

- 4.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.
- 4.10 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 4.11 On the day of publication of the Executive 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 Executive items they would like the Committee to consider.
- 4.12 As a result the Committee considered the items detailed in appendix 2. The response the Executive gave on each item is also shown.
- 4.13 In reviewing these responses Committee can identify any issues for which they would like a progress report. A future report, for example on how the decision has been implemented, would then be submitted to the Committee at an agreed date which would then be incorporated within the Work Programme.

**Overview and Scrutiny Committee
Work Programme 2018**

8 January 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Task & Finish Group – Role of Warwick District Council Chairman	O&S Task & Finish Group	Verbal Report	TBA	Councillors Ashford, Mrs Knight and Margrave	Every meeting until completed	
Portfolio Holder Update Review of Chief Executives Service Area – Service Area Update and LEP update (if possible)		Written Report	Councillor Mobbs / Andy Jones		To be on the same evening as F&A 2020	Annually
Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – Update on how it will run, contract progress. Date moved back 30 October 2018.	O&S 30 May 2018	Written Report	David Guilding / Phil Clarke		October 2019 – Update on how it has gone	
Vision & strategy for Leamington town centre annual update and progress on Action Plan.	O&S 6 March 2018	Written Report	Phillip Clarke		January 2020	Annually

Written summary on the Shared Environmental Enforcement with Rugby Borough Council. Changed from verbal report to written summary 30 October 2018	4 April 2018	Written summary	Gary Charlton			8 January 2019
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5 February 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Local Plan Infrastructure Delivery Plan (O&S voted this to be done as a Joint meeting of F&A & O&S at its meeting 26 June 2018)	30 June 2015 & 26 June 2018	Joint meeting of F&A and O&S Written Report	David Butler / Phillip Clarke		June 2019 January 2020	Half yearly Update
(Portfolio Holder Update) Review of Business - Service Area Update		Written Report	Councillor Butler		To be on the same evening as F&A 2020	Annually
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs			Quarterly if an update is available
Increased Litter Bin Provision – report back to show how well the scheme has been received and results (Cllr Grainger sends apologies)	Exec Report 27 June 2018 / O&S 26 June 2018. Date moved back 30 October 2018	Written Report	Gary Charlton			5 February 2019
To provide an update report on progress on the recycling contract. (Cllr Grainger sends apologies)	25 September 2018 and date moved back 30 October 2018	Written Report	Gary Charlton			
Progress report on the HEART service	O&S 6 February 2018, minute 75	Written Report	Mark Lingard			5 February 2019

5 March 2019

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 and what has been done.	29 August 2018	Written Report	Councillor Butler / Suzee Laxton		March 2020	Annually
Policy on Regulating the Private Rented Sector - Update(Ref 880)	30 August 2017	Written Report	Elaine Wallace			
Fuel Poverty	26 June 2018	Written Report	Marianne Rolfe / Lisa Barker			
Portfolio Holder Update Review of Cultural Services – Service Area Update		Written Report	Councillor Coker / Rose Winship			

2 April 2019

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Review of Health & Community Protection – Service Area Update		Written Report	Councillor Thompson / Marianne Rolfe		To be on the same evening as F&A 2020	Annually
Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones		April 2020	Annually

Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		April 2020	Annually
Member Children's Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker		April 2020	Annually

May 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Elect an Overview and Scrutiny Committee Chairman					May 2019	Annually
Heath Scrutiny Sub-Committee – Appoint members and substitutes					May 2019	Annually

June 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Emergency Planning in light of Grenfell Tower and other major incidents (To include: <ul style="list-style-type: none"> • What this Council has done, • Capacity • Staff Learning) 	27 June 2017	Written Report	Marianne Rolfe			

Review of Council's Sustainability and Climate Change Approach	27 June 2017	Written Report	Marianne Rolfe / Alice Ellis		June 2020	Annually
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October 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
12 month update on the adoption of a Plastics Policy – progress with the policy and the difference it has made; future plans.	30 October 2018	Written Report	Alice Ellis			

November 2019

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 followed by Q&A at meeting	Pete Cutts		November 2020	Annually
Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		November 2020	Annually

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			
Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Written Report	Councillor Phillips			


**Response from the meeting of the Executive on O&S Committee's Comments
– 31 October 2018**

Items no.	4	Title	Code of Procurement Practice	Requested by	Green Party
Reason considered	How does Section 4.6 of the code (item 4/ appendix 1/ page 10) fit with council specific policies on page 8 regarding corporate responsibility, equality, ethics, SME friendly, social value and sustainable procurement? Can examples be given where these specific policies have led to awarding a contract that wouldn't have been the most favoured given a narrow interpretation of MEAT?				
Scrutiny Comment	The Overview & Scrutiny Committee noted the report.				
Executive Response	The recommendations in the report were approved with an amendment to Appendix 1, Page 13 of the report, to bullet point four to read " <i>The exemption must be agreed by the Head of Finance and Executive, prior to any contract being entered into</i> ". These changes will be made prior to submission to Council.				

Items no.	5	Title	Adoption of a Plastics Policy	Requested by	Green Party & Labour Group
Reason considered	<p>Green Party:</p> <p>Thank you for this important policy, particularly the focus on minimizing procurement of single-use plastics. Presumably to develop into a robust policy, details will be added concerning: who is responsible for each aspect; time frames for implementation; and how effectiveness will be monitored. It would be good to hear how these will be approached.</p> <p>Line 3, page 6: It is not true that "every item of plastic ever made still exists today".</p> <p>Final sentence on page 7: can this become stronger than guidance that is merely awareness raising? Can "share" be changed to "implement"? This covers awareness raising but also could mean the adoption of enforceable policy.</p> <p>Labour Group:</p> <p>To scrutinise whether the scope and effectiveness of the policy could be improved</p>				
Scrutiny Comment	<p>The Overview & Scrutiny Committee supported the recommendations in the report.</p> <p>The Committee discussed what could be done to reduce the use of plastic at events held in the District, and requested an update in 12 months' time to review progress with the Policy and the difference it had made.</p> <p>Suggestions were made for some amendments to the wording in the</p>				

	Policy and Councillor Thompson asked Councillor Davison to liaise with him over the changes, which he has done.
Executive Response	The recommendations in the report were approved, with the agreement of revised wording as discussed with officers.

Items no.	9	Title	Discretionary Business Rates Relief as a Tool for Business Growth and Inward Investment	Requested by	Labour Group
Reason considered	To understand more clearly the criteria proposed, to what extent they are based on experience in other authorities, and whether the effectiveness of the policy could be improved.				
Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report.				
Executive Response	The recommendations in the report were approved with an amendment to the figures contained within paragraph 5.6 to read "£100,000".				

 Overview and Scrutiny Committee 27th November 2018		Agenda Item No. 5
Title	Development Portfolio – Service Review	
For further information about this report please contact	Dave Barber Head of Development Services dave.barber@warwickdc.gov.uk 01926 456065 Alan Rhead Development Portfolio Holder	
Wards of the District directly affected		
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	NA	
Background Papers	NA	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
NA	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	14/11/18	Chris Elliott
Head of Service	12/11/18	Dave Barber
CMT	14/11/18	Bill Hunt
Section 151 Officer		Mike Snow
Monitoring Officer	14/11/18	Andrew Jones
Finance		Mike Snow
Portfolio Holder(s)	5/11/18	Cllr Alan Rhead
Consultation & Community Engagement		
NA		
Final Decision?		NA
Suggested next steps (if not final decision please set out below)		

1. **Summary**

1.1 This report brings together details of performance relating to the Development Portfolio.

2. **Recommendation**

2.1 That Overview and Scrutiny Committee should review Development Portfolio Performance Report and make observations on it as appropriate.

3. **Reasons for the Recommendation**

3.1 It has been requested by members that performance details of each service/portfolio are reviewed.

3.2 The Portfolio-holder for Development and Head of Development Services are presenting this report on performance to the Overview and Scrutiny Committee. It should be noted, that the report does not cover performance associated with the Business Portfolio, even though much of the work relating to that Portfolio is also the responsibility of Development Services

3.3 The annual performance report is available as Appendix B. The 2018/19 Service Area Plan for Development Services (in so far as it relates to the Development Portfolio) 2017/18 is available as Appendix A.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

“The Council’s FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

“The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.”

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
Development Services	Development Services	Development Services

plays a key role in supporting the delivery of high quality housing developments in the district as well as supporting cultural and sporting infrastructure and applying policies that help to deliver cohesive and active communities	supports the provision of open space in new developments. The service applies policies relating to air quality and crime in the consideration of planning applications.	plays a key role in obtaining finance to support infrastructure delivery through Section 106 agreements and CIL. The service is also responsible for supporting the delivery of employment land in line with the adopted Local Plan
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Staff are continually developed using a range of methods including formal courses, in-house training and attendance at seminars, conferences or regional bodies.	The Service Area is continually looking at ways of improving the way services are delivered to customers, through improved working practices and use of ICT.	Development Services ensures that any expenditure achieves the best value for money. It is also responsible for several major income streams (WBC, DM, Pre-apps, CIL, S106) to the Council which are continually reviewed to ensure income targets are met, and exceeded where possible.

4.2 Supporting Strategies

- 4.2.1 The Local Plan is key to the work of Development Services. It's policies are used many times every day to ensure high quality is supported and the District's infrastructure requirements are provided for.
- 4.2.2 The report also relates to the Medium Term financial strategy and sets out how Development Services is delivering the savings required along with key income streams.

4.3 Changes to Existing Policies

- 4.3.1 There are no changes to existing policies as a result of this report.

5. Budgetary Framework

- 5.1 Annual Budgets for Development Services are set by the Executive on an annual basis and budget reports are routinely considered by the Senior Management Team, with quarterly reports issued to the Executive. A separate report providing further details of Development Services Budgets is being presented to Finance and Audit Scrutiny Committee on the 27th November 2018.

6. Risks

- 6.1 Risks are managed using the service area's Risk Register which is reviewed and updated on a quarterly basis, and is subject to scrutiny by the Finance and Audit Committee on the 27th November 2018.

7. Alternative Option(s) considered

- 7.1 As this report is predominantly for information, at the request of the Overview and Scrutiny Committee, no other options are proposed.

Service Area Plan 2018/19

Part 1 - Service Information/links to policy

Part 2 – Managing Service Delivery

Part 3 – Managing and Improving People

Part 4 – Budget

Part 5 – Managing Planned Changes/Projects

Service Area :	Development Services
Service Area Manager:	David Barber
Deputy Chief Executive:	Bill Hunt
Portfolio Holder(s):	Cllr Alan Rhead and Cllr Noel Butler

1 Purpose of the Services Provided

To promote and deliver safe and attractive development, in the right place and at the right time in a timely manner, to meet the future needs of the residents, visitors and businesses within the district, whilst protecting the natural and historic environment.

Providing support to businesses in the town centres and rural areas together with attracting inward investment and encouraging growth.

Providing a variety of well managed events in our district to attract residents and visitors to our towns and villages and provide leisure and recreational activities.

To support the delivery of key corporate studies and projects.

1.1 Linkages to Sustainable Community Strategy

External	Direct	Indirect
<p>Service (Green, Clean and Safe)</p> <p>(Development Portfolio)</p>	<ul style="list-style-type: none"> • Assisting in the design process of developments to ensure that they provide safe and high quality environments for our communities, including encouraging active lifestyles. • Adoption of Policies to enable community safety to be taken in to account in new developments • Supporting the delivery of development which supports and assists the health and well-being of our communities and encouraging investors and developers to incorporate such considerations into their proposals. • Adoption of Policies to enable health and wellbeing to be taken in to account in new developments • Project feasibility development for major corporate projects that deliver new housing and community facilities 	<ul style="list-style-type: none"> • Ensuring development meets the requirements of the Building Regulations. • Preparing planning policies and guidance which support green, clean and safe environments • Providing a vibrant economy, creating additional jobs and consequently contributing to Health and Well-being.

