

**Developments with Overview and Scrutiny at Warwick District Council since May 2008**

**Overview and Scrutiny Committee**

<b>Date</b>	<b>Action</b>	<b>Comment</b>
May 2008	The new Overview and Scrutiny Committee appointed by Council.	A special meeting is held to discuss only, an Executive item on the draft Station Area Planning Brief.  Councillor Gifford appointed as Chair.
June 2008	The first normal meeting of the Overview and Scrutiny Committee. Cleanse of work programme and new structured agenda.  Committee will now only consider Executive items which members have given Members' Service notice of, by 9am on the day of the O&S meeting.  Housing PH requested to attend next meeting following examination of the performance report.	Members delete most items from work programme and only consider 6 Executive items from, a possible 23 items.
June 2008	In-house scrutiny training session arranged.  Scoping documents completed for the Royal Spa Centre (deferred to Dec 08), CCTV, Waste Management (deferred to Dec 08) and Engaging Young People.	Well attended, members get to grips with the completion of scoping documents.

<p>July 2008</p>	<p>Councillor Mrs Grainger attends as Housing Portfolio Holder (PH).</p> <p>Councillors Kinson and White requested to attend next meeting following examination of the performance report.</p> <p>Scoping documents for Engaging Young People and CCTV agreed and Task and Finish Groups appointed.</p> <p>First time the Committee receives a report informing them of the Executives' response to their comments</p>	<p>The first meeting to receive a PH report and have the PH present to answer questions.</p> <p>The Committee pleased to be informed of the responses from the Executive</p>
<p>September 2008</p>	<p>Councillors Kinson and White attend as PH's.</p> <p>Consideration of two called-in items.</p> <p>Scoping document for Golf WP agreed and it continues with the current membership plus Cllr Guest.</p> <p>Consideration of the Forward Plan – presentation requested for the next meeting on the Supplementary Planning Document on Sustainable Buildings.</p> <p>Consideration of a report on Bowls England which was carried over from a scrutiny review on 'Staging of Major Events - reported to the old Policy Committees'</p>	<p>A need to develop the Committees' consideration of the Forward Plan to ensure it is effective.</p> <p>A special meeting to consider the Station Area Brief and Replacement Cremators.</p> <p>Consideration of the Executive agenda is now at the beginning of the agenda so officers do not have to wait until the end of the meeting.</p>

October 2008	<p>Presentation on the Supplementary Planning Document on Sustainable Buildings.</p> <p>Consideration of the last item left over the old Policy Committees' on 106 agreements.</p> <p>Councillor Mrs Sawdon agreed to complete the scope for the Tree and Woodland WP.</p>	106 agreements deferred to December for further information.
December 2008	<p>Final consideration of the last item left over the old Policy Committees' on 106 agreements.</p> <p>A report on floral displays which arose from the performance report questioning of Councillor Kinson.</p> <p>A scoping document agreed for the Tree and Woodland WP.</p> <p>Forward Plan report – members requested that at the next meeting in February 2009, they look at the FP in detail and begin to feed into the pre-decision scrutiny process.</p> <p>Royal Spa Centre Task and Finish Group requested to be appoint an submit amended scope in February 2009.</p>	<p>Four members appointed to Tree and Woodland WP after the meeting.</p> <p>Five members appointed to Royal Spa Centre Task and Finish Group.</p> <p>More officer time allocated to support the scrutiny process.</p>
February 2009	<p>The Portfolio Holder for Housing attended the meeting with regard to housing rent arrears.</p> <p>The Committee approved the report on scrutiny of CCTV, for forwarding to the Executive in March 2009.</p> <p>The scrutiny flooding reported on the outcomes and learning points for future scrutiny.</p>	Officer time to support the scrutiny process was extended to the end of June.

