

Overview and Scrutiny Committee

Wednesday 3 January 2018

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 3 January 2018 at 6.00pm.

Membership:

	Councillor Mrs Falp (Chairman)	
Councillor Bromley		Councillor Naimo
Councillor Mrs Cain		Councillor Parkins
Councillor Davison		Councillor Mrs Redford
Councillor Miss Grainger		Councillor Shilton
Councillor Mrs Knight		Vacancy (Lib Dem)

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**

(a) To confirm the minutes of the meeting held on 28 November 2017.

(Item 3a/Page 1)

(b) To note the minutes of the Health Scrutiny Sub-Committee meeting held on 21 November 2017.

(Item 3b/Page 1)

4. **Comments from the Executive**

To consider a report from Democratic Services.

(Item 4/Page 1)

5. **Health & Community Protection – Portfolio Holder Update**

To consider a report from Councillor Thompson – Portfolio Holder for Health & Community Protection.

(Item 5/Page 1)

6. **Review of the Work Programme and Forward Plan**

To consider a report from Democratic Services.

(Item 6/Page 1)

7. **Homelessness Initiatives and the New Legislation**

To receive a presentation from Housing Services on the detail of the report going to Executive 4 January 2018.

8. **Executive Agenda (Non-confidential Items and Reports) – Thursday 4 January 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.

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

9. **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.

10. **Executive Agenda (Confidential Items and Reports) – Thursday 4 January 2018 November 2017**

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)**

Published on 18 December 2017

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

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01926 456114.**

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 28 November 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Ashford, Bromley, Davison, Miss Grainger, Naimo, Parkins, Mrs Redford, Shilton and Weed.

Also Present: Councillors Butler, Mobbs, Phillips and Thompson.

53. Apologies and Substitutes

- (a) There were no apologies for absence.
- (b) Councillor Ashford substituted for Councillor Mrs Cain and Councillor Weed substituted for Councillor Mrs Knight.

54. Declarations of Interest

There were no Declarations of Interest made.

55. Minutes

- (a) The minutes of the meeting held on 31 October 2017 were taken as read and signed by the Chairman as a correct record.
- (b) The minutes of the meeting of the Finance & Audit and Overview & Scrutiny Committees held on 13 November 2017 were taken as read and signed by the Chairman as a correct record.

56. Comments from the Executive

The Committee considered a report from Democratic Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive at the start of November 2017.

Resolved that the report be noted.

57. Events Review Update

The Committee considered a report from the Policy & Projects Manager and the Business Support and Events Manager which gave an update on the key findings from the data collection and analysis of events that had taken place during the summer of 2017. The report set out the steps to be undertaken to complete the review and as part of this highlighted four particular issues that the Committee might wish to consider to inform the shape of the final review report.

In response to questions from Members, the report authors and the Portfolio Holder for Business replied that:

- The Council did not promote events; it supported events running in the District.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- The Council set aside a budget for some of the events that ran in the District, such as certain Bowls events. Others were provided with advice and support.
- They would take on board concerns about the fixed fee charged by the Council for services surrounding events.
- Following on from the review, the Council now had sound data to know what events were being run in the District. However, the full benefits of running these events were unknown.
- They acknowledged concerns that the costs to organisers might close some events down, but there was a need to find a balance. Consideration might be given to reducing some costs for charitable events, but there would be budget implications to this.
- Security at events was a key consideration. 80 stakeholders had to be consulted for events. Plans were now in place to physically block roads using vehicles to prevent instances of terrorism where vehicles were used to mow down pedestrians.
- The Police reviewed all plans for events but they were not in a position to commit manpower to policing events. Organisers had raised this as an issue because they had to pay for security.
- Once the review was completed, the Council would be able to consider all options on the level of financial support it would provide to events.
- Some events were not providing a financial benefit but were clearly of benefit to the community.
- The team would consider whether taxi drivers should form one of the stakeholders consulted. Currently, they were not consulted.
- It was difficult to quantify officer time spent on events because the Council had lost a lot of experienced staff recently so there was a learning curve. Once the experience was there, officer time would be quantified.

Resolved that

- (1) the progress made on the Events Review set out in section 3 of the report is noted;
- (2) the issues arising from the data collection and analysis phase set out in section 4 of the report is noted; and
- (3) Overview & Scrutiny Committee Members will send their views on the questions set out in section 5 of the report to James Deville, the Business Support & Events Manager in the next two weeks and these views will be considered alongside other views put forward through the Events Review consultation.

58. Executive Agenda (Non-confidential items and reports) – Wednesday 29 November 2017

The Committee considered the following item which would be discussed at the meeting of the Executive on Wednesday 29 November 2017.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Item 5 – Civil Penalties Policy – Private Sector Housing

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

The Committee supported an amendment to recommendation 2.1d that would be proposed at Executive:

“Delegated authority be given to the Head of Housing Services *in consultation with the Housing Portfolio Holder* to make decisions about imposing civil penalties in individual cases”.

59. Review of the Work Programme & Forward Plan

Appendix 3 – Update on Progress in respect of revisions to the Delegation Agreement particularly in relation to the determination of planning applications

The Committee considered a briefing note from Development Services giving an update on a report which would be considered at Executive in January 2018.

At Executive in July 2016, Members had identified a lack of clarity in the agreement concerning the mechanism through which Councillors could request that a planning application should be considered by the Planning Committee. Officers were therefore in the process of reviewing this process, in liaison with the Portfolio Holder for Development Services and the Chairman of Planning Committee. Additionally, the scope had been widened to consider the fact that a significant proportion of planning applications going to Committee were relatively minor in nature, and that Town and Parish Councils were able to trigger the process by which applications had to go before Committee for consideration, and these were frequently minor applications.

Overview & Scrutiny Members expressed concern that Ward Councillors might have their powers to request that planning applications should be considered by the Planning committee curtailed because it was their view that Ward Councillors knew their area very well. They did acknowledge that Councillors should be careful not to trigger the process solely on a conversation with one resident. They were reassured to know that there was no intention to radically overhaul the process, cutting out a Ward Member's right to ask that the Planning Committee consider an application, but acknowledged that actual planning reasons should be given as part of this call-in process.

It was noted that in the last six months, 40% of applications that had been considered by the Planning Committee had occurred because a town or parish council had triggered the process. Committee Members suggested that parish and town councillors should be required to attend training and must attend the Planning Committee meeting if they were to have the power to have an application called into the Planning Committee. If they refused, then that Council's power would be suspended and the application would not go before Planning Committee unless there were other criteria. Overview & Scrutiny Committee Members felt strongly that parish and town councils had to attend Committee meetings when they had commented on

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

an application, but it was noted that the Chairman of Planning had reservations about this dictum.

The Chairman thanked the Head of Development Services and the Development Services Manager for the briefing.

60. Housing & Property Services - Portfolio Holder Update

The Committee considered a briefing note from Councillor Phillips, Portfolio Holder, Housing & Property Services, giving an update on his portfolio.

In response to questions from Members, Councillor Phillips explained that:

- There had been a natural fall in waiting lists because of the transfer of tenants to new properties.
- The main challenge to building new housing was the shortage of land, especially when the Council had to compete against commercial land owners.
- The Housing Appeals Review Panel (HARP) had been replaced and now officers handled the cases.
- All fire safety notices in Council owned properties had been replaced. The day following the Grenfell Tower Block tragedy, Council officers had visited high rise tower blocks in the District and were satisfied that they were on top of fire safety procedures. The focus was on high rise blocks but low rise and ordinary housing stock would be reviewed.
- The Council was reviewing potential development opportunities for housing at garage sites.
- "Lifeline" was still in its infancy so the impact of using a commercial approach had not yet been assessed.
- In respect of the Syrian refugees who were housed by the Council, the Portfolio Holder would feedback information to the Committee on the conditions of the tenancies, the term of the tenancy, and what happened when the tenancy ended.
- Tenant engagement – figures on how many responded to the survey would be provided to Committee Members.