External	Direct	Indirect
<p>People (Health, Homes and Communities)</p> <p>(Development Portfolio)</p>	<ul style="list-style-type: none"> • The development and implementation of policies that guide and direct housing, meeting the needs of the communities and ensuring the delivery of high quality residential environments. • Provision of suitable sites for the delivery of housing to meet local housing need. • Project feasibility development for major corporate projects that deliver new housing and community facilities • Pre-application advice and efficient development management processes for new housing developments within the district • The provision of infrastructure through Section 106 contributions/Community Infrastructure Levy to provide community facilities • Sustainability appraisal for all major site allocations and development strategy. • Adoption of Policies to encompass sustainability in new developments • In the 'Statement of Community Involvement' there is a clear engagement and consultation process for developing planning policies and dealing with all other related planning matters. Ensure all stakeholders understand how to engage in the planning process. • Joint working with communities to ensure best outcomes as a result of HS2. • Development of schemes such as Job Clubs and Local Labour agreements. • Identification of Gypsy and Traveller sites to meet the needs of this community and development of appropriate DPD • Ensuring that there is adequate provision of affordable housing. • Supporting regeneration schemes where these can support communities and tackle local deprivation. • Developing policies to ensure the provision of an appropriate mix and standard of housing in residential development schemes. • Supporting the delivery of development which takes account of health and well-being and encourages active lifestyles 	<ul style="list-style-type: none"> • The provision of a high quality responsive building control service • Policies through our local plan • Building Control Regulations • Ensuring that there is community cohesion when considering development proposals. • Assisting in delivering better living conditions through high quality design • Supporting residents in improving their homes in an affordable way through the provision of design guidance and speedy decision making in the application process.
<p>Money (Infrastructure , Enterprise and Employment)</p>	<ul style="list-style-type: none"> • Supporting economic growth and inward investment into our district • Supporting the delivery of key corporate projects to regenerate areas, encourage growth and support the wider prosperity of the district. • Provision of suitable sites for the delivery of employment to meet local, and where relevant sub-regional need. 	<ul style="list-style-type: none"> • Ensuring that planning applications are dealt with in an efficient and timely manner to support investment into the district.

External	Direct	Indirect
(Business Portfolio)	<ul style="list-style-type: none"> • Ongoing analysis of economic and business trends to ensure planning policies are delivering employment growth in tandem with housing need. • Promotion of vital and vibrant town centres • Support, management and operation of events • Project feasibility development for major corporate projects • Direct support to businesses, in particular business start-ups • Provision, management and expansion of enterprise centres to support creative and start up businesses • Assisting the rural areas through planning policies to ensure that the rural economy is protected and that villages maintain services, community facilities and the right level of housing 	<ul style="list-style-type: none"> • The development and implementation of policies to support investment and growth

2 Managing Service Delivery

2.1 Service Overview

Summary of the main aspects of service delivery during the year

Service being delivered	Priorities	Service demand	PFH
Development Management	Providing pre-application advice and processing planning applications to deliver timely decisions in supporting quality development.	Approx 2300 planning applications per year Up to 200 pre-application requests per year	AR
	Defending planning and enforcement decisions through the appeal process.	60 appeals per year	AR
	Addressing harmful unauthorised development through planning enforcement.	Up to 500 complaints per year	AR

Service being delivered	Priorities	Service demand	PFH
	Protecting the historic heritage of the District through conservation work.		AR
	Protecting important trees which provide the character of the District through TPO and related safeguards.		AR
	Supporting the housing market through processing property searches.	1600 full searches per year	AR
	Monitoring of Section 106 contributions.	30-40 active agreements monitored per year	AR
Policy and Projects	Implementing the Local Development Scheme, including the Local Plan		AR
	Delivering strategic allocations and providing a facilitating role to assist development through to implementation, including infrastructure requirements		AR
	Supporting neighbourhood plans		AR
	Working with partners in the sub-region to deal with sub-regional strategic policy and development		AR
	Understanding & analysis of the local economy		NB
	Active management and promotion of Town Centres through development and delivery of Town Centre Action Plans with key stakeholders		NB
	Manage programme of events across the district	Approximately 110 events per year	NB
	Targeted sectoral interventions to enable growth and innovation		NB

Service being delivered	Priorities	Service demand	PFH
	Promotion of the District to attract and deliver Inward Investment opportunities		NB
	Support for the tourism industry via Destination Management Organisation (Shakespeare's England Ltd), including developing and delivery of Destination Management Plan		NB
	Management of the Enterprise Projects and maximisation of their impact through exploring alternative delivery models		NB
	Co-ordination and delivery of the joint authority Business Support Programme intervention	Businesses supported 150+ /year	NB
	Providing assistance to businesses, through Enterprise team and Economic Development (ED) interactions and interventions		NB
	ED policy development of the prosperity agenda		NB
	Undertaking feasibility and other studies to support Council decision-making on key corporate project.	Projects have different milestones as set out in part 5 below.	AR/NB
	Delivering key corporate projects working with partner organisations, landowners and developers		AR/NB
	Supporting the coordination and delivery of key infrastructure across the district to support growth and new development		AR
Building Control	Processing all types of Building Regulation submissions for Warwick, Rugby and Daventry.		AR
	Providing expertise in dealing with dangerous structures, demolitions and safety at sports grounds.		AR

Service being delivered	Priorities	Service demand	PFH
	Providing Fire Risk Assessments for Corporate Properties, and fire related advice for HMO's.		AR

2.2 Measures

Key Corporate Measures

Customer Measures – those important to the people/organisations who use our services Note : these measures should be used on a daily, weekly or monthly basis to identify the impact of interventions in the system and to plan future interventions. Interventions may be very small adjustments to resources, or may involve transformational change					PFH
	Qtr. 1	2	3	4	
Building Regulation Applications acknowledged within 3 working days	98%	98%			AR
Building Completion Certificates issued within 5 working days of final inspection (% overall)	84%	83.40%			AR
% of site inspections achieved on time or meeting customer requests	96%	100%			AR
Building Regulation applications determined within the statutory time period	96%	97%			AR
Dangerous structures attended to within 2 hours (imminent danger), within 24 hours (non-imminent danger) (% overall)	98%	99%			AR
Customer questionnaires returned satisfied with Building Control service (% overall)	100%	94%			AR
Number of planning applications determined within the statutory timeframe (%)	94	99			AR
Time taken to process minor amendment/discharge of condition applications (no. of average days)	24 (Minor amends)	43 (Minor amends)			AR

	151 (Discharge of conditions)	77 (Discharge of conditions)			
% of planning applications refused permission	3	2			AR
Number of pre-application enquiries responded to on time (%)	-	67%			AR
Time taken to validate all types of applications (no. of days average)	9	7			AR
Time taken to resolve enforcement enquiries – see charter (no. of days average for investigations completed without having to take formal action)	69	47			AR
Number of Enforcement Notices issued.	3	3			AR
Number of dwellings granted planning permission (annually)	554	Annual			AR
Number of dwellings with extant planning permission(annually)	5734	Annual			AR
Number of years housing land supply (annually)	6.62	Annual			AR
Housing Delivery Test – percentage delivery against target (annually)	118%	Annual			AR
Employment land with extant planning permission (hectares)(annually)	N/A	Annual			AR
Use class B employment land developed (hectares – annually)	1.33	Annual			AR
Number of new businesses created or attracted to area (via ESIF programme or Enterprise assistance)	0	3			NB
Number of new jobs created (via ESIF programme or Enterprise assistance)	0	4			NB
Amount of floorspace provided to business by the enterprise service (square feet)	Annual	Annual			NB
Number of businesses utilising Enterprise facilities who have expanded (either internally or externally)	0	0			NB
Customer questionnaires returned satisfied with	100%	100%			NB

Enterprise facilities and services (upon exit)					
Number of corporate projects (as identified by CMT) that are given a RAG rating of "red" in accordance with agreed project milestones.	0	TBC			NB
Operational Measures – other (non customer) measures essential to ensure that "purpose" can be achieved.					
Note: <u>this section will not be used by most service areas</u> as their Customer Measures are expected to be sufficient. However, there may be cases where an operational measure is required to ensure the smooth running of a service area.					
	Qtr. 1	2	3	4	
Occupancy levels of property – optimal rent income V actual for our Enterprise units(%)	97%	95%			NB
Number of neighbourhood plans designated	7	7			AR
Number of neighbourhood plans adopted	5	5			AR
Amount of S106 contributions agreed but not yet paid (£) (annual)	£19.28m	Annual			AR
Total amount anticipated from CIL calculated as the sum of CIL liability notices issued but not yet paid each quarter	£860,981	£878,103			AR
Total amount of CIL received or demanded as calculated by the sum of all demand notices sent out each quarter)	0	£1,065,285			AR
S106 triggered and invoiced during quarter	N/A	£9.2m			AR
Appeal decisions contrary to WDC decision	28%	25%			AR
Time taken to determine planning applications (no. of days average)	51	49			AR
% of planning applications determined by planning committee	4%	4%			AR

2.3 Managing Risk

Risk	Planned Actions during year	Comments
Budget	Regular budget monitoring, Training of budget managers. Improved reporting of under/over spends Better day to day management of budgets: PO's/invoices	Monitoring of budget on a monthly basis
Procurement	Close working with procurement officers in improving procurement processes	DS Team meeting: July, Oct, Jan, April Surgery sessions set up regularly with Procurement
Contract Management	Ensure Contract Register is kept up to date	Reviewed at the DS Team meeting: June, Sept, Dec, March
Audits	Internal audits programmed in the year: <ul style="list-style-type: none"> - Building Control - Section 106 agreements Check audit plan and ensure actions are implemented Implementation of action identified in Audits undertaken during 2017/18: <ul style="list-style-type: none"> - Development Management - Land Charges - Events - Economic Development 	
Risk Register	Regular review of register at management meetings	DS Team meeting: May, August, Nov, Feb Mitigation put in place
Service Assurance	Procurement/Contract register management training Review of Service Assurance Statement	
Corporate Health & Safety	Health and Safety Assessments to be regularly checked and updated Corporate risk and Liability assessments regarding events in our parks and gardens, road closures, etc. are carried	

Risk	Planned Actions during year	Comments
	out Introduce Health and Safety and standing item at team or section meetings	

Part 3 – Managing and Improving People

3.1 Staff Resources

There are currently XX FTE posts in the department.

3.2 Workforce Planning

Category	Sponsor	Activity	Budget Impact	Impact on other Service Areas	Milestones
1. Workforce Planning (E.g. planning for leavers)	Dave Barber	Planning for career development and any loss of staff through retirement.	Within existing budgets	Support from HR	Ongoing
		Planning for more generic planning and administration roles	Within existing budgets		April 2018
		Appointment of 3 apprentices	Within existing budget plus use of Levy		September 2018
		Expansion of training opportunities	20% increase in planning fees		September 2018

Category	Sponsor	Activity	Budget Impact	Impact on other Service Areas	Milestones
2. Skills, Training, Competency Needs	Dave Barber	Develop a service area training plan (training matrix) from appraisal PDPs	Budget for training needs to be adequately resourced to support officers, in particular those doing professional courses	Finance HR	Sept 2018
3. Service Changes	Dave Barber/Serv ice area managers	Skilling the teams to enable them to be more flexible to change	Within existing budgets	None	On-going
		Working differently supporting a work/life balance	Within existing budgets	None	On-going
4. Determining the need for additional resource	Gary Fisher / Phil Rook / Dave Barber	Consider market supplements for hard-to-recruit posts	20% increase in planning fees	None	On-going
		Establish and appoint to posts to utilise increase in planning fees	20% increase in planning fees	None	May 2018

Part 4 BUDGET – Main budgetary pressures and changes

Activity	Budgetary Impact	2018/19	2019/20	2020/21	PFH
1% discretionary budget reduction	On-going challenges to budget managers to address savings without affecting service delivery	£8,760	£8,760	£8,760	AR/NB
Pre-application planning charges	Poor take up of scheme may result in lack of income to cover cost of post	£50,000	£50,000	£50,000	AR
Additional work following the outcome of the local plan, particularly preparing documents detailed in LDS	Preparing evidence, consultations and Examinations	£70,000	£30,000	£30,000	AR
Review of Building Control salaries due to difficulty in recruiting as directly competing with the private sector	Building Control account is ring-fenced and service has to be cost neutral – to be reviewed when end of year accounts completed April/May 2018	tbc	tbc	tbc	AR
BC Fee earning income	This is a ring fenced budget	£720,000	£720,000	£720,000	AR
Forecasting/monitoring planning fee income	Identify expected annual income. Identify scale of 20% increase in planning fees	£1,435,000 £239,000	£1,215,000 £203,000	£1,100,000 £183,000	AR

