

Overview and Scrutiny Committee

Wednesday 8 April 2015

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 8 April 2015 at 6.00pm.

Membership:

	Councillor Mrs Falp (Chairman)	
Councillor Mrs Blacklock		Councillor Mrs Grainger
Councillor Boad		Councillor Gill
Councillor Mrs Bromley		Councillor Guest
Councillor Brookes		Councillor Mrs Higgins
Councillor Copping		Councillor Illingworth
Councillor Ms Dean		Councillor Kinson OBE
Councillor Edwards		Councillor Wreford-Bush

Emergency Procedure

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

Agenda

1. **Substitutes**

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

*2. **Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

***3. Minutes**

To confirm the minutes of the meeting held on 10 March 2015.

(Item 3/Page 1)

***4. Comments from the Executive**

To consider a report from Democratic Services.

(Item 4/Page 1)

***5. The Learning Academy**

To receive a verbal briefing from the Head of Human Resources.

***6. Member Children's Champions – End of Year Report**

To consider a report from the Deputy Chief Executive (BH).

(Item 6/Page 1)

***7. End of Term Report**

To consider a report from Democratic Services.

(Item 7/Page 1)

***8. Review of the Work Programme & Forward Plan**

To consider a report from Democratic Services.

(Item 8/Page 1)

***9. Executive Agenda (Non Confidential Items and Reports) – Thursday 9 April 2015**

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)

***10. 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 & 5 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

***11. Executive Agenda (Confidential Items and Reports) – Thursday 9 April 2015**

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)

(*Denotes those items upon which decisions will be made under delegated powers, as previously granted by the Council).

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

Telephone: 01926 353362
Facsimile: 01926 456121
E-Mail: committee@warwickdc.gov.uk

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

You can e-mail the members of the this Committee at
o&scommittee@warwickdc.gov.uk

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

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 353362 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 353362.

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 10 March 2015 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Mrs Blacklock, Mrs Bromley, Ms Dean, Gifford, Mrs Grainger, Gill, Guest, Mrs Higgins, Illingworth, Kinson OBE, Weed and Wreford-Bush.

Also Present: Councillors Mrs Gallagher, Mobbs and Vincett. Councillor Boad arrived part-way through the meeting and observed only.

There were no apologies.

The Chairman informed Members that Councillor Mrs Bromley was recording the meeting during public session.

104. **Substitutes**

Councillor Gifford substituted for Councillor Boad and Councillor Weed substituted for Councillor Edwards.

105. **Declarations of Interest**

Minute number 112 - Executive Agenda (Non-confidential items and reports) – Wednesday 11 March 2015 - Item number 8 - Playing Pitch and Outdoor Sports Strategy

Councillor Gill declared an interest because he was an ex-member of Khalsa Hockey Club.

Minute number 112 - Executive Agenda (Non-confidential items and reports) – Wednesday 11 March 2015 - Item number 9 – Regeneration in Lillington

Councillor Wreford-Bush declared an interest because he was Ward Member for Lillington Crown.

Minute number 114 - Executive Agenda (Confidential items and reports) – Wednesday 11 March 2015 - Item number 22 – Strategic Opportunity Proposal

Councillor Mrs Bromley declared an interest because she was Ward Member for the site in question.

Councillor Mrs Falp declared an interest because a close relative was a shareholder in Leamington Brakes Football Club. She also took advice on whether she needed to declare an interest because she sat on the Planning Committee, but was informed by the Deputy Chief Executive (BH) that this was not necessary.

Councillor Gifford declared an interest because he was a County Councillor. He left the room when this item was discussed.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Councillor Mrs Grainger declared an interest during the meeting as she was Governor to Warwick Schools and the Town's representative for the Thomas Oken Charity.

Councillor Guest declared an interest during the meeting and left the room when this item was discussed.

106. Minutes

The minutes of the meeting held on 10 February 2015 were taken as read and signed by the Chairman as a correct record.

107. 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 in February.

Resolved that the report be noted.

108. The Way Forward for Scrutinising Health Issues at Warwick DC

In April 2014, the Overview & Scrutiny Committee set up a Health Scrutiny Sub-Committee to oversee scrutiny of health issues affecting Warwick District Council and to provide a report to Overview and Scrutiny in March 2015 on the way forward for health scrutiny. The Committee considered the recommendations from the Sub-Committee which sought approval from Overview & Scrutiny so that the recommendations could go forward to the next Council meeting for approval.