The Chairman thanked Councillor Phillips for answering the questions.

61. Summary of the role, responsibilities and work of the South Warwickshire Community Safety Partnership (SWCSP)

The Committee considered a report from Health & Community Protection which set out the role, responsibilities and work of the South Warwickshire Community Safety Partnership (SWCSP). This 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 or Safer South Warwickshire.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

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

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

- There had been a rise in offences against the person, but Warwick District was no different from elsewhere in levels of this type of offence.
- There had been a rise in vehicle crime over the last two years, but levels were still not as high as they had been in the past. It was felt this rise was due to the increase in drug related offences and the reduction in the likelihood of getting caught and reduced penalties.
- Warwick District Council was taking an active role in reducing domestic violence.
- The District was struggling with providing beds for the homeless, but this was the same for other Authorities.
- The Police Crime Panel would be discussing police numbers at the next meeting.
- A review was underway to look at all of the risks and challenges faced by CCTV. The move to analogue to digital signal was part of the challenge and where cameras should be located. The policy limiting the use of mobile cameras would be reviewed.
- The Safer Communities Manager would check whether the ban on beggars on streets imposed by Coventry City Council in March 2017 had not caused an increase of people begging here.
- Warwick District Council operated a softer approach to people begging and targeted those who were aggressive or a nuisance.

The Safer Communities Manager asked any Councillor who wished to visit the CCTV suite to contact him.

Resolved that the report be noted.

62. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2017/18 and the Forward Plan for November 2017 to January 2018.

Appendix 5 – Role of Warwick District Council Chairman

Following on from a decision made at the last meeting of the Overview & Scrutiny Committee, Members considered a Scoping Document for a Task & Finish Group to review the role of the Council's Chairman. This Scoping Document had been drafted by Councillors Ashford and Mrs Knight in liaison with officers from Committee Services.

The Scoping Document questioned whether previous Council Chairmen should be excluded from the Task & Finish Group and were advised by the Deputy Chief Executive and Monitoring Officer that Members needed to be mindful whether an ex-chairman would have the open mind required to form part of the Group. Committee Members felt that there was no need to exclude ex-chairmen from being members of the Task & Finish Group but

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

that the majority of Group members should not have served as the Council's Chairmen.

Members felt that five councillors would be the ideal number to form the Task & Finish Group and agreed that two of these would be Councillors Ashford and Mrs Knight. The Committee asked the Committee Services Officer to send out an email to Group Leaders to request additional Councillors to form the Task & Finish Group. It was hoped to get volunteers from each political party. The Committee also delegated the task of deciding who would sit on the Task & Finish Group to the Chairman of Overview & Scrutiny.

Resolved that

- (1) the Scoping Document for the Task & Finish Group – Role of the Warwick District Council Chairman is approved;
- (2) the decision on which Councillors will form the Task & Finish Group is delegated to the Chairman of Overview & Scrutiny Committee;
- (3) ex-Chairmen of the Council can be members of the Task & Finish Group but the majority of members should not have held this position; and
- (4) the Committee Services Officer will ask Political Party Group Leaders for volunteers for the Task & Finish Group.

Appendix 4 – Progress on the Action Plan for Recommendations made on HMOs

The Deputy Chief Executive (AJ) gave an update on the HMO Officer Working Group's Action Plan. This Officer Working Group had been established to take the proposals for HMOs forward. The Action Plan was attached as appendix 4 to the report.

In response to question from Members, it was

Resolved that:

- (1) the content of Appendix 4 – progress on the Action Plan for recommendations made on HMOs is noted;
- (2) recommendation 2.2 - The Deputy Chief Executive (AJ) agreed to find out when red bags would be introduced;
- (3) the Chairman would find out if accommodation break-ins had increased subsequent to boards going up outside properties; and

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- (4) recommendation 2.9 - the Head of Health & Community Protection would provide an explanation of her role at the next meeting.

63. Annual Feedback on Outside Appointments

The Committee considered a report from the Deputy Chief Executive & Monitoring Officer and Committee Services which gave:

- the annual statement of work undertaken by Outside Bodies written by the Councillors who represented Warwick District Council on those Outside Bodies. These reports were detailed at appendix 1 to the report; and
- the criteria used by the Deputy Chief Executive & Monitoring Officer to determine whether the appointment of a Councillor to an Outside Body was required. The criteria were detailed at appendix 2 to the report.

Paragraphs 8.1 and 8.2 in the report explained why an annual review of Outside Appointments was undertaken by the Overview & Scrutiny Committee.

Paragraph 8.8 in the report explained why the Committee was reviewing the criteria used by the Deputy Chief Executive & Monitoring Officer to assess whether representation on each Outside Body was necessary. This assessment was made annually prior to the appointment of representatives to Outside Bodies at the start of each Municipal Year by Council.

Resolved that

- (1) the contents of the annual statement of work (Appendix 1) is noted;
- (2) it is not necessary to request any Councillors serving on Outside Bodies to attend a future meeting to give further detail of the work of the Body and their involvement;
- (3) 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) is approved; and
- (4) the report delivered to Overview & Scrutiny Committee and/or Council at the start of the Municipal Year stipulates the applicable criteria as assessed by the Deputy Chief Executive and Monitoring Officer against each Outside Body.

(The meeting finished at 8.24 pm)

Health Scrutiny Sub-Committee

Minutes of the meeting held on Tuesday 21 November 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Parkins (Chairman); Councillors Bromley, Mrs Cain, Mrs Falp, and Mrs Redford.

Also Present: Councillor Thompson.

8. Apologies and Substitutes

- (a) An apology for absence was received from Councillor Quinney; and
- (b) Councillor Bromley substituted for Councillor Mrs Knight.

9. Declarations of Interest

There were no declarations of interest.

10. Minutes

The minutes of the meeting held on 4 July 2017 were taken as read and signed by the Chair as a correct record.

11. Health and Wellbeing Annual Update Report

The Sub-Committee considered a report from Health & Community Protection which provided an annual update of the progress being made in delivering the Council's Health and Wellbeing approach and on improving the health and wellbeing of the communities within Warwick District.

The Health and Wellbeing (HWB) Approach detailed the Council's three priorities:

- to embed HWB at a strategic level;
- to promote HWB to the wider community (Warwickshire Health and Wellbeing Strategy priorities as sub-headings to this priority); and
- to address the HWB of our own staff.

The report sought to provide an update on the work being undertaken by the Council to deliver against these priorities and objectives (detailed in Appendix 1 to the report).

In response to questions from Members, the Head of Health & Community Protection, the Community Partnership Manager and the Localities & Partnerships Officer responded that:

- The Council ensured that health and wellbeing was embedded into every service area through meetings of the Health Officers Group

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

which had representatives from every service area. This group met every six weeks to ensure that objectives were progressing.

- The recent staff welfare event had proved very successful and another was planned in the New Year. Ten men had used the prostate cancer screening service.
- Councillors would be provided with details of future events, including sports events so that they could spread the word with their constituents.
- The Head of Health & Community Protection would circulate figures of staff accessing the Council's "Cycle to Work" initiative and cycling to work. (Councillor Bromley asked for the figures.)
- A video was available for all to view on the Council's website on the Dementia Friends programme.
- The Council was going to use grant funding to develop a District wide baby breast feeding support scheme, aiming to make its buildings baby feeding friendly and encouraging businesses in the District to do the same. The Council was hoping to achieve the Unicef Baby Friendly award.
- The South Warwickshire Health & Wellbeing Partnership was finally progressing. It had taken a lot of encouragement to bring all parties to the table, consequently progress had been slow. It was hoped that this body would be properly operating in a year, at which point it would be possible to consider whether it could take over the remit of the Health Scrutiny Sub-Committee.

The Chairman thanked the officers for taking questions and it was

Resolved that the report be noted.

12. Annual Status Report – Air Quality Management

The Sub-committee considered a report from Health and Community protection which gave an update on the Council's progress towards achieving national air quality objectives.