Part 5 – Managing Planned Changes, Major Work-streams and Projects

Change/Project	Sponsor/Lead Officer	Budget Impact	Impact on other Services	Milestones	PFH
Designation of the canal as a Conservation Area	Gary Fisher/Nick Corbett	None	None	Mar 2019	AR
Preparation of Canal-side DPD	David Butler	Unknown	None	Publication Draft by March 2019	AR
Improvements to Development Management (Phase 2) and use of 20% increase in planning fees	Dave Barber/Gary Fisher	£190,000 (2018/19)	Includes creation of new posts in Neighbourhood and HCP	Achieved and ongoing	AR
Ensuring that CIL is effectively implemented	Dave Barber/Gary Fisher	Significant financial benefits expected by ensuring effective collection of CIL	Will require input from Finance	Achieved and ongoing	AR
Facilitating and supporting the delivery of significant housing schemes in the district including Housing Delivery Test	Dave Barber	Fund for monitoring contributions.	Will involve Housing, Neighbourhood and Cultural Services	Specific milestones predominantly driven by planning applications.	AR/NB
Develop and implement the Infrastructure Delivery Plan	Dave Barber	Significant financial benefits expected by ensuring effective collection of CIL	Neighbourhood and Cultural Services	To align with the local plan	AR/NB
Consider purchase of IDOX workflow module and roll out if necessary	Gary Fisher	£10,000 – included in 20% increase in planning fees	IT resources required?	Decision by July 2018 (Update Nov	AR

Change/Project	Sponsor/Lead Officer	Budget Impact	Impact on other Services	Milestones	PFH
				2018: not achieved – decision deferred until January 2019) Implement by March 2019	
Preparation of a Gypsy and Traveller DPD	David Butler	There may be costs associated with establishing sites	Housing	Publication Draft by March 2018 (Update Nov 2018: not achieved – date TBC – see LDS)	AR
Prepare Supplementary Planning Documents: <ul style="list-style-type: none"> • Parking standards • Custom and Self-Build • Residential design guide • Open Space Standards • Affordable housing • East of Kenilworth • Purpose built student accommodation • Air quality • East of Whitnash 	David Butler	Some costs associated with compiling evidence base	Neighbourhood Services Housing	In line with milestones in Local Development Scheme (Update Nov 2018: Parking standards, RDG, Air Quality all adopted.)	AR
Utilisation of IDOX	Phil Clarke/Gary	Within existing	Joint working with Finance	Implement by Dec	AR

Change/Project	Sponsor/Lead Officer	Budget Impact	Impact on other Services	Milestones	PFH
obligations and monitoring modules	Fisher/David Butler	budgets	IT resources required – agreed as part of business case submitted January 2018	2018 Update Nov 2018: On track	
Implement and review team prosperity plan to ensure business growth/inward investment related partnerships are maximised.	Dave Barber / Philip Clarke	Implementation costs	All service areas	On-going On-going	NB
Business Support review to be implemented and monitored.	Philip Clarke	None	None	Complete	NB
Embedding redesign to ensure staff are aware of their priorities and are effective in achieving them	Dave Barber	None	Housing, Culture, CE	Complete	AR/NB
Marketing of Building Control service	Phil Rook	From Reserves (agreed by Exec)	None	Achieved and ongoing – quarterly review	AR
Trial opportunities to expand ring-fenced enterprise service	Gayle Spencer	Additional income generation (unknown)	All support services	18/19 (Update Nov 2018: New approach to Arch 4; other opportunities being evaluated)	NB
Implement review of Events service to focus resources on events that	Philip Clarke (plus BM Projects & economic	Unknown	Culture; Community Protection	Implementation on-going	NB

Change/Project	Sponsor/Lead Officer	Budget Impact	Impact on other Services	Milestones	PFH
add the greatest value	development))				
Undertake review of promotional literature for Leamington town centre	Business Manager - Projects & economic development		Culture	Update Nov 2018: Part of "Leamington Open for Business"	NB
Provision of advice to assist the development of corporate projects as required, e.g. pre-application for Relocation Project, policy input etc. as required during the year	Gary Fisher/Dave Barber/Philip Clarke		To be determined for each project	On-going	AR/NB
Delivery of Creative Quarter project in conjunction with development partner.	Bill Hunt / Phil Clarke / Guy Collier	None. Some support for master plan if this aligns with Local Development Scheme objectives.	Culture, Neighbourhood Services	Stakeholder engagement and master-planning on-going (to be completed by Nov 2019)	NB
Provision of project support for health improvements in Lillington	Andrew Jones / Guy Collier	Potential investment to be established through project scoping.	Finance, Neighbourhood Services		NB
Provision of project feasibility support for the 2 nd Warwick Sea Scouts HQ relocation project	Chris Elliott / Guy Collier	Grant of £50k has been agreed.	Neighbourhood Services, Cultural Services	Milestones determined by pace at which Sea Scouts can progress project.	NB

Change/Project	Sponsor/Lead Officer	Budget Impact	Impact on other Services	Milestones	PFH
Delivery of land at Stratford Road Warwick for employment use	Bill hunt / Guy Collier	None.	None	Agreement with other landowners and planning permission obtained	AR/PW

Overview & Scrutiny Committee

27th November 2018

Development Services

Development Portfolio Annual Performance Report

PART A: Service Plan Performance

1 Development Management

Planning applications

- 1.1 Numbers of planning applications are continuing at a high level. Table 1 below shows total planning application each calendar year. As can be seen, the total number of applications for 2018 is expected to exceed all the previous 5 years. In terms of major applications, 2018 is projected to show a slight fall in the number of major applications. However this needs to be set in the context of the scale and nature of major applications that have been submitted this year, including Kings Hill (2500 dwellings) and Gateway South – two of the largest applications the Council has dealt with in many years – as well as a large number of Local Plan allocations (Westwood Heath, sites in Kenilworth, Hatton Park, Hampton Magna, Burton Green, Cubbington)

Table 1

Calendar Year	No of Applications (excluding Pre-apps and condition discharges, etc)	No. of major applications
2018 to date	1826 (extrapolated to 31/12/18 = 2435)	40 (extrapolated to 31/12/18 = 53)
2017	1827	71
2016	2356	73
2015	2186	79
2014	1878	72
2013	1807	77

- 1.2 Despite high workloads this part of the service is continuing to perform at a high level with the number of planning applications determined within the statutory timescale again remaining at well over 90% for 2017/18 (see Table 2) and continuing in 2018/19.

Table 2: percentage of applications determined in statutory timescales

Year	% determined within statutory timescales
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2018 to date	94%
2017	95%
2016	96%
2015	94%
2014	96%
2013	68%

1.3 The total number of applications and the large number of major schemes has resulted in sustained high levels of fee income (see table 3), with income forecasts exceeded in 2017/18 (when a total income of over £1.4m was achieved) and with income on target to grow further in 2018/19 thereby continuing the pattern of income growth over the last few years.

Table 3: Planning Fee Income

Year	Appendix B spreadsheet
2018/19 to date (30/9/18)	1,047,779 (includes significant carry over from March 2018)
2018/19 forecast	1,550,000
2017/18	1,346,200
2016/17	1,084,600
2015/16	1,276,300
2014/15	1,031,700

1.4 Pre-application Advice

1.4.1 One area where performance has declined in 2018/19 has been pre-application advice (Table 4) where turnover of staff and absences have hampered consistent performance. For the time being this is being addressed by bringing in a temporary member of staff to manage this element of the work. In the medium term the approach to providing and resourcing pre-application advice will be reviewed.

Table 4: % of pre-application queries dealt with within time period (4 weeks) or ave time?

Year	% of pre-application queries dealt with within time period (4 weeks)
2018/19 to date	67%
2017/18	80%
2016/17	72%

1.4.2 The charging regime for the provision of non-householder pre-application has now been adopted permanently after a successful trial and an additional Planning Officer in post to lead on this area of work. The income

received is currently exceeding the cost of providing the service and this is being closely monitored.

Table 5: Pre-application Income

Year	Income
2018/19 to date	£47,340
2017/18	£57,800
2016/17	£63,925

1.5 Appeals

1.5.1 The proportion of successful appeals against WDC decisions has reduced significantly during 2018/19. This may be in part down to the adoption of the new Local Plan with an up to date policy framework and in part, down to officers being proactive in learning from appeal decisions. Officers also prepare regular reports to planning committee to give an opportunity to review the decisions and learn lessons. It is interesting to note that the total number of appeal also appears to have reduced during 2018/19, which again may be as a result of having an up to date adopted Local Plan.

Table 6: % of appeals dismissed

Year	No. of appeals	% of appeals dismissed
2018/19 to date	19	74%
2017/18	70	54%
2016/17	69	55%

1.6 Enforcement

1.6.1 The number of enforcement cases on hand throughout the year has increased from an average of approximately 130 open investigations to an average of over 200. This is due to current high workload levels and some fluctuations in staff resources.

1.6.2 To date, 353 enforcement enquiries have been signed off during 2018. Of these 286 (81%) have been resolved within 12 weeks.

1.7 Section 106 Contributions

1.7.1 The procedure to monitor Section 106 agreements and contributions has been changed significantly and has significantly reduced the risk of contributions being missed, with the posts involved in tracking progress on schemes and working with colleagues to ensure invoices are issued promptly and payments are received in a timely manner. These

procedures are being kept under review and fine-tuned particularly in respect of the level of collaborative working that is required with the County Council and other partners. Whilst recognising the improvements being made, the 2018 audit in to Section 106 processes has identified a number of key areas to address which will result in further tightening of processes and particularly better use of the Acolaid system to manage section 106 agreements. Data reports relating to payments due and received are now prepared on a quarterly basis.

1.7.2 The 2nd quarter of 2018/19 has seen the following Section 106 contributions triggered:

Table 7 – 2018/19 Quarter 2 Section 106 Triggers

Q2 2018/2019 S106 Financial Contributions

S106 Contribution	W/14/0681	W/14/0661	W/14/1340	W/15/1761	W/14/0322	W/14/0689	W/15/0646	Total
Monitoring Fee	£12,184.25		£15,562.61					£27,746.86
Indoor Sports Facilities		£397,258.14			£26,122.00	£65,076.21	*1	£488,456.35
Outdoor Sports Facilities		£27,118.38			£1,888.71	£4,705.23	*1	£33,712.32
Country Park		£628,055.02						£628,055.02
Off Site Open Space				£20,518.94	£49,083.43		*1	£69,602.37
Hospital		£802,126.45			£61,309.03	£153,272.57	*1	£1,016,708.05
GP Surgery	£111,081.99							£111,081.99
Police		£104,851.60				£20,753.46		£125,605.06
Bio-Diversity *2		£110,164.00						£110,164.00
Education *2		£4,587,061.00						£4,587,061.00
Highways *2		£1,887,950.00			£113,790.83			£2,001,740.83
Total	£123,266.24	£8,544,584.59	£15,562.61	£20,518.94	£252,194.00	£243,807.47	£0.00	£9,199,933.85

Notes

*1 100% of Contributions paid in Q3 of 2017/2018.

*2 Contribution paid direct to Warwickshire County Council.

1.7.3 In total 2017/18 saw financial contributions of £19.28m towards infrastructure in the District arising from Section 106 agreements. As well as financial contributions, S106 agreements typically also include other obligations such as affordable housing, open space, play areas and Sustainable Urban Drainage Systems (SUDS).

1.8 Community Infrastructure Levy (CIL)

1.8.1 CIL was implemented in December 2017. A CIL officer was appointed in early 2018 to support the CIL process. The first CIL payment of £50,000 has been received, with demand notices for in excess of a further £1m issued of which £330,000 is expected to be paid this financial year. In addition liability notices amounting to £878,000 have been issued and these will become payable within 60 days of each of those scheme commencing. Current forecasts suggest CIL could provide over £20m towards infrastructure before 2023.

1.8.2 **Table 8** below shows the CIL report for the period 1st April 2018 and 30th September 2018 :

Description	No. of Applications	Amount Exemptions	Amount Liable
Number of Planning Applications requested to complete and submit CIL Additional Information Requirement form	48		
Applications assessed and found to be less than 100 sqm – not CIL liable	23		
CIL liable proposals eligible for exemption i.e. self build - 3 commenced, 3 waiting for Commencement Notices (Form 6)	6	£234,020.15	
Liability Notices issued – waiting for Commencement Notices (Form 6)	6		£878,103.25
CIL Liable proposals - exemption for Social Housing		£697,710.00	
CIL liable proposal – Demand Notice issued			£1,065,285.00
Applications CIL forms have been requested – ongoing	13		

1.9 Land Charges

- 1.9.1 Warwick District Council and HM Land Registry (HMLR) formed a historic partnership to transfer WDC's Local Land Charges Register to HMLR on 11th July 2018. In doing so, WDC became the first authority nationally to transfer the register to HMLR.
- 1.9.2 Local Land Charges (LLC) are obligations on land or property like listed status or tree preservation orders. A search of these is usually required when buying a house and is essential to mortgage lenders' understanding of the risks to their loans.
- 1.9.3 HMLR has been working towards creating a single, digital LLC register to replace individual local authority LLC registers. Currently each local authority holds LLC records in a variety of formats (paper and digital) and it can take up to 30 days to deliver the search results. The new digital service removes inconsistencies, providing a standardised, digital result.
- 1.9.4 The transfer of this LLC data has revolutionised an archaic system, enabling local land charges searches to be carried out using a state of the art, digital service. WDC are pioneers, as the first local authority to transfer this data. The scheme will now be rolled out nationally saving local authorities and customer time and costs.
- 1.9.5 In relation to this ground breaking work undertaken in partnership with HMLR, the Council has made a submission to the LGC Awards for 2018.