The report recommended, amongst other things, that a new health scrutiny committee be formed to handle pre-scrutiny of selected Council reports, documents and policies, where health and wellbeing was an issue; scrutiny of strategic health issues and health related consultations. The Labour Group requested that this be amended to stipulate scrutiny of health issues relating to the effects of the Local Plan. However, Overview & Scrutiny Members rejected this request because "scrutiny of strategic health issues" would cover this and the Committee felt that the terms of reference should not be prescriptive as the aim of the new Committee was to be flexible in what it would scrutinise, so long as it was a health and wellbeing matter that affected the District. Additionally, being prescriptive by itemising specific areas would eventually limit what could be discussed; for instance, at some point the Local Plan would no longer be in a state of flux and therefore there would be no need to scrutinise it. Councillor Illingworth, a member of the Sub-Committee, also pointed out that the Sub-Committee had already anticipated the need to scrutinise the Local Plan in respect of health issues by inviting the Planning Policy and Conservation Manager to a meeting to speak to Members about where health and wellbeing fitted into the Local Plan.

The Overview & Scrutiny Committee agreed that the report should be amended so that it recommended that one of the members of the new committee should always be the Councillor who represented the District on the County Council's Health Overview and Scrutiny Committee.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

A suggestion was also made that the Council's Children's Champions should either be encouraged to be members of the new committee, or be invited to attend its meetings.

Following discussions, a vote was taken at which Councillor Guest asked that it be minuted that he had voted against the recommendations in the report.

Resolved that the Overview & Scrutiny Committee recommend to Full Council that:

- (1) a committee be formed to handle pre-scrutiny of selected Council reports, documents and policies, where health and wellbeing is an issue, and will select these from information on the Forward Plan, before they reach final stage, and from liaison with the Corporate Management Team and the Senior Management Team. All members of the Council will also be able to suggest reports that require pre-scrutiny of health and wellbeing issues. The Committee will also deal with scrutinising strategic health issues and health related consultations;
- (2) this committee be named the Health Scrutiny Committee;
- (3) this committee should consist of **at least** 11 members and also substitute members (subject to change after the elections in May 2015);
- (4) the membership of the committee should be politically proportionate;
- (5) scrutiny of final reports for Executive will remain the responsibility of the two existing Scrutiny committees;
- (6) the Health Scrutiny Committee will be resourced from existing staff resources from within Committee Services and Health & Community Protection;
- (7) that the terms of reference for the committee be framed by the Council's Health and Wellbeing Strategy, viz
 - a. promoting Health & Wellbeing in its community;
 - b. promoting Health & Wellbeing in its workforce; and
 - c. as a scrutiny body for the local activities and performance of NHS bodies located within the District of Warwick and in other areas of

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Warwickshire, in liaison with the County Adult Health & Social Care Overview and Scrutiny Committee;

- (8) that in order to assist the committee in its scrutiny arrangements, the powers will include the capability of inviting individuals and organisations to present evidence on particular health issues. Every meeting agenda will make provision for the involvement of the Voluntary Sector, and of Public Health Warwickshire, representatives of which will be called upon to attend and to speak;
- (9) report authors would be required to take on-board any pre-scrutiny comments/recommendations in respect of their reports or give good reason why this is impractical;
- (10) the committee will run along the same procedure lines as the existing two Scrutiny committees where their functions coincide;
- (11) the Head of Service for Health & Community Protection will encourage officers to take their ideas to the Committee at an early stage through encouragement at senior management meetings;
- (12) meetings for the new committee be set in the Council's calendar every other month, with the option to call additional meetings if required for urgent business; and
- (13) the District Councillor who represents the Council on Warwickshire County Council's Adult Social Care & Health O & S Committee will serve as a member of the District Council's Health Scrutiny Committee.

109. Task & Finish Group – Sales & Lettings Board Notices

The Committee was asked to approve a scoping document for a Task & Finish Group to undertake further research and consultation to understand the views of stakeholders in relation to pursuing with the Secretary of State, a Regulation 7 Direction of the 2007 Town and Country Planning Act, to control the proliferation of Lettings and Sales Notice Boards in the District.

The Committee approved the scoping document and the Chairman informed the Committee that it was likely that the councillors who had co-operated on the scoping document would volunteer to serve on the Task & Finish Group.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Resolved that the scoping document for a Task & Finish Group on the Impact of For Sale & Lettings Boards in Warwick District be approved.

110. Children's Champions – End of Year Report

This report was postponed until April 2015 to allow time for the parties involved to liaise.

111. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2015/16 and the latest published version of the Forward Plan.

The Chairman and Deputy Chief Executive (BH) explained that the Social Value in Procurement report had not been forthcoming due to the pressure of work in Finance. The Head of Finance had explained that the member of staff responsible for this area had recently attended a training course on the subject and it had revealed that social value was not simply a "procurement" issue and could involve other departments. A report was going to be drafted that would be presented to the Senior Management Team to discuss where Social Value should sit, and once agreed this would go to the Executive for approval. However, as an interim measure, there would be a module on Social Value as part of the induction training programme on procurement for new Members.