The Council's strategy for delivering air quality improvements in its area were set out within the Council's Air Quality Action Plan and the report being considered by the Sub-Committee provided an update on the progress with the actions identified in the plan.

Within Warwick District, air quality was generally good. However, there were locations in the town centres where nitrogen dioxide (NO₂) levels regularly exceeded the national objective. This had led to the Council declaring five air quality management areas (AQMAS) with ongoing monitoring in these areas. These AQMAS were sited in Warwick town centre and Coventry Road, Warwick, Royal Leamington Spa and two small AQMAS in Kenilworth.

Vehicle emissions were the cause of NO₂ levels exceeding air quality objectives in all AQMAS. Consequently, any improvement was largely dependent on the cooperation of Warwickshire County Council to implement schemes aimed at reducing traffic congestion. Warwickshire Public Health also had a key role in promoting modal shift away from the car to encourage healthier lifestyles.

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

Attached at Appendix 1 to the report was the 2017 Air Quality Annual Status Report; and at Appendix 2, a paper, giving a preliminary overview on clean air zones and taxi emissions.

In response to questions from Members, the Environmental Protection Team Leader responded that:

- The Council was holding discussions with bus providers about their plans to retrofit older bus models to make them more environmentally friendly, and to look at providing electric buses.
- The Council was considering adopting a policy for ensuring taxi were low emission. This was at a very early stage and a main consideration would be whether this would have any noticeable effect on air quality in the District. Other considerations would need to be the effect on drivers if such a policy was adopted.

Councillor Mrs Redford informed the Sub-Committee that she had asked the management of the HS2 project what would be done to ensure that dust from the building works would not cause problems as she had heard about when HS1 was being built in Kent. To-date, she had not received a satisfactory response, except to say that there would be a 24/7 call line to report issues.

Councillor Bromley offered to send the officer details of a scheme used in Germany to mitigate the effects of carbon monoxide and dioxide pollution in the atmosphere. Lichen and moss tunnels were used and these absorbed the offending gases.

The Chairman thanked the Environmental Protection Team Leader, and it was

Resolved that the report be noted.

(Councillor Mrs Cain left the meeting whilst discussions were ongoing during this item.)

13. Review of the work Programme and Forward Plan

The Sub-Committee considered a report from Democratic Services which informed it of its work programme for 2017 and the current Forward Plan for November to January 2018.

Councillor Mrs Redford advised that she always circulated notes of meetings of the WCC Adult Social Care & Health Overview & Scrutiny Committee she attended to Members. She would obtain an electronic copy of the latest minutes and circulate those. She had been appointed to a Task & Finish group at the County Council to look at GP provision. The Group was currently drafting a Scoping Document for approval but the Group had already discovered that this needed to be "pruned" and the focus to be mainly on coping with a shortage of GPs. The deadline to complete the whole project was March 2018.

Members were asked to send their suggestions/questions to Councillor Mrs Redford for the Task & Finish Group, either directly, or via the Head of Health and Community Protection.


HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

The Members then considered their Work Programme for the coming months and the Forward Plan.

Resolved that the following amendments be made to the Work Programme:

- (1) an update be provided to the March 2018 meeting on the South Warwickshire Health and Wellbeing Partnership;
- (2) Cultural Services should be asked to provide a report on physical activity promotion and development to the March 2018 meeting;
- (3) All other items in the list "Items where a date is to be set" should be removed from the Work Programme because they have been dealt with sufficiently by other Committees, with the exception of the item for an external speaker from the Care Quality Commission. This would be requested in the next municipal year; and
- (4) a suitable date be agreed with Housing Services to provide a report for pre-scrutiny work on the "Policy on Regulating the Private Rented Sector" (Forward Plan Reference 880).

(The meeting finished at 7.30 pm)

	Overview and Scrutiny Committee – 3 January 2017	Agenda Item No. 4
Title	Comments from the 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	28 November 2017	
Background Papers	Executive Minutes – 29 November 2017	

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 Applicable.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		Andrew Jones
Head of Service		
CMT		Andrew Jones
Section 151 Officer		
Monitoring Officer		Andrew Jones
Finance		
Portfolio Holder(s)		
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 informs the Overview & Scrutiny Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive 29 November 2017.

2. Recommendation

- 2.1 The responses made by the Executive are noted.

3. Reasons for the Recommendation

- 3.1 This report 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.
- 3.2 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. 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		
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	Dialogue between Scrutiny and Executive enables robust decision making and ensures all elements of the proposal in respect of service provision are taken into account.	Nil

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies; however, this report is for governance purposes. It is important that when the Executive has not accepted a recommendation made by the Scrutiny Committee, an explanation has been provided.

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 All work for the Committee has to be carried out within existing resources.

6. **Risks**

6.1 This Committee contributes to the effective minimisation of risk by fulfilling its duties in a timely manner and scrutinising the work undertaken by the Executive.

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

7.1 This report is not produced and presented to the Committee, and Members refer to the minutes from the relevant meeting of the Executive.

8. **Background**

- 8.1 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 8.2 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.
- 8.3 As a result the Committee considered the items detailed in appendix 1. The response the Executive gave on each item is also shown.
- 8.4 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.

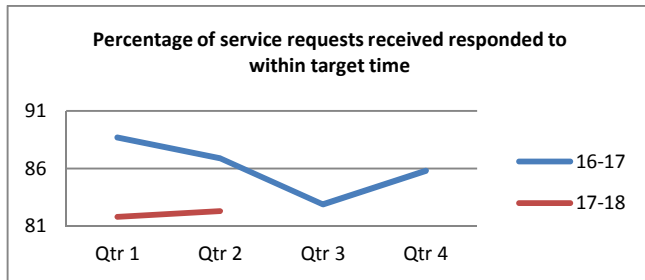
**Response from the meeting of the Executive on O&S Committee's Comments
- 28 November 2017**

Items no.	5	Title	Civil Penalties Policy – Private Sector Housing	Requested by	Green Party
Reason considered	<p>We strongly welcome the report but would like clarity regarding</p> <ul style="list-style-type: none"> • details on the charging table, Appendix 1 e.g. which licence conditions need to be breached? do management regulations apply to unlicensed HMOs? what penalties may apply to rental properties that are not HMOs? • Table on page 8: distinction between hazards and harms; potential for unintended consequence of not renting properties to vulnerable groups 				
Scrutiny Comment	<p>The Overview & Scrutiny Committee fully supported the recommendations in the report.</p> <p>The Committee supported an amendment to recommendation 2.1d that would be proposed at Executive:</p> <p>“Delegated authority be given to the Head of Housing Services <i>in consultation with the Housing Portfolio Holder</i> to make decisions about imposing civil penalties in individual cases”.</p>				
Executive Response	<p>The Executive approved the recommendations in the report with the amendment to recommendation 2.1d that delegated authority to the Head of Housing Services, in consultation with the Housing Portfolio Holder to make decisions about imposing civil penalties in individual cases.</p>				

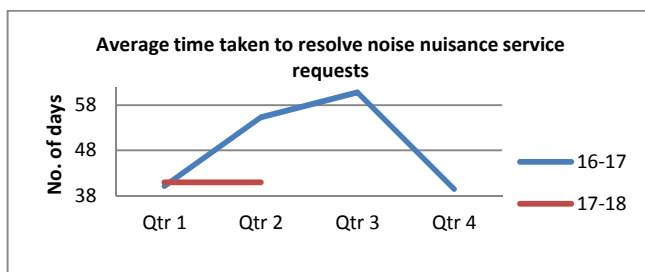
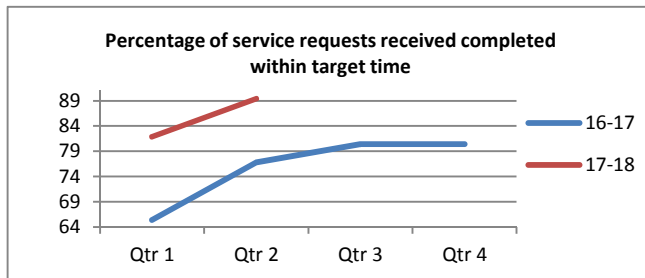
**HEALTH & COMMUNITY PROTECTION
PORTFOLIO HOLDER STATEMENT
CURRENT YEAR REVIEW 2017-18**