1.9.6 As a result of the register transfer, the personal search/land charge kiosk in the Riverside House reception area was removed in July 2018.

1.10 Viability reports

1.10.1 Following a Notice of Motion agreed at Council in June and the publication of the new NPPF (and associated guidance), the Executive has agreed to change the approach to preparing and publishing viability reports associated with planning applications. This new approach will be applied to all applications requiring viability assessments, received after the introduction of the new NPPF in July 2018.

2 **Building Control**

2.1 Warwick Building Control is now an established joint service with Rugby and Daventry Councils. The workload remains at a fairly constant level, despite strong competition from Approved Inspectors. Income levels continue to improve and are currently forecast to significantly exceed set budget levels for 2018/19 - see Table 9. This reflects the success the service has had in maintaining market share.

Table 9: Warwick Building Control Income

	2018/19 (to date)	2017/18	2016/17
April	70,851	60,472	73,210
May	54,097	75,437	63,304
June	83,848	71,214	71,901
July	71,676	69,507	48,737
August	64,558	65,213	58,188
September	51,524	60,600	62,525
October	76,789	72,161	57,271
November		52,174	63,905
December		55,066	43,356
January		54,337	41,708
February		48,797	67,010
March		65,462	59,504
Annual Total	472,873	750,439	710,617
Monthly Average Income	67,553	62,537	59,218
Predicted Outturn (Based on Monthly Average Income)	810,636	750,439	710,617
Current Budget	720,000	720,000	720,000

- 2.2 Warwick Building Control staff continue to be proactive in promoting the service, through providing a quality service built on trust, with repeat work from established architects, developers, builders and members of the public. As a result the number of applications being received by the service remains at a high level. Table 10 below shows that the market share of the service remains at around two thirds and that the total number of cases being dealt with by the service has been fairly constant.

Table 10: Number of WBC cases (and % market share)

	2018/19 (to 30/9/18)	2017/18	2016/17
Building Notice	757	1363	1298
Full Plans	388	826	808
Partnership	36	53	123
Regularisation	54	97	101
Warwick Building Control: Total cases	1235	2339	2330
Approved Inspector Cases	665	1154	1104
% WBC Market Share	65%	67%	68%

- 2.3 The service continues to receive positive feedback from clients responding to the customer satisfaction questionnaire, with a very high level of satisfaction (see Table 11).

Table 11: Customer Satisfaction

	2018/19 (to 30/9/18)	2017/18	2016/17
% of customer satisfied with service	99%	100%	99%

3 Planning Policy

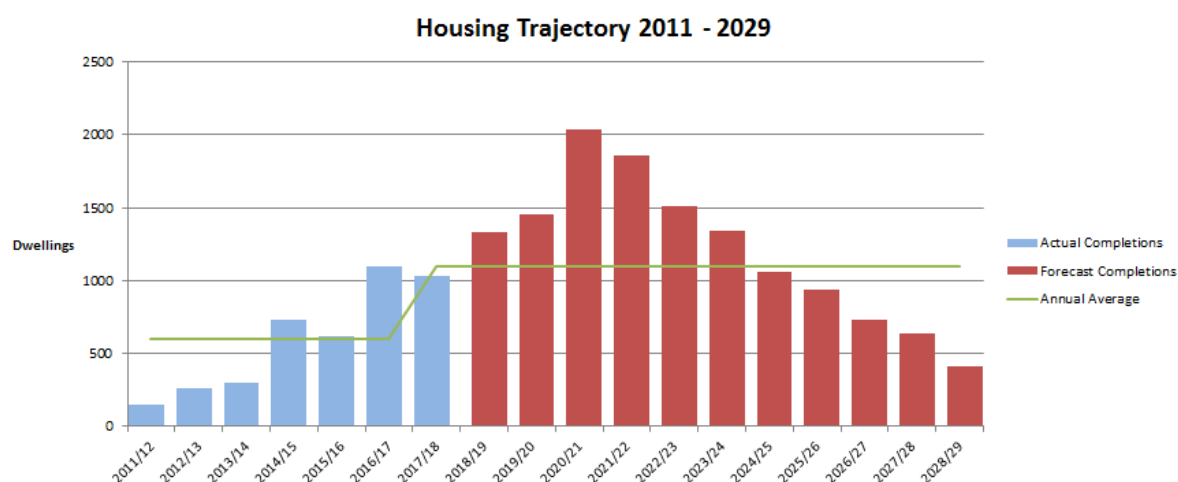
- 3.1 The Local Plan was adopted in September 2017. This provides an up to date and robust policy framework for planning decisions and also provides the basis for proactive work to deliver development and associated infrastructure. Specifically the Plan provides the framework to deliver around 17,000 dwellings between 2011 and 2029 as well as around 140 hectares of additional employment land. Following adoption of the Local Plan the Council can now demonstrate it has a 6.49 year supply of housing land which may be used in supporting the refusal of applications for housing on sites that are not allocated in the Plan.

- 3.2 Following the adoption of the Local Plan, an updated Local Development Scheme has been prepared setting out the plans to prepare a range of supplementary planning documents (SPDs). A new SPD on parking standards and an updated Residential Design Guidance have been approved and documents on Air Quality, Purpose Built Student Accommodation, Self-Build housing and Open Space are in preparation.
- 3.3 The 2018 annual monitoring showed that 1031 dwellings were completed during 2017/18. Although slightly down from the record set in 2017/18 of 1098 this continues the trends from recent years that has seen a steady increase in the rate of housebuilding across the District in support of the delivery of the Local Plan. As a result, the Council is achieving a delivery rate of 119% against the new Housing Delivery Test.

Table 12: The Housing Delivery Test

Housing Delivery Test	
	2015/16 to 2017/18
Housing requirement	2,298
Net homes delivered	2,730
Housing delivery test percentage	118.8%

- 3.4 The graph below, taken from the Council’s latest Authority Monitoring Report (published in August 2018), gives an update on recent and projected levels of housing delivery in the District. As can be seen, delivery of housing is anticipated to rise over the next few years, particularly as the major large housing allocations in the Local Plan begin to deliver new homes. The sharp rise expected in 2020/21 in particular is due to a combination of high delivery on sites that already have planning permission together with a number of major green field sites allocated in the Local Plan (including land at Kings Hill and east of Kenilworth).



- 3.5 Allied to this, the service has continued to evolve and improve the Infrastructure Delivery Plan (IDP). The Plan has been regularly updated since the adoption of the Local Plan to reflect changing requirements of infrastructure providers, changing costs and importantly updates on sources of funding. The IDP is published so that the public can keep abreast of what is planned. In addition, 6 monthly updates are provided to Overview and Scrutiny Committee. Following the adoption of the Local Plan in 2017 the service is now moving towards ensuring this is delivered and is putting in place a number of steps to deliver infrastructure including a focus on infrastructure that is needed within the next 5 years, undertaking detailed infrastructure planning to enable the Regulation 123 list to be put in place and directly working with infrastructure providers to ensure projects are funded and are delivered in a timely manner. Careful coordination takes place across the District's main growth areas to ensure development comes forward in comprehensive way with infrastructure provided in the best locations and in a cost effective way. Examples of progress on major infrastructure projects include Europa Way, the A46 link road, the opening of a new primary school, progress on three new/replacement secondary schools and the Tachbrook Country Park. In planning and delivering infrastructure, it must be kept in mind that many projects require our partners (WCC, SWFT, CCG etc) to play a proactive role in planning, funding and delivery
- 3.6 Following the introduction of the Community Infrastructure Levy (CIL) in December 2017, the Council published a full Regulation 123 list in April. A review of this is currently underway to ensure that CIL is targeted at the most appropriate and important items of infrastructure and that these are properly costed and resourced. It is anticipated that this review will be brought before Executive for approval in March 2019.
- 3.7 The delivery of the Local Plan and the IDP is also being supported by the appointment of three Site Delivery Officers. These officers are focused on working with infrastructure providers, developers and communities to bring forward timely and high quality development to the south of Warwick and Leamington, Kenilworth and south of Coventry respectively. In particularly significant progress has been made towards the preparation of a Development Brief for East of Kenilworth which was approved for public consultation by Executive in October.
- 3.8 Five Neighbourhood Plans have now be "made" (adopted) in the District – Whitnash, Barford, Leek Wootton & Guy's Cliffe, Baginton & Bubbenhall and Budbrooke. Kenilworth Neighbourhood Plan is expected to be "made" following a referendum held on 15th November (at the time of preparing this report the outcome of that referendum was not known). The Neighbourhood Plan for Leamington is currently progressing.

- 3.9 Development Services has a permanent part time officer working on HS2, to ensure that the authority is fully engaged with the process and is in a position to deal effectively and appropriately with the related submissions which have now started to arrive. Warwick District was the first designated authority in the country and has also been the first authority to receive and determine those submissions. We also continue to assist areas that are significantly affected by HS2 by liaising with the public and parish councils and ensuring that they understand the process.

Part B : Risks

- 4 The Service risk register is monitored on at least a quarterly basis by service managers and the portfolio-holder. Significant risks are reported to the Senior Management Team.
- 5 The service has one risk in the "red" band (indicating the highest category of risk). This relates to the risk of "failure to secure sufficient or timely infrastructure funding through CIL/Section 106". This risk is high due to the large sums of money involved, the significant challenges around the delivery of infrastructure and the relative immaturity of the Council's processes for Section 106 monitoring and CIL. Other significant risks include:
- Ongoing challenges involved with maintaining staff resources, particularly experienced, professional staff
 - Effective enforcement processes, where demand continues to be extremely high and is currently outstripping resources
 - Potential fraud or errors in the allocation of S106 or CIL funding. This has now been addressed so that processes protect officers and the risk is reducing. However the risk remains as processes are still bedding down (see S106/CIL audit).
 - Challenges relating to delivery of major development sites which could impact on housing supply and the long term wellbeing of the District. At present this risk is being successfully managed through the site delivery work, but challenges around land ownership, the housing market and infrastructure coordination remain.
 - Losing Building Control market share to Approved Inspectors thereby impacting on income and resilience

PART C: Workforce Planning

- 6 There have been significant difficulties in recruiting experienced professional staff in both planning and building control over the last two

years. The service has therefore brought in a number of initiatives to develop staff so that we 'grow our own' expertise in these areas. There are numerous examples of this including:

- Introduction of three Principal Planner Posts within Development Management to recognise the growing challenges facing those staff dealing with the most complex planning applications
- Review and retention of a career grade planner post within Development Management (which we intend to fill from within the service)
- Appointment of new Head of Service and new Policy and Projects Manager from within the service
- Internal appointment of four members of staff within building control to more senior posts within the service (combined with support and encouragement for all staff to grow their professional qualifications and experience)
- The introduction of two new apprentice posts to which we are currently recruiting
- The internal appointment of the Discharge of Conditions officers (originally appointed as a gap year student) to a permanent planning assistant post
- The development of a member of staff in Development Management, who was appointed in a trainee role, and has developed into a Principal Planning Officer and has recently achieved a professional qualification supported by the Authority.

7 This is supported by a proactive approach to training and development which has seen a number of building control officers progressing with their qualifications and two planning assistants being provided with the opportunity to start a part-time course to achieve their professional planning qualifications.

8 Linked to this, managers have developed a service area training plan following on from staff appraisals, which will provide generic training as well as specialist planning and building control training.

Part D: Finance

9 Income

9.1 As set out in Part A above, both Development Management and Warwick Building Control exceeded their income budgets in 2017/18. Both services are on track to match or exceed those levels in 2018/19. Pre-application income has also exceeded expenditure in 2017/18 and income is projected to grow in 2018/19.