Councillor Mrs Bromley requested that the item for "Racing Club Warwick, St Mary's Lands – Scope Document" in the 'Post May 2015' table be amended because it was not awaiting revisions as these had been made.

Resolved that

(1) the report be noted; and

(2) the Children's Champions End of Year Report will be delivered in April 2015.

112. Executive Agenda (Non-confidential items and reports) – Wednesday 11 March 2015

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 11 March 2015.

Item number 5 – Homelessness Strategy 2015 - 2017

The Overview & Scrutiny Committee supported the recommendations in the report, but requested that officers and the Portfolio Holder noted its view that during severe weather, the Council should aim to provide shelter to people who sleep rough after just one night, not three; and that these people be provided with both bed and breakfast. The Committee also asked that information be provided about the number of homeless who were ex-servicemen.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Item number 6 - Establishing a Council Development Company for Warwick District

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

(Councillor Vincett left the meeting at the end of this item.)

Item number 8 - Playing Pitch and Outdoor Sports Strategy

The Overview & Scrutiny Committee supported the recommendations in the report but wished the Executive to ensure that provision for hockey was given appropriate support. The Committee also noted that provision of sports facilities at school sites did not guarantee continuing use for the public; so this risk needed to be properly identified and managed.

(Councillor Boad arrived at the meeting part-way through this item as an observer only. Councillor Mrs Gallagher left the meeting at the end of this item.)

Item number 9 - Regeneration in Lillington

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

(Councillor Mobbs left the meeting at the end of this item.)

Item number 10 - Housing Advisory Group

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

Item number 16a - Proposed Creative Quarter

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

Item 16b - Future Enhancement of Racing Club Warwick's (RCW's) Premises

The Chairman informed Members that this item had been withdrawn from the Executive agenda.

113. **Public and Press**

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following two items by reason of the likely disclosure of exempt information within the paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

The Chairman confirmed that Councillor Mrs Bromley was no longer recording the meeting.

114. Executive Agenda (Confidential items and reports) – Wednesday 11 March 2015

Item number 23 – SEV Task & Finish Group – Final Report

The Overview & Scrutiny Committee recommended to the Executive that recommendation 2.1 read "That a review of the Sex Establishment Policy is undertaken, paying due regard to the views of *the Task & Finish Group and Counsel*, and that officers submit a draft policy for Executive to consider, ahead of public consultation, in the Autumn of 2015."

Item number 22 – Strategic Opportunity Proposal


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

(Councillors Mrs Bromley and Mrs Falp abstained from voting. Councillors Gifford and Guest left the meeting at the start of this item and did not return.)

115. Minutes

The confidential minutes of the meeting held on 13 January 2015 were taken as read and signed by the Chairman as a correct record.

(The meeting finished at 8.15 pm)

	Overview and Scrutiny Committee – 8 April 2015	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	
Service Area	Democratic Services	
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	10 March 2015	
Background Papers	Executive Minutes – 11 March 2015	

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

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
	Date	Name
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

Consultation Undertaken	
N/A	
Final Decision?	Yes
Suggested next steps (if not final decision please set out below)	

1. **Summary**

- 1.1 This report informs the Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive in March.

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. **Alternative Option considered**

- 4.1 This report is not produced and presented to the Committee.

5. **Budgetary Framework**

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

6. **Policy Framework**

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

7. **Background**

- 7.1 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 7.2 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.
- 7.3 As a result the Committee considered the items detailed in appendix 1. The response the Executive gave on each item is also shown.
- 7.4 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 meetings of the Executive on Overview and Scrutiny
Committee Comments – 11 March 2015**

Items no.	5	Title	Homelessness Strategy 2015 – 2017	Requested by	Labour Group
Reason considered	This was an important issue and Members had questions and proposals about planned actions.				
Scrutiny Comment	The Committee supported the recommendations in the report, but requested that officers and the Portfolio Holder noted its view that during severe weather, the Council should aim to provide shelter to people who sleep rough after just one night, not three; and that these people be provided with <u>both</u> bed and breakfast. The Committee also asked that information be provided about the number of homeless who were ex-servicemen.				
Executive Response	In response to the comments from Overview & Scrutiny Committee, the Portfolio Holder advised that the Council was working with voluntary sectors to incorporate their sentiments into the strategy. In addition, he requested that an additional recommendation 2.3 be added to read "The Executive recognises the importance of the Homelessness strategy in alleviating homelessness and will pass this to the Housing Advisory Group to monitor progress."				