Performance

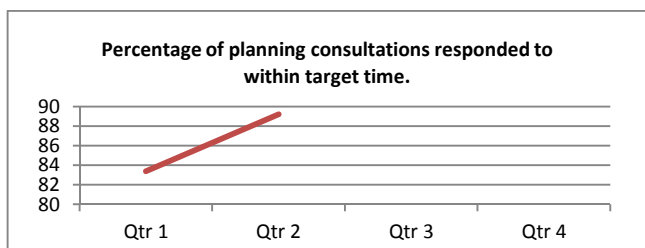
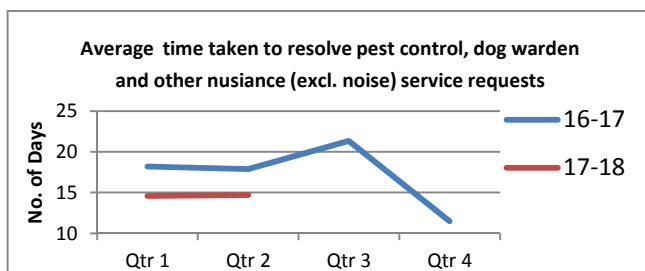
1. What do the Customer and Operational Measures in the Service Plan tell you about the performance of the service during 2017/18?



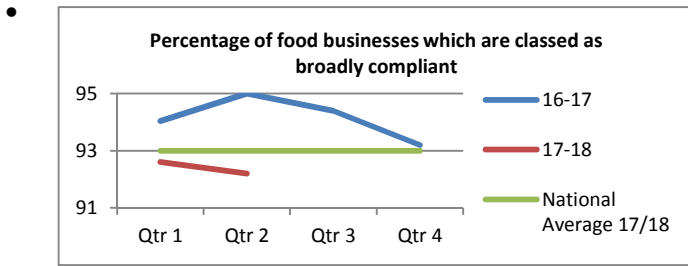
Customer service remains strong in the response to service requests received. Resolution of service requests to date in 2017-18, is taking longer than in 2016-17, however Q2 saw improvement from Q1. This is due to the increasing workload as statutory consultees on planning applications, complexity of some requests, continuing data cleansing activities, and staff vacancies.



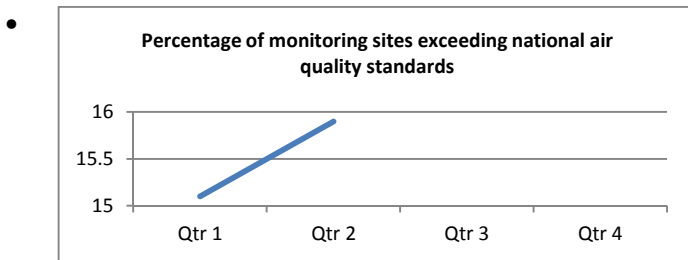
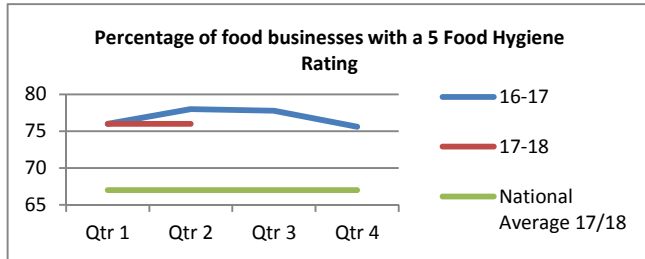
In 2016-17 officers conducted historical database cleansing exercises which affected the results. However, we are confident that the 2017-18 figures reflect the work of these service areas accurately.



The performance measure was altered from the previous year and therefore is not directly comparable. The service area has been reviewing the procedures for responding to these consultations in light of the increasing number of requests being received.

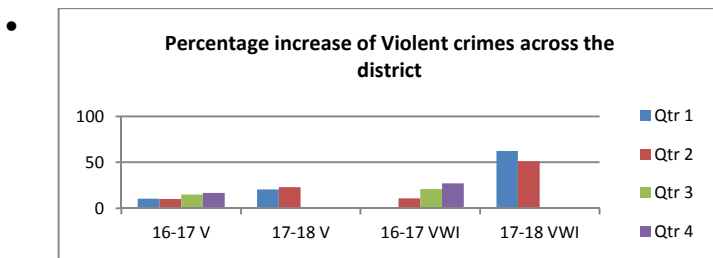


The percentage of food businesses which are classed as 'broadly compliant' (scoring 3, 4 or 5 food hygiene rating) and those who score a 5 on the Food Hygiene Rating Scheme remains high at over 90%. The percentage of food businesses with a 5 Rating remains almost 10% higher than the national average.



Please note that the data is unverified. The data is verified nationally at the end of the financial year.

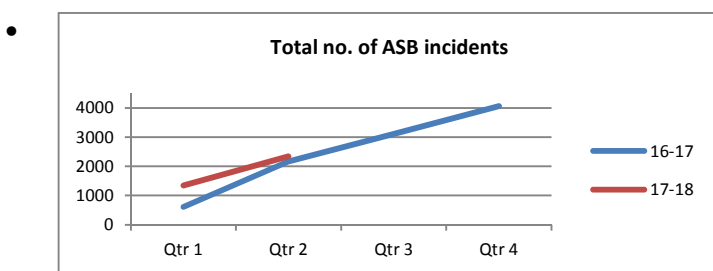
HCP changed the performance measure to give a more accurate representation of the air quality picture, in terms of nitrogen dioxide monitoring. As a result the 2017/18 results cannot be compared with those of 2016/17.



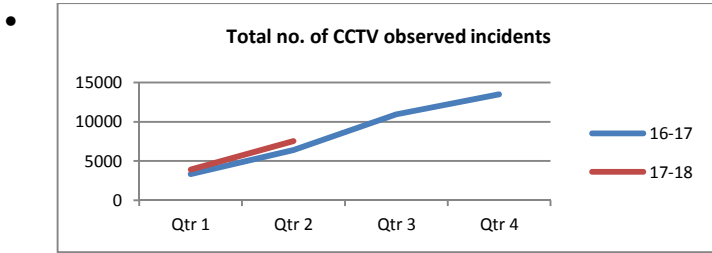
Warwick District has seen increases in the recorded data across all crime types, with the exception of criminal damage. These increases are ones that are being seen across the county, and reflect the new recording arrangements which captures more crime reporting. We monitor Violence (V) and Violence without injury (VWI) statistics. It is important to note that in 2017 VWI category was adjusted to include malicious communications, including on social media.

We remain confident that actual harm levels have not risen.

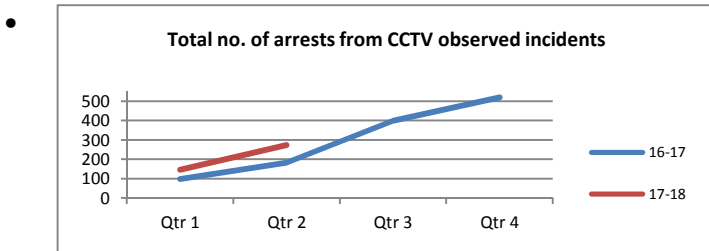
It remains unclear why levels continue to rise after the new baseline year. Therefore we continue to work with the Police to identify the causes.



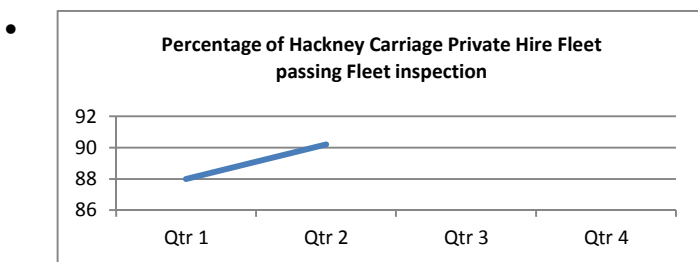
ASB incidents are up 17% within the district. However, our measures of success at first intervention and in reducing the risk of harm, is 97%, which is well above our target of 80%.