9.2 In early 2018 the Government introduced a 20% uplift in planning fees as long as the Council committed to spending this on the service. This 20% of the planning fees is recorded separately to enable ongoing monitoring to take place so that the service can maximise the potential for this to support additional resources. This additional income is currently being used to fund the monitoring officer, an additional part-time enforcement officer, an additional site delivery officer, additional resources in neighbourhood services and community Protection, training fees for professional qualifications and the balance required to fund three new Principal Planner posts.

10 **Expenditure:**

10.1 Development Services achieved the 2.5% saving on discretionary budgets in 2015/16, 2016/17 and (setting aside the investment arising from the 20% increase in the planning fees) has also met its savings targets for 2018/19.

11 **Budget Management:**

11.1 Officers have been involved in additional finance training throughout the year.

12 **Procurement and contracts:**

12.1 As part of the training stated above, officers are working closely with the Procurement team to ensure that procedures are improved. The contracts register is up to date and is monitored on a quarterly basis.

13 **Audits**

13.1 An audit of Land Charges has been completed within this part of the service during 2018/19. This achieved a substantial assurance rating.

13.2 An audit of Section 106 and CIL has been completed in November 2018. This achieved a moderate assurance rating. The conclusions from the report note that *"whilst not perfect, the s106 monitoring performed by the Council is identified by WCC as being good practice with this being raised with the other districts."*

13.3 The conclusions of the report go on to say:
"Internal Audit also recognise that the level of monitoring performed is much improved compared to that in place at the time of the previous

audits, but feel that controls need to be strengthened. In that regard, a number of issues were identified

- *Two recommendations from the previous audits, relating to informing consultees of the outcomes of applications and obtaining a sealed copy of a specific agreement, had not been actioned.*
- *Contribution requests had not always been identified when s106 agreements were being discussed and drawn up.*
- *The s106 monitoring spreadsheet did not include a number of recent agreements.*
- *The financial contributions spreadsheet also required updating to include payments received and missing agreements.*
- *No specific monitoring was being undertaken to ensure that contributions were being spent appropriately.”*

13.4 The Head of Development Services accepts that there is room for improvement in the way that Section 106 agreements are drafted monitored, implemented and enforced. This has been a strong area of focus in recent years and particularly during the last 18 months. Whilst this has led to the improvements identified, there remains more to be done to tighten practices in this complex area.

Part E: Work Streams and Projects

14 Development Management

- 14.1 Across Development Services there is a need to continually improve the electronic delivery of the services we offer, in particular for development management and building control as they are very customer facing services.
- 14.2 During 2018/19, the Development Management service has “bedded-down” the restructure agreed in 2017. Associated with this this, the 20% increase in planning fees has been introduced. This has enabled the service to strengthen resources in a number of key areas including enforcement, discharge of conditions and monitoring. All these roles are important in growing the capacity of the service to focus on delivery of high quality and timely development.
- 14.3 During 2018, Warwick District Council and HM Land Registry (HMLR) formed a historic partnership to transfer WDC’s Local Land Charges Register to HMLR – see para 1.9 above.
- 14.4 Another key work-stream during 2018/19 has been progress towards the designation of the Canal Conservation Area. Detailed assessment work, draft proposals and a public consultation has been undertaken. At the time of preparing this report, work is underway to analyse the consultation response and to consider amendments to the draft proposals.

It is currently intended to bring a further report for final approval to Executive in early January.

- 14.5 A further development during 2018 has been the establishment of the CIL collection process which is now being implemented with the support of the CIL officer. As set out in Part A above, CIL income is now beginning to be received.
- 14.6 Work is progressing to extend the use of the Acolaid planning system to incorporate monitoring of development, Section 106 and CIL within the system thereby removing the need to retain separate spreadsheets and databases. The new Monitoring Officer is leading on this project to ensure historic data is migrated effectively and the new system delivers a more effective and efficient approach to monitoring. This project is progressing well. The potential for the Acolaid system to support this data and provide the reports needed has been established and work is currently underway to transfer a significant amount of data relating to development monitoring and section 106 agreements in to the system. It is intended to bring this new system in to operation from Spring 2019 in time to support the 2019 annual monitoring work.
- 14.7 During 2018, the conservation team have introduced a Local List as required by Policy HE3 of the new Local Plan. This Local List identifies a number of buildings which are of significant heritage value but which fall below the threshold of national listed building status. Where planning applications impact on a locally listed building, this will be a material consideration in determining the planning application. Now that the list is established, further work will be undertaken to consider whether an Article 4 direction to remove permitted development rights on these buildings is justified and to ascertain whether there are further buildings that deserve to be added to the list.
- 14.8 A final workstream being led by the Development Management concerns the project management of major planning applications such as Kings Hill, Gateway South and the Asps. This is a new approach that has been introduced to ensure progress on major schemes is maintained and the required expertise to support the case officer is available to enable a coordinated approach to be taken.

15 **Warwick Building Control**

- 15.1 During last year 2017/18, WBC transferred Rugby and Daventry ICT systems onto IDOX which was a major migration process. Daventry's migration is completed. Rugby's data has proved to be more involved as data was stored in different formats. All data has now been moved across,

although there remains further work to ensure this is easily accessible through IDOX. Work is now underway with IDOX to process this remaining data.


- 15.2 The Building Control service is established and recognised by architects and builders who continue to use the service as we are able to remain competitive, cost neutral and reactive. We have a strong relationship with Warwick University and the Developers where we have secured contracts to provide the BC Service for the Sports Hall Hub, 6no extensions to the Art Block, 12 new residential blocks all of which are currently under construction. Work continues to market the service. During 2018 a marketing video has been produced and is available on the website. Officers use this along with other marketing materials, to promote the service and underline the high quality, trusted brand WBC is able to offer.
- 15.3 Through this WBC has an established reputation and have recently picked up other projects including, 2 storey offices/warehouse for IPG at Ansty Park, MOTTO service station on M6 new service station. Kenilworth School pre application, Rugby Farmers Market Kenilworth, Sydenham new sixth form block, Church and Housing site development at Lillington, Bloor's Housing site Kenilworth due to start soon as currently the infrastructure is now in place. Routine day to day projects are mainly domestic extensions for lofts, basements, rear and side extensions and or garage conversions, providing an efficient robust service encourages repeat business.
- 15.4 We have established relationships with NAC and securing repeat business. Rugby School has over £30 million to spend over the next few years. Work has recently picked up in Daventry area due to the BC service being more robust, and the competition not servicing their clients as effectively. Staff are encouraged to chase new Business and WBC will always attend pre application meetings.
- 15.5 This year Warwick Building Control (WBC) entered and won the LABC awards under the category '**Best Change of Use of an Existing Building or Conversion**' for the work undertaken at 9 Clarendon Place by Hardeep Malle, Hatchback Ltd. This building has been converted from disused offices to high end apartments using all the latest technologies whilst retaining the original character of the building. By choosing to use Warwick Building Control for the Building Control Service, the developer was provided with our in depth expertise on all aspects of Building Regulation requirements and further advice to enhance design issues. Following our close involvement with the development, we felt that this property was a prime example of conversion work and were delighted that this won the category of "Best Change of Use of an Existing Building or

Conversion". As a result of this the scheme was shortlisted for the LABC National Awards.

16 **Planning Policy**

- 16.1 In terms of the Local Plan, the focus in the year ahead will be on delivery including supporting the comprehensive delivery of major sites, the funding and delivery of infrastructure and progressing Supplementary Planning Documents. Specifically, it is expected that progress will be made on the delivery of sites to the south of Warwick and finalising a Development Brief for land East of Kenilworth. Support for the preparation of planning applications for sites to the south of Coventry and adjacent to growth villages will also continue to be provided.
- 16.2 In terms of infrastructure, examples of projects which officers will be actively involved with over the next year are:
- plans to improve to the Europa Way corridor,
 - improvements to the A46/Stoneleigh junction,
 - the relocation of Kenilworth School
 - the delivery of the Tach Brook Country Park
 - involvement in the A46 Expressway proposals (Leicester to Tewkesbury)
- 16.3 Linked to this we will apply CIL receipts to the updated Regulation 123 list and support the annual review of this list.
- 16.4 Work to adopt new guidance on PBSAs, open space and self-build housing will continue along with other tasks agreed as part of the Local Development Scheme.
- 16.5 Looking ahead, the new National Planning Policy Framework (NPPF) published in July 2018 provides an important new material consideration for planning decisions. The new NPPF provides some opportunities to review existing policies, including in relation to sustainable buildings. Importantly, the new NPPF also sets out a new approach to assessing housing need and ensuring sufficient housing is provided. During the early part of 2019, it is expected that the Government will announce its updated proposals for a new standard methodology for calculating housing need. Once the impact of this on housing need in Coventry and Warwickshire is understood, work will get underway to update the evidence base around housing and employment land needs. This in turn will allow the Council in 2019 to consider options for reviewing the Local Plan. This continues to be a major focus of Duty to Cooperate work with the other Councils in Coventry and Warwickshire. The potential to review the Local Plan may also provide opportunities to encompass new/amended

policies to align with the new NPPF. A review of the Local Plan would be able to draw on update research and evidence such a recent work on transport for new homes and updated building standards.

 Overview and Scrutiny Committee 27 November 2018		Agenda Item No. 6
Title	Annual Feedback on Outside Appointments and Champions	
For further information about this report please contact	Lesley Dury, Principal Committee Services Officer Andrew Jones, Deputy Chief Executive & Monitoring Officer	
Wards of the District directly affected		
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	28 November 2017	
Background Papers	None	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
Not required as it concerns outside appointments.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	19/11/2018	Andrew Jones
Head of Service		Not Applicable
CMT		Andrew Jones
Section 151 Officer		Not Applicable
Monitoring Officer	19/11/2018	Andrew Jones
Finance		Not Applicable
Portfolio Holder(s)		Not Applicable
Consultation & Community Engagement		
Not Applicable		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

1.1 This report details:

- the annual statement of work undertaken by Outside Bodies written by the Councillor(s) who represent this Council on that Outside Body (Appendix 1);
- the criteria used by the Deputy Chief Executive and Monitoring Officer to determine whether the appointment of a Councillor to an Outside Body is required (Appendix 2); and
- the annual statement of work undertaken by Champions written by Councillor(s) who act as this Council's Champions (Appendix 3).

2. **Recommendation**

2.1 That the Overview and Scrutiny Committee note the contents of the annual statement of work (Appendix 1).

2.2 That the Overview and Scrutiny Committee decide whether any Councillors serving on Outside Bodies attend a future meeting to give further detail of the work of the Body and their involvement.

2.3 That the Overview and Scrutiny Committee note the contents of the statement of work from Champions.

3. **Reasons for the Recommendations**

3.1 It was agreed that each year, Councillors who serve on Outside Bodies should submit an annual statement of the work undertaken by the body they served upon and this should be submitted to the Overview and Scrutiny Committee.

3.2 The Monitoring Officer felt that it was appropriate to understand the work being undertaken by Champions.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all	<u>Intended outcomes:</u> Area has well looked after public spaces	<u>Intended outcomes:</u> Dynamic and diverse local economy

met Impressive cultural and sports activities Cohesive and active communities	All communities have access to decent open space Improved air quality Low levels of crime and ASB	Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
Nil	Nil	Nil
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Nil	Nil	Nil

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies; however, this report is for governance purposes. However, Members need to be mindful of the objectives above, when making their appointments.

4.3 **Changes to Existing Policies**

There are no changes to existing policies.

4.4 **Impact Assessments**

There are no new policy changes in respect of Equalities.

5. **Budgetary Framework**

5.1 This report does not have any financial or budgetary implications for the Council.

6. **Risks**

6.1 There are no risks associated with this report.

7. **Alternative Option(s) considered**

- 7.1 No alternative options have been considered because this method to review the work undertaken by Outside Bodies was agreed by the Overview and Scrutiny Committee at its meeting on 10 September 2013.
- 7.2 No alternative options have been considered in respect of the Champions' report because this is the first year the report has been presented at the request of the Monitoring Officer.