	<p>A report on the Forward Plan is now a standard item on each agenda and members identified 3 items which they would like information on before it the Executive considered the items.</p> <p>The Tree and Woodland T&amp;FG was disbanded as the scope was too wide.</p> <p>Councillor Mrs Higgins to submit a scope in March 2009 on the maintenance of trees.</p>	
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### **Audit & Resources Scrutiny Committee**

<b>Date</b>	<b>Action</b>	<b>Comment</b>
May 2008	The new Audit & Resources Scrutiny Committee appointed by the Council	
June 2008	<p>First meeting of the Committee held. Cllr Mrs Knight appointed as Chair.</p> <p>Committee discussed its terms of reference and approved its role as detailed in the report submitted by the Strategic Director (Living, Lifestyles and Resources).</p> <p>With regard to items on Executive agenda, the Committee will now only consider items which Members have given Members' Services notice of by 9am on the day of the Scrutiny Committee meeting.</p>	<p>Noted the new process for determining items for scrutiny and for completing scoping documents. Approved a scoping document for the review of the base budget. Appointed Councillors to complete scoping document for Waste Contract. Noted reviews for procurement, EDRMS &amp; Snowdrop already underway.</p> <p>Considered 11 Executive items, from a possible total of 23.</p>
July 2008	Progress report on EDRMS – requested further information for working party and report for the Committee.	Scoping document for Waste Contract completed.
September 2008	Looked at performance and costs relating to the Council's benefit fraud investigation function. Considered the latest position relating to the Data Quality Strategy and implementation of the related action plan.	Requested interim report on Data Quality Strategy for December meeting and full report for March 2009.
September 2008	Scrutiny training event attended by a number of Councillors and Officers.	Disappointing in terms of content. A useful learning experience in terms of requirements for future training.

October 2008	<p>Approved new approach to EDRMS project and determined to monitor implementation. Sought clarification of factors affecting problems relating to the original project.</p> <p>Also considered ICT Strategy, implementation of Snowdrop and the Procurement Action Plan.</p> <p>Requested reports on Legal Services and Lexel Accreditation.</p>	<p>Sought to strengthen the authority of the procurement officer.</p> <p>Cllrs Rhead and Malcolm Doody agreed to consider assumptions and risks that had to be made in preparing forecasts of investment interest in the future.</p>
November 2008	<p>A number of Members and Officers attended an Overview and Scrutiny Training event in Stratford.</p>	<p>Worthwhile.</p>
December 2008	<p>Received report of working party reviewing implementation of the Integrated Waste Contract. Asked Executive to approve the working party's recommendations, plus one of its own.</p> <p>Received update on Data Quality Strategy and requested a new action plan for March 2009.</p> <p>Considered scoping document for Expenditure on Tourism and appointed Members to a Task &amp; Finish Group.</p>	<p>Wished to see policy statements and strategic approach to project management.</p> <p>Reiterated desire for procurement manager to be given greater power. Agreed to look at procurement at February 2009 meeting.</p> <p>Suggested Committee should look at upcoming budget report and determine whether it should monitor the most volatile elements.</p>
February 2009	<p>Discussed the Council's approach to procurement, savings achieved since the Procurement Manager's appointment, progress made in procurement policies training and ideas for further improvements.</p>	<p>Asked Procurement Working Party to bring forward proposals on alternative wording to the role of the procurement manager as detailed in the 'Code of Contract Practice' document and on other arrangements to ensure that the Procurement Manager's role has</p>

		sufficient authority within the organisation.
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**Task and Finish Groups**

<b>Name</b>	<b>Responsible Officer</b>	<b>Comments</b>
CCTV – Is the Service Delivering a Value for Money Service to the Community	Theresa Goss Vicky Cook (until 19 December 2008)	Has met on 8 occasions and a report was submitted to O&S Committee on 3 February 2009 and the Executive on 18 March 2009.  The Chairman, Cllr Illingworth, had a significant input into the writing of the report.
Engaging Young People	Peter Dixon Vicky Cook (until 19 December 2008)	Has met on 4 occasions and is reporting to the O&S Committee in March 2009.
Tree and Woodland	Theresa Goss	This Task and Finish Group was disbanded as the scope was too wide.
Royal Spa Centre	Theresa Goss	First meeting held on 5 January 2009 and will be reporting to the Overview and Scrutiny Committee in July 2009
Expenditure on Tourism	Peter Dixon	First meeting is currently being arranged for March. Scope agreed by the Audit and Resource Scrutiny Committee – final report to be submitted to O&S Committee