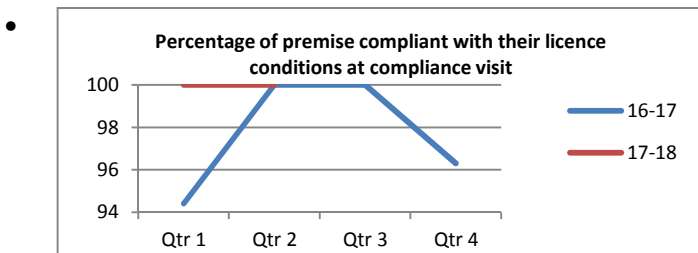
The number of observed incidents by CCTV is increasing in accordance with the performance measure. A number of these observations have led to individuals getting support for welfare concerns.



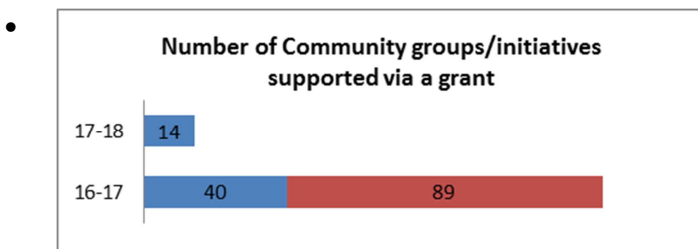
Whilst not under the control of the CCTV service, this measure demonstrates an increase in the level of successful arrests made which were initiated following the observation of an incident by CCTV.



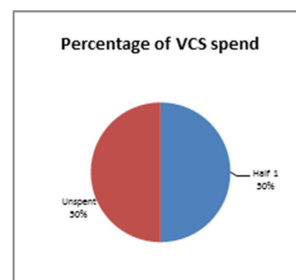
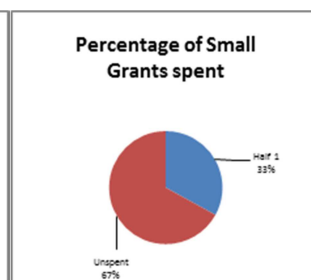
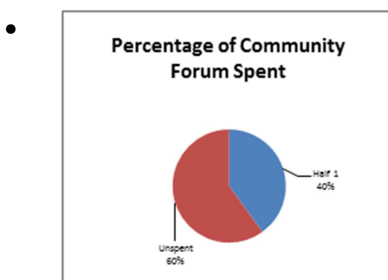
The performance measure for passing fleet inspection was changed in 2017/18, and therefore is not comparable to 2016/17. However, when the scheme started in Qtr. 3 of 2014/15, only 60% of the fleet passed the fleet inspection.



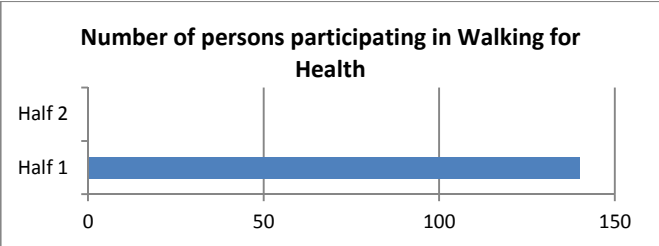
There remains a high level of compliance within the district to licence conditions.



The performance measure is recorded in half years, in line with community forum arrangements. There is a reduction in the number of community groups supported in the first half of 17/18. We expect to see a greater number supported in the second half of the year in accordance with previous trends.



These measures are reported in half years. The blue sections show the percentage spent and red unspent.

- 

This is a new performance measure for 2017/18. This demonstrates the council's involvement in the programme which promotes physical activity for mental health benefits and physical benefits.

- We also have a performance measure which monitors the training of persons as Dementia Friends. However, a free online training package has been launched which has superseded the need for site based training. That said, , through the Disability Awareness training programme (which is part of Private Hire Hackney Carriage Drivers licences), 9 applicants have been trained Dementia Friends since 1st April 2017.

2. What actions do you intend to take based on the measures?

- Officers have been conducting an exercise to evaluate the potential change in workloads due to the impact of the growth of the district, and the increasing demand being placed upon the service of commenting on planning applications. This aspect has led to a new approach to planning application handling. The Team continues to operate with a post unfilled and we are looking at mitigation measures to assist.
- To maintain our service delivery, and high levels of food safety assurance, we continue to look for opportunities to use new technology. We have recently launched 'Total mobile' for use in food safety inspections, which currently allows some paperwork to be conducted digitally on site, and we are continuing to look at enabling service delivery by electronic means, particularly in relation to licensing.
- The Council is making progress towards improving air quality within the district, against the actions which are within the Council's control, and continues to work in partnership with Air Quality Alliance in Warwickshire to deliver those which are not.
- Whilst the response to service requests remains above our 80% target, the performance indicator has fallen in 2017/18 when compared against the previous year. This is due to vacancies carried within the service area.
- We will be continuing to promote the good work of the CCTV service, and looking at opportunities where we can provide the service for others.

3. Highlight any significant changes to the risks in your Service Plan and any actions that you intend to take to address the revised risks.

- Workforce planning has been one of the main challenges for the service. The increased workload on the service is having a demonstrable impact, and with the new large scale housing developments, proposed commercial developments and HS2 this will only increase if not addressed. The Service has implemented a new structure which has improved the resilience, succession planning and service delivery.
- We will be seeking to create a further post within the service to accommodate this growing area of work. It is anticipated that this will be funded through the proposed government increase in planning fees.

- Crime is changing and we still do not fully understand the changes. Recorded crime levels have continued to rise, and there has been a subsequent fall in public confidence, although victim satisfaction has increased. We are working with the police to determine the causes so that we can ensure that the correct measures are put in place to address them. We recognise that that Police have fewer human resources, and this, it could be suggested, correlates with crime statistics.
- It is proposed that we do not continue to report upon the service measure of Dementia Friends trained, due to the changes in training provision availability.

Workforce Planning

4. Highlight any significant changes to your Workforce Planning and any actions that you intend to take to address the revised plan.
 - The Service is currently carrying five vacancies. Three of these are under active recruitment. One is awaiting an appointed person to start in post.
 - We have appointed to three of four new positions which were created under the restructure of the service area, which was implemented in May 2017.
 - One team is directly impacted by the changes in workload described above, and they have been carrying a vacancy since the restructure was implemented. We are looking at mitigation measures to fill the short term gap as the Service Teal Leader post has proved hard to fill. In the longer term we will be implementing alternative measures to ensure that the post can be filled with a suitable candidate.
 - We will continue to review procedures and processes to ensure that they are efficient and effective, making the best use of the available staff resources.
 - We have been undertaking workforce planning activities as part of the workforce planning steering group to ensure that we have a robust plan in place to meet the future challenges.

Budget

5. Highlight any significant changes to the budget pressures highlighted in the Service Plan and any actions required to address these changes.
 - Budget pressures continue to be kept under review. Savings in discretionary budgets have been agreed for the 2017/18 financial year.
 - Due to the number of vacancies that have been experienced within the service, within the first half of the year there has been an unanticipated salary savings made.
 - The Community Partnership Team is reviewing how the voluntary and community sector budget is spent in order to deliver the required £50,000 savings in 2018-19, whilst continuing to support the community efficiently and effectively. The outcomes of this review are due to be reported to Executive in February 2018 and will recommend further savings as laid out in the fit for the future programme report to executive.
 - There has been an increase in legal activities in which the service is participating this year, including a Fatal Accident which the service has been responsible for investigating, and a number of committee decisions and notices which have been

appealed. The appealed committee decisions and notices have not been upheld, and therefore council has been awarded contributions towards our costs. .