8. **Background**

- 8.1 In 2011, there was a review of outside appointments. As part of this review, it was agreed that each year all Councillors on outside bodies would be required to produce an annual statement on the work undertaken by the body. This would be made available to all Councillors electronically and could be requested to be presented to a Scrutiny Committee for consideration if a Member had concerns. This did not happen.
- 8.2 It was then agreed amongst Group Leaders that a report be brought to Scrutiny Committee each year which contains a simple update from each Councillor on their outside appointment.
- 8.3 Committee Services would coordinate this by requesting the information twice from the Councillor. If a response is not received following two requests a nil response will be recorded in the report. For this year's report, the two requests were sent out on 9 August and 25 September. Very few reports were returned as a result of these two requests, so a third request was sent out on 16 October.
- 8.4 It was agreed that November would be the appropriate time for the report to come to the Overview and Scrutiny Committee. This is the third year that the system has been implemented.
- 8.5 Council agreed the following criteria for appointing a Councillor to an outside body:
1. A body or partnership to which the Council provides significant financial contribution;
 2. An established Council partnership with agreements in place;
 3. A body or partnership to which the Council is obliged to appoint a Member;
 4. A body or partnership which relates to the management of an asset of the Council; or
 5. Appointments made at the discretion of the Council.
- 8.6 It should be noted that the outside appointments are made on a politically proportionate basis i.e. the numbers allocated are proportionate to the number of Councillors in each Group on the Council.
- 8.7 The original intention of the annual reports was to not only understand what was happening with the outside appointments but to also see if there were ones where the appointments could cease. The appointments where no contact has been received for over 12 months will now be contacted by the Democratic

Services Manager and Deputy Monitoring Officer with a view to cancelling the appointment.

- 8.8 At the 31 May 2017 meeting of the Overview & Scrutiny Committee, Members considered a report in which the Deputy Chief Executive & Monitoring Officer stated his recommendations on which Outside Bodies should continue to be supported with a Councillor representative. Members requested that they should be given information on how the Deputy Chief Executive & Monitoring Officer made his assessment. Appendix 2 lists the considerations used by him when making the assessment.
- 8.9 The Monitoring Officer felt that because the number of Champions had grown over the years, it was appropriate that Members should understand the work being done. He therefore requested that Champions submit a report of the work they have done in the previous 12 months which would be added to the Outside Bodies annual report.

Appendix 1: Feedback from Councillors who represent this Council on Outside Bodies

1. Executive Appointments

1.1 Councillor Thompson (Portfolio Holder – Health & Community Protection)

(a) Warwickshire Police & Crime Panel:

The Warwickshire Police & Crime Panel scrutinises and supports the work of the Police and Crime Commissioner, and is a statutory consultee for the Commissioner on their plans for policing, the precept, and any key appointments.

Five meetings have been held from September 2017 to September 2018, of which Councillor Thompson has attended four.

The achievements of the Warwickshire Police Panel in this 12 month period can be viewed in the Annual Report that the Panel produces by following this link: [Warwickshire Police and Crime Panel – Annual Report 2017/18](#)

Councillor Thompson's personal involvement/contribution to these achievements and to the outside body as a whole:

Scrutinised the increase in the precept; Communication from the Office of the Police and Crime Commissioner; Pushed for more support for rural crime and engagement on cross-border issues relating to drugs and cuckooing¹.

How this has contributed to the District Council's vision for the community: The Panel scrutinises the Police and Crime Commissioner, who scrutinises the Police. Effective scrutiny of the PCC directs better safety and crime outcomes for the District. Scrutiny of the precept that council tax payers have to pay is important.

(b) Safer Warwickshire Partnership Board:

The Safer Warwickshire Partnership Board ('SWPB') aims to:

- Create safer communities through the reduction of crime and the promotion of safety.
- To provide strategic coordination and support to community safety activity.
- To prepare a Community Safety Agreement for the county in fulfilment of the duties under legislation.
- To agree appropriate strategies, implementation plans, targets and to monitor performance.

Four meetings have been held from September 2017 to September 2018, of which I have attended two.

Achievements of the Safer Warwickshire Partnership Board in this 12 month period:

¹ Cuckooing is a form of crime in which drug dealers take over the home of a vulnerable person in order to use it as a base for drug dealing (Wikipedia)

Strategic coordination and support of community safety intervention and agencies. Ensured the implementation of plans to tackle priorities and performance against those.

My personal involvement/contribution to these achievements and to the outside body as a whole:

Raised issues of rural crime, cuckooing, and cross-border drugs issues.

This group makes a significant contribution to making the District safer in providing the strategic coordination to community safety within the District and holding to account the agencies involved.

(c) South Warwickshire Community Safety Partnership

The South Warwickshire Community Safety Partnership is the statutory body for reducing crime, disorder and substance misuse in South Warwickshire.

Four meetings have been held from September 2017 to September 2018; I have attended them all.

Achievements of the South Warwickshire Community Safety Partnership in this 12 month period:

This is the strategic body that sets the priorities for partner agencies for each financial year. This body commissions an annual picture of crime, disorder and substance misuse to identify patterns and emerging trends and tasks an operational group to produce action plans to address them. The group monitors performance every six months. In the last 6 months performance has improved considerably across a broad range of crime types and anti-social behaviour.

Where there is a portfolio holder for the community safety function that councillor must serve on the Community Safety Partnership.

How this has contributed to the District Council's vision for the community:
This group makes a significant contribution to making the district safer in coordinating responses to key priorities in our district including reducing violence and anti-social behaviour.

(d) Warwickshire County Council Health & Wellbeing Board

The WCC Health & Wellbeing Board provides leadership and direction for the health and social care economy in the county leading to improving health and wellbeing of the local population and reducing health inequalities.

In the period September 2017 to September 2018 there have been:
Board Meetings = 4 and Portfolio Holder Meetings = 4
Place forum and JNSA meetings throughout year = approx. 4

I have attended four meetings in this 12 month period.

The achievements of this body can be found by following the following link:
<http://hwb.warwickshire.gov.uk/annual-review/> (2017/18 to be published shortly.)

My personal involvement in the work:

Been vocal on issues of suicide, homelessness, and drug and alcohol services, all of which there are now more pots for funding for, and pilots that the Warwickshire councils can engage with. Stressed the importance of access to leisure and exercise, including giving a tour of the refurbished St Nicholas Park Leisure Centre to members of the HWBB.

This group ensures the progress is made towards improving the health and wellbeing of our residents.

1.2 Councillor Phillips (Portfolio Holder - Housing & Property Services)

(a) The Association of Retained Council Housing (ARCH)

(i) ARCH is an association of councils in England and Wales that have retained ownership and management of their council homes. It is a cross-party body that seeks to make the case for social housing and for council housing and local authorities as providers of social rented housing on behalf of its councils and its tenants.

As a member led association, on behalf of its members, it aims to:

- **Represent the** collective interests of retained stock councils
- **Make the case to government** for a strong retained stock sector
- **Help members** meet the challenges of managing council housing in the context of the reformed council housing finance system and other government policies on social housing
- **Demonstrate** the benefits of retained stock in meeting wider local and national priorities
- **Promote** best practice and disseminate learning
- **Listen** to and take into account the views of tenants

Membership is open to all stock-retained councils in England and Wales. The Association currently has 68 member authorities across England and Wales including Boroughs, unitary authorities and district councils both large and small. A full list of current members can be found on the ARCH website:

<http://www.arch-housing.org.uk/about/arch-members.aspx> .

(ii) ARCH is a company limited by guarantee registered in England and Wales - Company Reg. No. 07970258 4 Riley Court, Millburn Hill Road, University of Warwick Science Park, Coventry CV4 7HP and is governed by an Executive Board elected annually from among its member councils.

The Executive Board meet up to 6 times per year to set policy direction and oversee the running of the organisation. Each meeting of the Board is preceded by a meeting of the ARCH Tenant Group to enable tenants to consider major policy issues and feed into the Board's discussions.

During the period September 2017 to August 2018 the Executive Board met six times.

(iii) Councillor Phillips attended four meetings during that period and on the occasions he was unable to attend due to other business he sent his apology. He chaired several of the meetings in absentia of the elected Chair.

- (iv) Council housing needs a strong unified strong voice if it is to become a vibrant, dynamic and growing sector for the first time in well over a generation. The promise by the Government in the Housing White Paper to “back councils to build” and the recent allocation by government of additional funding for social rented housing in the Affordable Housing Programme and announcement of a partial lifting of the HRA debt cap presents a significant opportunity for the sector. The Social Housing Green Paper presents a number of challenges as well as opportunities to be gained. This requires the sector to come together to make the case for council housing through strong, effective leadership from a representative body whose primary aim is to make the case for the future of council housing.

Those councils that have retained ownership of their housing stock have distinctive interests and need their own, independent, effective voice. ARCH is the only organisation that speaks exclusively on behalf of stock retained councils and it wants to become more effective by bringing all eligible councils into membership.

The Association provides an important conduit of sector views to government, and a trade body that is helping restore confidence in the sector.

Over the last 12 months ARCH has, amongst other things:

- Held regular liaison meetings with Ministry of Housing and Local Government (MHCLG) officials to promote the case for council housing.
- Arranged meetings with Minister’s in MHCLG and DWP to highlight the impact of government policy on council housing and make the case for change where appropriate:
- Conducted detailed research amongst its members and those of the National Federation of Almos (NFA) on the impact of welfare reform, published a report and lobbied Ministers and MPs on the findings.
- Worked with the Chartered Institute of Housing to commission a comprehensive report and guide to better partnership working between local authorities and housing associations.
- Prepared a detailed submission to government ahead of the Social Housing Green Paper
- Participated in workshops and met members of Dame Judith Hackitt’s Review Team to input into the Review of Building Regulations and Fire Safety
- Produced regular fortnightly bulletins and policy briefings for our members which can be used to save time in preparing internal reports and briefings. Commissioned a key report “Raising the Roof” to identify the reasons for as yet unused borrowing headroom to make the case for uplifting the HRA debt cap.
- Together with the NFA we made the case to government in a joint submission prior to the 2017 Autumn Budget arguing the case for:
 - Lifting the HRA debt cap.
 - Greater flexibilities in use of RTB receipts
 - Abolition of the Higher Value Asset (HVA) Levy
 - Greater certainty over future social rent policy

Since then the Government have announced significant policy shifts including a £1bn lifting of the HRA debt cap for councils in areas of high affordability pressures, the abolition of the HVA Levy, consultation

on use of RTB receipts and consultation on a new social rent policy of CPI & 1% from 2020.

- Held regular member events with key speakers from the sector including senior officials from MHCLG to ensure our members are well informed and able to feed in their views to inform our lobbying strategy.

Benefits of ARCH membership to member councils include:

Policy

- Free access for officers, elected members and tenants to the regular fortnightly ARCH E-bulletin with the latest developments affecting council housing
- Access to ARCH policy briefings and updates, produced by the ARCH Policy Adviser.
- Free policy and good practice information via our Policy Adviser, as well as the resources of HouseMark.
- Free access to any dedicated research commissioned by ARCH for, and on behalf of, councils with housing.
- The opportunity to influence ARCH policy on how we respond to the government's agenda.

Improvement & information

- Free access to the ARCH website.
- Free access to ARCH Exchange, enabling housing staff to share knowledge and seek advice from colleagues in other member councils.

Events & networking

- Invitation to the Annual Chief Officer annual 2 day conference in December. ARCH membership entitles member councils to a 2nd free place on a 'buy one get one free' basis.
- Up to 2 free places at all ARCH member seminars including the ARCH new build network, providing expert speakers and networking opportunities.
- Free support for tenants via the ARCH Tenants' Group and the right to nominate a tenant representative for election to the Group.
- Up to 5 free places for member councils at the annual ARCH Tenants' Conference.

- (v) Councillor Phillips has made a vital contribution to the work of the Association through his membership of the ARCH Board and has chaired a number of meetings of the Board in the absence (due to maternity leave) of the elected Chair.
- (vi) Involvement with ARCH has contributed to our knowledge and understanding of key matters, enabling a better response to the Council's strategic objective to meet the housing needs of all. We have also used it to lobby the Government on our behalf.

1.3 Councillor Butler (Portfolio Holder – Business)

(a) Shakespeare's England

Shakespeare's England (SE) is the official destination management organisation (DMO) for South Warwickshire and the surrounding areas. A not for profit membership organisation and a public private sector partnership, the role of the DMO is to promote the destination to encourage overnight stays in the area and increase the economic impact the visitor economy has on the local area. To give an indication of scale currently Shakespeare's England Region welcomes 10.2 million guests each year, roughly 9 million day-trippers and 1 million overnight guests. The value of these visitors to the local business turnover is estimated to be £632 million and helps support over 11,000 jobs. As the driving force and owners of the Destination Management Plan, Jo Lloyd is also the Chair of the DMP Steering Group ensuring that all leads are progressing on the 7 Priorities identified in the Plan.

There are four board meeting held each year usually in line with the quarterly Tourism Forums and I have attended two of these and sent an alternate for the other two.

The past year has seen SE continue to increase membership numbers and increase income from the private sector members. This was an objective given to it by the Councils on the Board. We are currently working with Stratford District Council to agree what we feel should be SE's objectives over the next planning cycle so that we have a common approach to the company.

SE is represented on the following groups

- CW LEP Culture & Tourist Business Group
- Member of CW LEP Champions
- Moreton Morrell College Advisory Board
- Board Observer – Strat>forward (Stratford BID)

The CEO of SE makes an annual presentation to the O&S committee the next one being due in March 2019.

1.4 Councillor Mobbs (Leader of the Council)

(a) West Midlands Employers formerly West Midlands Councils and West Midlands Leaders Board

Councillor Mobbs advised that there was nothing to report for this Outside Body.

(b) Coventry and Warwickshire LEP (including City Deals)

A report has not been submitted.

(c) LLP Board

Councillors Mobbs, Butler and Whiting represent the Council on the LLP Board.

A report has not been submitted.

2. Warwick District Council Appointments

2.1 Conservative Appointments

(a) Coventry Airport Consultative Committee (Councillor Wright)

Purpose of Consultative Committee:

- To understand the issues affecting Coventry Airport and surrounding areas.
- To discuss their plans and to offer any appropriate support required
- To understand and consider any risks to either the community or WDC
- To communicate any changes both operational and structurally that may affect the local committee, the local plan and surrounding area.

Number of Meetings during the period September 2017 to September 2018 = 4

Attendance by Cllr Wright = 3

Attendance by Cllr P Redford (as a substitute) = 1

WDC Representation = 100%

Summary Feedback:

Coventry Airport continues to have operational and financial issues and therefore they can only provide services to the General Aviation community due to significant restrictions in terms of the air traffic control elements imposed by the CAA and national air traffic control therefore their plan is very much focused on General Aviation activity.

They are seeking to obtain changes to their operating licences over the next two years by introducing an RNAV system to replace the defunct ILS system however the cost to do this could be more than £250K and could take 2 years to implement.

Whilst the overall financial position of the airport has improved it is still operating at a significant loss and several redundancies have taken place in the past year.

They have lost a major training provider (due to insolvency) and others would be put off as currently it can no longer provide a service (in simple terms instrument landing) which is a key part of the training curriculum. However, they have recently seen Aero's formally of Wellesbourne move to Coventry Airport.

The only Executive Jet company based at Coventry has now moved out and has relocated to Birmingham.

Whilst they still also have several vacant buildings (Fixed use) and a number (multi use) they have been taken over by non-aviation businesses and their aviation hanger use has increased in the past 12 months possibly due to the issues around Wellesbourne.

The Coventry South Development around the airport continues to be monitored but there is no significant effect in operational terms currently.

In my view Coventry Airport remains at risk as a viable long-term business and whilst the losses have decreased during the past 12 months the level of investment required to introduce the RNAV system is significant and could take 2 years to implement.

Peter Jones is committed to make the airport a viable proposition as a general Aviation airport with supporting elements however there are significant challenges to do this.

In terms of Warwick District Council, I believe there are long term risks and we need to monitor the situation very carefully particularly considering all the development around the area.

That risk could be around the current levels of revenue, tenant protection and what actions would need to be taken should the airport and surrounding area become unviable. This is particularly important due to the size, location and the fact that is designated as a green belt area.

I will continue to monitor and attend the various meetings with regards to Coventry Airport along with the Baginton Parish Council Meeting who have a vested interest.

Should anyone wish to have a detailed discussion about the elements raised please contact me directly at:

Trevor.wright@warwick.gov.uk
Cllr Trevor Wright
Stoneleigh & Cubbington

(b) Kenilworth Abbey Advisory Committee (Councillor Cooke)

The Group advises the Council on the condition and upkeep of the Abbey ruins which are owned by WDC and is situated in the Abbey Fields. The Abbey Barn houses a museum which is open to the public a number of days in the year as well as the remains of the gatehouse situated within St Nicholas Churchyard.

Since the last report in September 2017 the Committee has met as a full committee on three occasions, 13th October 2017, 26th January, & 18th May 2017. I have attended two of the meetings.

Progress relating to the Abbey Gatehouse project is relatively slow as you would expect in a project such as this. However, progress is being made in other areas. A number of meetings have been held with architects and advisers to move the project forward.

The Harry Sunley Memorial Fund and its project to restore the Abbey Gatehouse continue to play a large part in the activities of the Committee. They continue to raise funds for the Gatehouse project and for the installation of a mezzanine floor to display some of the valuable artefacts. To this end a display cabinet has been commissioned and made by local craftsmen.

A costing for the construction of the mezzanine floor had been sought from Pinner. It is also thought desirable that some of the windows/openings are made weatherproof by the use of Perspex.

Despite reporting previously that the Barn roof needed replacing this still has not taken place despite the District council scheduling it. During the year a number of broken tiles have been reported. The gutters are in a very poor condition and they will need replacing.

The issue of the presence of Bats in the Abbey Gatehouse has led to a delay whilst reports were sought. Despite much expense, the report from the consultant has not proved as helpful as the committee had hoped.

The Committee is pressing ahead with the provision of a stone bench using various remaining stones that are currently being stored in the Abbey Fields Pavilion. Permission has been sought from St Nicholas Church for the temporary burying of stones in a priest hole.

There has been much progress with assistance from WDC on weed control on the site.

The Committee has also made a thorough response to the consultation on the Kenilworth Neighbourhood Plan.

Councillor John Cooke
23rd October 2017

(c) Kenilworth Town Centre Partnership (Councillor Coker)

Unfortunately the concern I expressed last year continues. This organisation was formed some 12 years ago to improve and promote the town centre of Kenilworth and with support of the Town Centre Manager a partnership was formed consisting of WDC, KTC, Chamber of Trade local traders and citizens. A considerable number of events and promotions of trade and tourism were put in place over the years and the partnership was quite definitively successful. It was based on a Managing Board who led the partnerships programme and then disseminated this through meetings with the general membership. The loss of the Town Centre Manager in the events team has resulted in a gradual decline in the effect of the partnership and the loss of two major members of the Board and the Chamber becoming less interested.

We recently tried to rejuvenate this by incorporating the Development Forum for Kenilworth which is overseeing the development plan being put together by Andrew Cornfoot. I am hopeful that we can rejuvenate the promotion side of the partnership by involving the Town Council more in its operation as it is becoming more proactive in events in Town centre and Tourism promotion as it feels that the District is becoming less effective in these areas. There have been a number of ad hoc meetings of the Board during the last year to try to reinvigorate this side of the organisation.

The Development Plan side of the organisation is however very important and during the last year has held one large meeting in anticipation of the Development Brief for eastern Kenilworth and will be holding another large meeting later this month to launch the consultation in relation to the draft plan recently published.

(d) LGA District Councils' Network (Councillor Mobbs)

Councillor Mobbs advised that there was nothing to report for this Outside Body.

(e) South Warwickshire NHS Foundation Trust (Councillor Mrs Bunker)

This is a much shorter report this year as requested.

SWFT provides hospital services to this area.

There are five Council of Governors meetings each year, one of which is the Annual General Meeting. These are held around the area. Any members can attend and are invited. There are a number of committees that meet regularly.

My attendances have been 100% on all committee meetings. I missed one Council meeting as it clashed with a Council meeting.

During the year we have seen the completion and opening of the new hospital at Stratford, which is being officially opened by HRH Princess Anne in September. This hospital has a specialist eye unit and a cancer unit and has its own scanner.

The Bluebell Unit, a midwife led baby unit opened in June. This has four separate suites complete with birthing pools, soft changeable lighting and there is a separate suite for aromatherapy, massage etc.

There was an inspection of the hospital during the very busy winter period and all the improvements required from the previous inspection were remedied and we succeeded in achieving a "good rating". This was quite an achievement given that people from Coventry, Worcester and North Warwickshire chose to attend Warwick because of its reputation. I believe the increase was in the region of 12% higher than expected.

The hospital is running a surplus and as a result has been given some extra funding.

SWFT is now very involved with Wye Valley hospital with staff here supporting the recovery of this hospital. We are now also working with the George Elliot to improve this hospital.

SWFT has won the contract to provide the Solihull 0 to 19 service.

For myself, as well as attending the Council of Governors meetings (5 meetings), and the two Round Table meetings of the Governors, I serve on the Numerations and Nominations Committee and I Chair the Business Oversight Committee. The former interviews and recommends to the Council of Governors the appointment of the Trust Chairman and Non- executive Directors and carries out their appraisals. Recently this has involved about four days of meetings in addition to the normal quarterly meetings. The latter is a scrutiny committee looking at the finance and business aspects of the Trust. This meets four or five times a year.

Felicity Bunker
September 2018

(f) Warwickshire Country Council Adult Social (Councillor Mrs Redford)
Care and Health Overview & Scrutiny Committee

This committee focuses on Health and Social Care services delivered by the WCC and its partners, including CCGs, Acute Trusts and Healthwatch Warwickshire.

This year the Committee has considered issues on NHS delivery, public health and adult social care. It keeps a constant focus on patient safety.

In addition to committee meetings, delivery of the work programme is achieved through focused task and finish groups and a joint health OSC has been established, working with Coventry City Council to respond to NHS service reviews.

There have been a total of 6 meeting, all of which I have attended as WDC representative. I have also been a member of the T&F group looking into provision of GP surgeries and services with regard to the increased homes being built in Warwickshire. The report on this has been presented to the County's Health and Wellbeing Board for action.

(g) Warwickshire Waste Management Forum (Councillor Grainger)

As Warwickshire is a two tier area, the waste services are managed jointly by the five waste collection authorities (District and Borough Councils) and one waste disposal authority (Warwickshire County Council). The waste collection and disposal authorities work jointly together as the Warwickshire Waste Partnership.

The Partnership was established in 2005 with the adoption of a formal Memorandum of Understanding (MOU). It is responsible for overseeing the development and implementation of Warwickshire's Joint Municipal Waste Management Strategy which provides a framework for managing waste in Warwickshire up until 2020. Its guiding principles are sustainable development, joint working, fairness, an integrated approach, best value and value for money.

There have been four meetings in the period September 2017 to September 2018: December 2017, March 2018, June 2018, and September 2018 and I have attended all four meetings representing Warwick District Council as Portfolio Holder for Neighbourhood Services.

The Partnership has continued the work looking into potential opportunities for improving our partnership working and how efficiency savings might be achieved in the future and a consultant was appointed to look at a number of options. As the nature of this work is politically and commercially sensitive the details are classified as private and confidential, this work is ongoing and discussion with partners will continue into 2019.

The Partnership held its annual Warwickshire Waste Conference in March 2018.

The Waste Partnership acknowledged support to 'A Green Future' a 25 year plan to improve the environment, which has been recently published by DEFRA. The key messages from this are:

- Achieving zero avoidable plastic waste by the end of 2042
- Reducing food supply chain emissions and waste
- Reducing litter and littering
- Improving management of residual waste
- Cracking down on fly-tippers and waste criminals

As the representative for Warwick District Council at the Partnership I have continued to show case the work and initiatives being delivered by Neighbourhood Services and when necessary providing a critical voice to WCC

services. There has been a recent change of member lead at WCC of the WPG and I now meet for a one to one open discussion with the Chairman prior to each WPG meeting which should I feel lead to more constructive and productive Partnership meetings going forward.

There isn't anything specifically about waste management in Warwick District's Sustainable Community Strategy, however the work of the Warwickshire Waste Partnership supports a number of its themes, particularly Growth, Health and Wellbeing and Sustainability.

Cllr Moira-Ann Grainger

(h) Birmingham Airport Consultative Committee (Councillor Illingworth)

The purpose of the Birmingham Airport Consultative Committee is to establish a link between the Airport Company and communities affected by it.

Four meetings were held in the year and I attended all four.

The collapse of Monarch Airlines during the year has meant that the overall number of passengers has reduced although efforts are being successfully made to replace with other airlines and routes. This has taken some of the pressure off the overloaded infrastructure and offered an opportunity to improve arrangements. The emphasis of the Committee this year has been on flight paths to the North, a revised Section 106 agreement with Solihull MBC on night flying and a draft of a revised Noise Policy.