Planned changes, work streams and projects

6. Highlight any work streams/projects that have been completed at this point in the year
 - The Council achieved, for the second time, Purple Flag for Royal Leamington Spa in September 2017, demonstrating the safety and vibrancy of the night time economy in the town centre. The recommendations for further improvements made by the assessors are being reviewed with an aim to deliver them.
 - The Council achieved the Workplace Wellbeing Charter in 2016. In order to demonstrate the Council’s commitment to staff wellbeing the objectives of the scheme have been included in the Council’s People Strategy.
 - Officers reviewed the delivery of the health and wellbeing arrangements by the authority, in order to improve how effective the council can be in this area. Officers have been delivering the actions identified.
 - The Health & Safety Coordinator continued to delivering Institute of Occupational Safety and Health Managing Safely and Working Safely training to managers and staff, to ensure our compliance with health & safety obligations as an employer.
 - We have reviewed the Council’s approach to sustainability this year, which has included the formation of an officer steering group to help the delivery of the revised approach.
 - The Health and Safety Team has investigated a fatal workplace accident. This was a very resource intensive investigation which was managed so that the impact upon the delivery of the planned Health and Safety and Food Safety programmes was minimised.
 - The digital field solution, which HCP has been developing for two years, has been launched, allowing officers to complete more of the back office administration functions in the field. We will be continuing to develop this solution to allow more of the officers work to be completed in the field.
 - With the increase in planning applications and planning related activities, officers have been reviewing the way in which they deliver their duties to ensure that it makes best use of officer skills and resources, in addition to operating in an efficient and effective manner. This is an important work programme as there is a further predicted significant workload associated with HS2 and the forthcoming large developments in the district.
 - HCP has been undertaking forecasting exercises to ensure that the service is positioned correctly for the future demands, and to take advantage of future opportunities.
 - We have completed a review of the service business continuity arrangements.
 - The Licensing Team have worked with stakeholders to implement changes to our policies and procedures, as required by the commencement of sections 165 and 167 of the Equality Act 2010 in April of this year.

7. Highlight any significant changes or new work streams/projects expected during the year.

- We tendered for, and will be appointing in the near future, a company to conduct the second stage of the feasibility study into district heating network systems, in two identified areas. This study will seek understand and identify what technology/equipment would be needed to deliver in the identified areas, and provide economic data to allow assessment of the options put forward.
- HCP is committed to enabling customers to access our services through digital mediums, and therefore will be continuing with the programme of digital developments.
- The service has been working across the council to help improve lone working procedures for the whole council.
- The Commissioned Voluntary Sector Contracts continue to be delivered successfully, and are on target to be re-procured for June 2018, subject Executive decisions in February 2018.
- We are in the process of reviewing the Council's Major Emergency Plan and the associated standard operating procedures. As part of this work programme we will be delivering various training activities to persons both named in the plan, and councillors.

The Corporate Health and Safety Co-ordinator has been supporting colleagues in Housing to deliver the actions implemented as a result of the Grenfell Tower Incident.

 Overview and Scrutiny Committee – 3 January 2018		Agenda Item No. 6
Title	Review of the Work Programme & Forward Plan	
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	28 November 2017	
Background Papers		

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 applicable.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
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 informs the Committee of its work programme for 2018 (Appendix 1) and of the current Forward Plan (Appendix 2).
- 1.2 Appendix 3 is a briefing note from the Head of Health & Community Protection about her role on the Enforcement Project Group.

2. **Recommendations**

- 2.1 Members consider the work programme 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 To note the contents of Appendix 3 – Update Enforcement Project Group
- 2.4 Task & Finish Group – Role of Warwick District Council Chairman

To either

- (a) agree that the Task & Finish Group may consist of less than five members; and
- (b) agree the membership of the Task & Finish Group for the Role of the Warwick District Council Chairman;

or

- (c) decide not to proceed with the Task & Finish Group.

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.
- 3.2 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.
- 3.3 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.
- 3.4 At the last meeting of the O&S Committee, Members approved the Scoping Document for the Task & Finish Group on the Role of the Council's Chairman. This Scoping document suggested that the Task & Finish Group should have five Members. The Committee delegated the task of deciding the Membership to

the Chairman of O&S. To-date, only three Councillors have volunteered, so the matter is being brought before O&S for consideration on how to proceed.

- 3.5 At the last meeting of the O&S Committee, Members asked to know about the role of the Head of Health & Community Protection in respect of recommendation 2.9 of the Action Plan on HMOs.

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		
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	Dialogue between	Nil

	Scrutiny and Executive enables robust decision making and ensures all elements of the proposal in respect of service provision are taken into account.	
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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 deciding what topics to add to the Work Programme.

The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly efficiently and effectively.

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 All work for the Committee has to be carried out within existing resources. Therefore, there is a limit to the time available that officers will have to assist Members, so the Committee may wish to prioritise areas of investigation.

6. **Risks**

6.1 This Committee contributes to the effective minimisation of risk by fulfilling its duties in a timely manner and scrutinising the work undertaken by the Executive.

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

7.1 The only alternative option is not to undertake this aspect of the overview and scrutiny function.

8. **Background**

8.1 There are five main roles of overview and scrutiny in local government. These being:

- Holding to account
- Performance management
- Policy review
- Policy development
- External scrutiny

8.2 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.

- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 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.
- 8.8 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.
- 8.9 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.
- 8.10 Appendix 3 – Update Enforcement Project Group
(Recommendation 2.9 – Action Plan for Recommendations made on HMOs)

At the last meeting of the O&S Committee, when considering the progress on the Action Plan for recommendations made on HMOs, the Committee asked that the role of the Head of Health & Community Protection be explained in connection with recommendation 2.9:

<p>2.9 endorses the work by the Deputy Chief Executive & Monitoring Officer to review enforcement work across the Council, and recommends that co-ordination across the relevant departments is improved to make full use of HMO licensing and regulatory powers.</p>	<p><i>Report to Executive; Marianne looking at Enforcement across the Council; One Council approach.</i></p> <p>The enforcement project group is made up of Officers from across the Council whose aim is to review procedures and documents involved in an enforcement process to draw consistency as far as is reasonably practicable i.e. Interview under caution documentation. It does not cover delivery of enforcement services.</p> <p>Would O&S want this to be included into the remit of this group? This group was formed to identify enforcement procedural weaknesses and address those by sharing experience etc.</p>
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Appendix 3 is a briefing note from the Head of Health & Community Protection.

8.11 Task & Finish Group – Role of the Warwick District Council’s Chairman

At the last meeting of the O&S Committee, Members approved the Scoping Document for the Task & Finish Group on the Role of the Council’s Chairman. This Scoping document suggested that the Task & Finish Group should have five Members. The Committee delegated the task of deciding the Membership to the Chairman of O&S. Two emails were sent out by Committee Services to Group Leaders requesting volunteers to form the Task & Finish Group. To-date, only three volunteers have come forward: Councillors Ashford, Mrs Knight and Margrave. Councillor Margrave can only serve on the Task & Finish Group providing meetings are held after work hours. Councillor Mrs Knight is a previous Chairman of the Council, so there will be times when she is acting as a witness. The Committee must decide whether or not to proceed with the Task & Finish Group.

**Overview and Scrutiny Committee
Work Programme 2018**

3 January 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
HMO recommendation 2.9 of the Action Plan for HMOs – to explain the work the Head of Health & Community Protection is doing	28 November 2017	Briefing Note – Appendix 3 of the Work Programme Report	Marianne Rolfe			3 January 2018
Task & Finish Group – The role of the Chairman of the District Council	31 October 2017	Verbal Report from Councillor Mrs Falp and see paragraphs 2.4, 3.4 & 8.11 of the Work Programme report.		Councillors Ashford, Mrs Knight and Margrave have all volunteered to be members.		