I have taken part in relevant discussions, sometimes to reflect a local authority view point. I have continued to request information relating to overflying of Warwick District. The larger aircraft have to line up on the runway further out and this seems to have increased the overflying of Warwick town. I have dealt with three contacts from members of the public. I was particularly pleased when one local resident told me that he read the Minutes of the Committee on-line and was delighted to see my name appearing representing our concerns.

It continues to be useful to have this direct link to senior executives at the Airport and to be aware of other authorities issues, whilst appreciating that the issues concerning Warwick District are comparatively minor when compared with communities nearer the airport.

George Illingworth
31 Aug 18

(i) BID Leamington Board (Councillor H Grainger)

A report has not been submitted.

(j) Chase Meadow Community Centre (Councillor Butler)

This company was set up to manage the Chase Meadow Community Centre. The Board of Directors consist of representatives from Warwick District Council

(WDC), St Michael's Church, Budbrooke and the Chase Meadow Community Centre (CMCC). I am the appointed representative for WDC.

The board is constituted in this way to ensure the interests of all three parties remain adequately protected which in broad terms means:

- WDC as landlord of the building has an active interest
- The Church has some influence given the funds they contributed to the building
- CMCC has shared responsibility to run the building

I attended all of the meetings in the past year.

CMCC are responsible for the day to day activities in the building and meet monthly. Although not required to do so I try to attend these meetings to keep a handle on progress but they are held on Wednesdays and many clash with Council meetings.

The Council has helped CMCC to prepare a business plan for the next 3 years by providing them with consultant support.

2.2 Labour Appointments

(a) National Association of Councillors (Councillor Naimo)

I have not attended any meetings of the National Association of Councillors. I was appointed in the summer of 2017 and since then many personal and work commitments have prevented me from attending meetings or conferences which have taken place in various parts of the Country - E.g. Glasgow, Leeds, Southport. The time commitment and distance required to attend has been a barrier for me taking part. Since my appointment no meetings have been held the Midlands.

Looking at reports from the other WDC Councillors who have been our rep for the past 6 years - not one has been able to attend any of their meetings.

I do support the NAC in their aim of "campaigning to restore the balance in Local Government by encouraging younger people, women and ethnic minorities to become Councillors." They also have the aim of solely representing Councillors which other organisations such as the Local Government Association (LGA) do not.

My personal feeling & experience is that training for Councillors is more useful and as such I have prioritised attending Local Government Association (LGA) training - which has helped to fulfil some of the aims of the NAC - information, knowledge and best practice sharing from other councils.

I am therefore suggesting that perhaps this is one outside body we no longer need to have a representative on.

Kind Regards

Kristie Naimo
District Councillor
Brunswick Ward

- (b) Rural Services Network (Councillor Barrott)

Notice to cease financial contributions to the Rural Services Network has been issued and membership ends in 2019.

- (c) National Parking Adjudication Service (PATROL) (Councillor Barrott)

The Head of Service, Neighbourhood Services has confirmed that the Council has no choice but to pay to be part of this service, but the Council is not required to have a Member representative.

2.3 Whitnash Residents' Association Appointments

- (a) South Warwickshire Community Safety Partnership (Non-Executive representative) (Councillor Heath)

A report has not been submitted.

Appendix 2: The criteria used by the Deputy Chief Executive and Monitoring Officer to determine whether the appointment of a Councillor to an Outside Body is required

Criteria agreed by Council:

1. A body or partnership to which the Council provides significant financial contribution;
2. An established Council partnership with agreements in place;
3. A body or partnership to which the Council is obliged to appoint a Member;
4. A body or partnership which relates to the management of an asset of the Council; or
5. Appointments made at the discretion of the Council.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

6. Does the body play a significant role in local service delivery;
7. Does the body have significant influence on local or national policy

Appendix 3: Feedback from Champions for the 12 month period starting from September 2017

1. Children's Champions – Councillors Thompson and Parkins

- 1.1 Short summary of the purpose of the Group
- Assure themselves that the Council has sound arrangements to protect children and promote their welfare are in place within the District Council and that the Council is promoting and engaging in effective interagency cooperation and collaboration in these fields;
 - Undertake reasonable investigations so as to be able to form a view of the quality of the Council's child safeguarding activities and work with the officer Children's Champion to assist the Council and improve the quality and/or effectiveness of those activities whenever appropriate;
 - Act as a "critical friend" to constructively challenge officers and elected members on child safeguarding and welfare issues as appropriate;
 - Promote awareness of child safeguarding and welfare issues and the activities and processes undertaken by this Council amongst elected members.
- 1.2 In the 12 month period, briefings have been received from officers in respect of Child Sexual Exploitation and the JAI
- 1.3 Notable achievements/changes to practice in this 12 month period and how they have benefited the District/Council
- (i) The development of an officer operational group which takes forward the work of children's safeguarding across the Council.

The group has completed:

- Establishing safeguarding staff 'champions' within operational teams
 - Set up a specific safeguarding mailbox which is monitored on a daily basis
 - Introduced internal monitoring arrangements for safeguarding referrals
 - Undertaken briefings at Managers Forum.
 - Undertaken safeguarding training with officers
 - Set out the forms staff are required to use when making a safeguarding referral.
 - Established an action plan of work to drive forward future actions
- (ii) Housing related work
- (a) In response to the Homeless Reduction Act and to Safeguarding requirements, Warwickshire Homelessness and Housing teams, in partnership with Warwickshire County Council are constructing a joint protocol to assist with the rehousing of care leavers.
- (b) We introduced a new allocations policy in 2016 and have reviewed how it is working. As a result we have made a number of changes to improve the system for everyone and these took effect from 8th August 2018. A summary of the changes affecting children and young people is set out below.

1. Transfers

There are problems with the way that these applications are dealt with at the moment which prevent some people being able to bid for a property that they would be eligible for. The "like for like" transfer category will be removed and replaced with an "other" category to resolve this.

Transfer categories will then be as follows (in order of priority):

- A. Under-occupation.
- B. Two-for-one moves.
- C. Making best use of adapted properties.
- D. People with children in above-first-floor flats.
- E. Moves for good housing management reasons.
- F. Other

2. Children above ground floor

There are three separate changes being made here:

In future it will only apply to children above the first floor rather than above the ground floor.

The band 3 category will apply, not just to "private tenants", but also to council and housing association tenants from outside the district with a local connection (or exempt from local connection rules).

Applicants in this transfer band category will only be considered for a move to a lower floor.

3. Definition of "child"

There is a lack of consistency in the policy in that "child" is defined as under 16 years of age but "dependant" is defined as under 18 years of age. We will bring these into line by defining both as "someone younger than 16" across the whole policy.

4. Move-on applications

Move-on applicants will go into band two instead of band one.

5. Threat of violence and harassment

A new band one category will be created for serious cases to try to assist with a move through the housing register without forcing the applicant into homelessness. This will also include requests for rehousing that are supported by the Police or a formally established organisation such as the Risk Assessment Management Panel under the countywide Multi-Agency Public Protection Arrangements (MAPPA), Multi-Agency Risk Assessment Conference (MARAC) or the National Witness Support Scheme.

Less serious cases may go in band two under the "welfare need" category.

6. Fostering and adopting

Applicants who need more bedrooms because they have been approved by the relevant agencies to foster or adopt a child or children will be eligible for a number of bedrooms that will provide space for the child/children in accordance with the bedroom need rules.

If the number of bedrooms in their current property is less than the number that they are assessed as needing, the applicant will be banded as overcrowded.

The child does not have to be living with the applicant at the time of the application but the approval for fostering or adoption must be evidenced and the intention to adopt or foster the child must be apparent.

7. Ex-partners of serving or former armed forces personnel

An ex-partner of a serving or former armed forces member will be assessed for local connection and banding, as if their ex-partner were still a part of the household. This is conditional upon them having been living with their then-partner while he or she was serving in the forces for a period of at least six months at the time that they separated.

8. Overcrowding

Applicants with statutory overcrowding, as assessed by an Environmental Health Officer, will be placed in band one. Applicants classed as overcrowded under the more generous policy bedroom standard will continue to be in band two

(iii) Health and Community Protection Related Work

(a) WDC continues to deliver and manage the delivery of CSE training for taxi drivers across the county.

(iv) Corporate Wide Related Work

(a) Training of the senior managers of the organisation through Managers Forum in Modern Slavery. A further training course to be delivered for front line staff in January. In the meantime, Safeguarding course is mandatory for all staff and a specific modern slavery course launched through Wilma which we are encouraging non priority front line staff to undertake.

(b) Front line staff have been receiving training in mental health awareness which allows staff to identify and use appropriate techniques to address the needs of the individual.

2. Heritage Champion – Councillor Mrs Cain

The Chair of the Conservation Advisory Forum acts as the Council's Heritage Champion in promoting the historic environment both within the Council and the wider community.

There is a statutory requirement through the Planning (Listed Buildings and Conservation Areas) Act 1990 that authorities should have special regard to the desirability of preserving any listed building, its setting or any features of special architectural or historic interest that it possesses.

The role of the Forum is "to evaluate and comment upon any application for listed building consent, conservation area consent, or planning permission that may have an impact on the character, appearance and setting of any designated heritage asset (Historic Building, Conservation Area, World Heritage Site or Scheduled Monument)" within the Warwick District,

In the last 12 months there have been 12 meetings, hearing 10 Pre-Applications, 48 Planning Applications and 11 items of conservation area impact. All were discussed at some length and advice given. Also appearances at the WDC Planning Committee to speak, by CAF members and the Heritage Champion, on various applications.

On a number of occasions, CAF advice has been adopted by the planning committee when reaching decisions.

Support has been given to several heritage initiatives by the Heritage Champion, including the current appeal by the Master of the Lord Leyster Hospital.

Patricia Cain JP

District Councillor - St John's Ward

3. HS2 Champion – Councillor Illingworth

- (a) At the current stage with HS2 this has been more of an internal focus working with Debbie Prince.
- (b) 51M seems now to be moribund and there have been no meetings for a couple of years. All the local authorities seem to be concentrating on the effects in their own areas.
- (c) I have attended a number of meetings including internal ones with officers and other councillors concerning potential planning applications. The threatened flood of applications has only been a trickle and these mostly concern newt-ponds so causing little work. Now that the contractors are involved it seems to have slowed everything down whilst the contractors revisit the plans and reinvestigate some of the preliminary work. I have attended drop-in sessions where HS2 and the Contractors are represented and am slowly making contact with those who matter rather than the professional communicators who can only repeat what they have been told.
- (d) Some preliminary work has started but at this stage is almost totally related to the removal of ancient hedgerows and the creation of the mitigating newt ponds.
- (e) During the year we organised a useful meeting with the Construction Commissioner who visited some key points on the route. Unfortunately he has since been replaced with someone I am yet to meet.
- (f) Our concerns now must be the potential impact on the residents and businesses of this District when the long construction period finally starts. We must work with WCC and other interested bodies to liaise with HS2 and their contractors to anticipate, mitigate and minimise any adverse effects and ensure that Warwick District remains open for business.

George Illingworth
13 Nov 18

4. Armed Forces Covenant Champion – Councillor Illingworth

- (a) This is not a specific Outside Body but a role working with Bernie Allen dealing with the implementation of the Armed Forces Community Covenant within the District Council.
- (b) There is no specific meeting timetable.
- (c) During the last Municipal Year my actions included:

- Attending two County-wide meetings at Warwickshire County Council with representatives of Council officers and councillors and organisations throughout the area
- Attending the hoisting of the Armed Forces flag at the Town Hall
- Meeting with officers to discuss our actions relating to housing (see (f) below)
- Dealing with a specific issue regarding housing a veteran.
- Supporting Kineton Station in their commemoration of 75 years existence.

(d) The County meetings are very useful opportunities to relate to the various issues to do with veterans who have settled back in their home areas and gathering information directly on the wide variety of support available to them. It should be noted that although we have no actual military units, Regular or Reserve, in the District we do have veterans living or hoping to live here.

(e) I have been active in supporting Bernie Allen both at the County Meetings and in her more routine work.

(f) I had a very useful meeting with the new Head of Housing and discovered that I was pushing at an open door. My three main concerns remain:

- Assisting and signposting homeless and rough-sleeping ex-service personnel
- Ensuring the relevant priority for ex-service personnel seeking housing
- Adapting any housing for the needs of ex-service disabled personnel

George Illingworth
13 Nov 18

5. Procurement Champions – Councillors Barrott, Gifford, Mrs Knight and Rhead

A report has not been submitted.

6. Parish/Town Champion – Councillor Gallagher

A report has not been submitted.