6 February 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Progress report on the HEART service	Email request from Ken Bruno 27 Jan 2017	Written report followed by Q&A at meeting	Mark Lingard			
Update from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	25 July 2017	Written report	Andy Jones			

6 March 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2019	Annually
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		February 2019	Annually
Shakespeare's England	Request from Report Author	Written Briefing Note followed by Q&A at meeting	David Butler		March 2019	September 2019

4 April 2018

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones		April 2019	Annually
Verbal update on the Shared Environmental Enforcement with Rugby Borough Council	26 September 2017	Verbal report	Graham Folkes-Skinner			4 April 2018
12 month report from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	Executive April 2017	Written report	Andy Jones			4 April 2018
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		April 2019	Annually
Update from the Leader of the Council on his corporate and strategic leadership	Standing Annual Item	Verbal report followed by Q&A at meeting	Councillor Mobbs		April 2019	Annually
Member Children's Champions: End of Year Report	Standing Annual Item	Written report followed by Q&A at meeting	Andrew Jones		April 2019	Annually

TBA

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Policy on Regulating the Private Rented Sector - Update(Ref 880)	30 August 2017	TBA	Ken Bruno			
"Mystery Shopper" – testing customer service at the Council	25 July 2017	TBA	TBA			
Housing & Homelessness Strategy	27 September 2016	Written report followed by Q&A at meeting	Charlotte Lancaster			
Phase 2 Leisure Development in Kenilworth	1 June 2016	Verbal Update	Rose Winship		C. Servs to notify when the report can be presented	
Local Plan Infrastructure Delivery Plan	30 June 2015	Written report followed by Q&A at meeting	Tony Ward/Dave Barber			Quarterly Update once the Local Plan has been agreed.
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available

Council Development Company (Forward Plan Ref 727)	February 2016	Written report followed by Q&A at meeting	Head of Housing		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	
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 followed by Q&A at meeting	Marianne Rolfe		When the results from the Government enquiry into Grenfell Tower are known	
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 followed by Q&A at meeting	Councillor Phillips			



Warwick District Council Forward Plan January 2018 to March 2018

**Councillor Andrew Mobbs
Leader of the Executive**

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

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

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

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

(910)

Section 1 – The Forward Plan January to March 2018

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
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4 January 2018 – No items planned for consideration at this time

Business Improvement District Leamington (Ref 906)	To receive an update on the renewal process for Leamington Spa BID		Executive 4/1/2018	19/12/2017	Suzee Laxton Cllr Butler	
12 Month Review of New Housing Allocations Policy (Ref 858)	To review the working of the new Housing Allocations Policy.		Executive 29/11/2017 Reason 1 4/1/2018	19/12/2017	Ken Bruno Cllr Phillips	
Homelessness initiatives and the Homelessness Reduction Act 2017 (Ref 907)	Purpose of report is to consider current and proposed initiatives for tackling homelessness in the light of new legislation		Executive 4/1/2018	19/12/2017	Ken Bruno Cllr Phillips	
Investment in Newbold Comyn Arms Manor House (Ref 910)	The report recommends that this Council advances a loan of £360,000 thereby enabling the erection of a single storey side extension at Newbold Comyn Arms Manor House		Executive 4/1/2018	19/12/2017	Andrew Jones Andrew Mobbs	

7 February 2018

General Fund 2018/19 Budgets & Council Tax (Ref 885)	To update Members on the overall financial position of the Council, consider the General Fund Revenue and Capital Budgets for the following financial Year. To propose the Council Tax for the following year		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Whiting	
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HRA Rent Setting 2018/19 (Ref 886)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Phillips	
Heating, Lighting and Water Charges 2018/19 – Council Tenants (Ref 887)	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting and water supply		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Phillips	
Treasury Management Strategy (Ref 888)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forth coming year		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Whiting	
Re-commissioning of services provided by the Voluntary and Community Sector 2018-2021 and review of VCS investment (Ref 884)	For members to approve the tender specification for the re-commissioning of VCS services for 2018-2021 and to approve the recommendations for savings relating to the Council's investment in the VCS within the H&CP budget for 2018 – 19. (It is anticipated that part or all of this report will be considered in confidential session by the Executive because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information))		Executive 29/11/2017 4/1/2018 Reason 5 7/2/2018	30/1/2018	Liz Young Cllr Thompson	To follow
Leasing properties from the private rented sector (Ref 909)	To consider leasing property from the private rented sector		Executive 7/2/2018	30/1/2018	Ken Bruno Cllr Phillips	
Leisure Development – Phase II (Kenilworth) (Ref 803)	To agree the scope of Phase II.		Executive 28/9/2016 Reason 5 7/2/2018	30/1/2018	Rose Winship Cllr Coker	

Consideration of a Hackney Carriage Vehicle Limitation Policy (Ref 851)	To update members on the results of the WDC Hackney Carriage Unmet Demand Survey and: Meeting1 – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey. Meeting 2 – Update on the consultation & determine any change to policy, following the consultation.		Executive 29/11/2017 Reason 1 7/2/2018	30/1/2018	Lorna Hudson Cllr Thompson	Taxi trade, local business, safer communities, disability, equality and other local group representatives, Town Councils, Police. Questionnaire on website/email. CTS Traffic & Transportation Final Report - July 2016 Licensing & regulatory Committee 25/9/2017
Investment in Playbox Theatre (Ref 911)	The report recommends that this Council advances a loan of £100,000 to Playbox Theatre Limited (Company number 03462037), thereby enabling the construction of a new access drive to overspill car park and delivery area		Executive 7/2/2018	30/1/2018	Andrew Jones Cllr Butler	
2018/19 ICT Services Digital Work Programme (Ref 912)	Review progress on current year's programme and set out the planned 2018/19 Work Programme		Executive 7/2/2018	30/1/2018	Tass Smith Cllr Mobbs	Executive Report 2 nd December 2015 – Digital Transformation of Council Services Executive Report 8 th March 2017 - 2017/18 ICT Services Digital Work Programme

Events Review (Ref 832)	To look into the processes of the Business Support and Events Team, and the services that we offer to event organisers throughout the District		Executive 8/3/2017 Reason 4 7/2/2018	30/1/2018	James DeVillie Cllr Butler	External consultees include: police, fire service, ambulance service, the four town councils, three chambers of trade, BID Leamington, event organisers
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7 March 2018						
One Stop Shop Business Case (Ref 894)	Provide a Business Case to ensure that the shared One Stop Shop Service is in line with Warwick District Council's ICT & Digital Strategy 2015-19		Executive 7/3/2018	27/2/2018	Graham Folkes-Skinner Cllr Grainger	
Car Park Strategy (Ref 895)	To seek approval for the proposed car parking strategy 2018-2028		Executive 7/3/2018	27/2/2018	Paul Garrison Cllr Grainger	

Section 2 Key decisions which are anticipated to be considered by the Council between April and June 2018						
Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
There are currently no scheduled key decisions between April and June 2018						

Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is to be confirmed

Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company.	Executive 9/3/2016 2/6/2016 29/6/2016 Reasons 1 & 2	Bill Hunt Cllr Phillips	Awaiting further information on the implications of the Housing & Planning Act.		
HRA Asset Management and Development Policy (Ref 829)			Bill Hunt Cllr Phillips			
Recording and Broadcasting of Public Meetings (Ref 840)	To inform members of the research into the potential to record and broadcast all Council meetings as per the Notice of Motion to Council.	Council 29/6/2016 Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Currently being investigated in tandem with Council Chamber PA issues.		
Councillors IT (Ref 841)	To report back on the work of the Councillor IT Working Party.	Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Awaiting the outcome of Members' Allowances Review.		
WDC Enterprise – New Trading Arm (Ref 817)	To seek approval to establish a Local Authority Trading Company, to expand support provision whilst capitalising on existing skills to maximise income.	Executive 2/11/2016 Reason5 5/1/2017 Reason5 8/2/2017 Reason 5	Gayle Spencer Cllr Butler			

HQ Relocation Project – outcome of phase 1 work (Ref 801)	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for commencement of the phase 2 delivery works.	Executive 26/07/2017 Reason 3	Bill Hunt Cllrs Mobbs, Whiting, Rhead, Butler, Grainger	Timing is dependent on the completion of the planning, marketing and procurement processes.		
Proposed Relocation of Kenilworth School (Ref 869)	To agree the Council’s level of support in enabling the school to take its proposals forward.	Executive 28/06/2017 Reason 3	Andrew Jones Cllr Mobbs			
Policy on Regulating the Private Rented Sector (Ref 880)	To adopt a revised policy on private rented sector regulation in light of new legislation and guidance.		Ken Bruno Cllr Phillips	Awaiting the publication of government guidance.		
Linen Street Car Park (Ref 861)	To consider recommendations for redevelopment for the Linen Street Car Park facility	Executive 28/06/2017 Reason 3	Paul Garrison Cllr Grainger			Ward Councillors
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.	Executive 4/4/2017 28/06/2017 31/08/2017 Reason 3	Rob Hoof Cllr Grainger			
Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council’s buildings and land holdings.	Executive 29/6/2016 Reason 5 1/9/16 Reasons 3 & 5 5/1/2017 Reasons 3 & 5 8/2/2017 Reasons 3 & 5 26/07/2017 Reasons 3 & 5 31/8/2017 Reason 3	Bill Hunt Cllrs Mobbs, Butler, Grainger, Coker & Whiting			

Leamington Spa Car Parking Displacement Plan (Ref 844)	To set out the options available should vehicles be displaced from Covent Garden car park and to consider alternative parking options within Leamington Town Centre.	Executive 4/4/2017 Reason 2 31/08/2017 Reason 3 27/9/2017 Reason 5	Gary Charlton Cllr Grainger			
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Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
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4 January 2018

Revisions to the Scheme of Delegation & Council procedure rules (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications, the adoption of open space & an amendment to Council procedure rules regarding Notices of Motion		Executive 4/1/2018	19/12/2017	Gary Fisher, Graham Leach Cllrs Coker, Mobbs & Rhead	
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7 February 2018

Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 7/2/2018	30/1/2018	Jon Dawson Cllr Whiting	
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7 March 2018 - No scheduled reports at this time.

Delayed reports:

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

1. Portfolio Holder has deferred the consideration of the report
2. Waiting for further information from a Government Agency
3. Waiting for further information from another body
4. New information received requires revision to report
5. Seeking further clarification on implications of report

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

The forward plan is also available, on request, in large print on request, by telephoning (01926) 456114

DATE: 13th December 2017

SUBJECT: UPDATE ENFORCEMENT PROJECT GROUP

1 **Summary**

- 1.1 A group of officers representing the Enforcement Officers within the council has been formed to review documents, procedures and practises for enforcement activities across the council.

2 **Recommendations**

- 2.1 Note the work of the group to date.

3 **Reasons for the Recommendations**

- 3.1 The Enforcement group have examined the documents, procedures and guidance in a variety of subject areas in order to evaluate best practise and ensure compliance with the relevant legislation. In doing so they have made various recommendations to improve the delivery of enforcement activities across the council.

4 **Background**

- 4.1 This officer group was formed in order to tackle a number of issues:
- Inconsistency of procedures across enforcement officers
 - Inconsistency of practices across enforcement officers
 - Identification of skills gaps in the competences of enforcement officers
 - Questions regarding the use of 'new' enforcement powers
 - Legal costs associated with formal action.
- 4.2 In addition, the Central England Environmental Health Management Board has been reviewing the availability of training for front line enforcement staff and want to map officer skills gaps in order to better target training and allow delivery in a cost effective way.
- 4.3 The group has fed into and led on the development of core competence mapping as part of 4.2. Appendix 1 seeks to detail the required core competences of an enforcement officer. Once completed this document will allow an officers knowledge and experience to mapped. It will also allow any skills gaps to be highlighted for an officers personal development plan and when mapped across Central England, for an officer training programme.
- 4.4 The competence list is being used to develop relevant guidance documentation and procedures to support each competence. The aim is to standardise any existing guidance and documentation across the services to develop consistent

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procedures. The green and amber boxes highlight the work completed and currently ongoing.

- 4.5 Where procedures or documents currently do not exist the aim is develop these as far as is reasonably practicable.
- 4.6 Following examination of the templates, guidance and procedures in place in each of the service areas the group has recommended the standardisation of the following:
 - Officer pocket notebooks (PACE notebooks) procedure
 - Standard format for PACE notebooks (produced in-house)
 - Exhibit lists template
 - Photographic exhibits template
 - Exhibit labels template
 - Civil witness statement template
 - Witness statement template
 - Invitation to interview under caution
 - Guidance on how to apply for a copy of the interview recording
 - Suggested Script for the start, end and breaks in any recorded interview.
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- 4.8 Further to the work of the group all enforcement officers have received training in the use of PACE note books (employed at the time of training delivery).
- 4.9 The Group is currently examining the following matters:
 - Guidance on phrasing for introduction of self, evidence etc in a witness statement.
 - Interviews not under caution documentation
 - Digital evidence collation and storage
 - National Consultation on proposed RIPA changes
 - Authorisations of officers
 - Completion of and correct service of notice procedures
- 4.10 All new procedures will be circulated for consultation prior to recommendation for council wide adoption. All enforcement officers have had a chance to feed into the PACE notebook procedure.
- 4.11 As a side arm project Neighbour Services conducted a review of refuse enforcement activities with which he was tasked. Officers fed into that project and the results of which were reported to Executive. A service level agreement was formed with the waste enforcement team in Rugby to deliver the required service.

Agenda Item 6 – Appendix 3

Appendix 1: Legal and Regulatory Competence Assessment

No.	Element	Knowledge	y / n	Experience	y / n
A1	Understand the UK court processes for criminal and civil proceedings				
A2	Able to determine the definition of a criminal offence, corresponding legal defences and mitigation claims				
A2a	Able to identify the points to prove in an offence				
A2b	Able to identify if they are correctly authorised for the offences under determination.				
A3	Understands the processes of criminal law enforcement in the context of their regulatory services				
A4	Understands the context, purpose requirements and good practice implementation of:				
A4a	PACE				
A4b	CPIA				
A4c	RIPA				
A5	Able to conduct directed surveillance in accordance with RIPA and own employers in house administrative process.				
A6	Able to prepare and serve statutory notices that withstand appeal in accordance with legal requirements and good practice.				
A7	Able to conduct effective regulatory inspections in accordance with legal requirements and good practice.				
A8	Able to plan, implement, coordinate and review effective investigative investigations.				
A8a	Understands the role of and can act as supervising officer in an investigation				
A8b	Understands the role of and can act as lead investigator in and investigation				
A9	Able to gather and secure sound evidence that will with stand legal scrutiny in accordance with legal requirements and good practice.				
A9a	Able to make Notebook entries that will with stand legal scrutiny in accordance with legal requirements and good practice				
A9b	Able to generated other officer documentary records that will with stand legal scrutiny in accordance with legal requirements and good practice				
A9c	Able to take a witness statement				
A9d	Able to write an officer witness statement (criminal & civil)				
A9e	Able to make and take Photographic records that will with stand legal scrutiny in accordance with legal requirements and good practice				
A10	Able to enforce powers of entry and obtain warrants for entry into premises				
A11	Able to conduct searches of premises in accordance with legal requirements and good practice				
A12	Able to plan and conduct interviews with suspects including tape recording of interviews				
A13	Able to safeguard and manage legal exhibits that withstand challenge for use in legal procedures				
A14	Able to reach enforcement decisions in accordance with legal requirements and own councils enforcement policy				
A15	Able to serve fixed penalty notices				
A16	Able to prepare prosecution files, including summary of evidence, Collation of evidence and evaluation of the materials				
A17	Able to identify and collate documents for disclosure during legal proceedings in accordance with legal requirements and good practice.				
A18	Able to appear as a witness in court, give evidence in chief				