Item no.	6	Title	Establishing a Council Development Company for Warwick District	Requested by	Labour Group
Reason considered	Members had questions about what HRA and the new company might provide.				
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	The recommendations in the report were agreed.				

Item no.	8	Title	Playing Pitch and Outdoor Sports Strategy	Requested by	Lib Dem Group / Councillor Mrs Falp
Reason considered	Liberal Democrat Group - Because of the importance of the strategy to future provision of sports facilities within the District. Councillor Mrs Falp – Questions re artificial pitches. The need for them and consultation with users.				
Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report but wished the Executive to ensure that provision for hockey was given appropriate support. The Committee also noted that provision of sports facilities at school sites did not guarantee continuing use for the public; so this risk needed to be properly identified and managed.				
Executive Response	Officers advised caution with regard to focussing solely on hockey because the Council did not want to be caught in a position between national bodies and local clubs. Members were assured that any challenges would be picked up as part of the quarterly review.				

Item no.	9	Title	Regeneration in Lillington	Requested by	Lib Dem Group
Reason considered	This is a significant scheme for regeneration involving a number of partners, and to understand the options should Red House Farm site in the Local Plan not be released for development.				
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	The recommendations in the report were agreed.				


Item no.	10	Title	Housing Advisory Group	Requested by	Lib Dem Group
Reason considered	To enable members to understand and comment upon the proposals.				
Scrutiny Comment	The Committee strongly supported the recommendations in the report.				
Executive Response	The recommendations in the report were agreed.				

Item no.	16a	Title	Proposed Creative Quarter	Requested by	LIB Dem Group
Reason considered	To enable members to comment on the proposals.				
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	The recommendations in the report were agreed.				

Confidential Items

Item no.	22	Title	Strategic Opportunity Proposal	Requested by	Independent Group
Reason considered	For further questions in view of the cost and impact of this proposal on the area.				
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	The recommendations in the report were agreed.				

Item no.	23	Title	SEV Task & Finish Group – Final Report	Requested by	Labour Group
Reason considered	Members had questions about the process.				
Scrutiny Comment	The Committee recommended amending paragraph 2.1 to read "...paying due regard to the views of the Task and Finish Group and Counsel..."				
Executive Response	The Executive agreed the recommendation from the Overview & Scrutiny Committee.				

 Overview & Scrutiny Committee 8 April 2015		Agenda Item No. 6
Title	Member Children's Champions: End of Year Report	
For further information about this report please contact	Judith Falp Judith.falp@warwickdc.gov.uk Susan Gallagher Susan.gallagher@warwickdc.gov.uk	
Wards of the District directly affected	All	
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	Executive 3/9/14, Minute number 40	
Background Papers	Children's Safeguarding and the future role of Member Children Champions: Overview & Scrutiny Committee 29/7/14; Member Children's Champions: Executive 3/9/14; Self-assessment audit of compliance with Children's Safeguarding duties: Executive 3/9/14	

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 and Sustainability Impact Assessment Undertaken	n/a

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	20/3/15	Bill Hunt
Head of Service		n/a
CMT	23/3/15	
Section 151 Officer		
Monitoring Officer	23/3/15	
Finance		
Portfolio Holder(s)	23/3/15	Councillor Mobbs
Consultation & Community Engagement		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 The Executive agreed in September 2014 that two Member Children's Champions should be appointed, to work with the Officer Children's Champion in ensuring that the Council is delivering its children's safeguarding responsibilities. Overview and Scrutiny Committee also decided that it should have an annual end of year report from the Member Children's Champions as part of its scrutiny of the safeguarding function and this is the first of those reports.

2. **RECOMMENDATIONS**

- 2.1 That Committee notes the end of year report.
- 2.2 That Committee determines whether it wishes to recommend to the new Overview & Scrutiny Committee whether further scrutiny activity of the Council's children's safeguarding activities should be undertaken.

3. **REASONS FOR THE RECOMMENDATIONS**

- 3.1 The Children's Act 2004 created statutory responsibilities for district councils in the field of Children's Safeguarding. Section 10 of the Act places a reciprocal duty on the Children's Services Authority for an area (in our case the County Council) and local district councils within that area to co-operate in inter-agency work to improve children's well-being. Section 11 places a duty on named agencies, including district councils, to safeguard and promote the welfare of children.
- 3.2 The Act also required Children's Services Authorities (in our case the County Council) to establish and maintain local Safeguarding Children Boards and for those agencies with Section 10 responsibilities to support the operation of those Boards. Consequently this Council has been a member of the Warwickshire Safeguarding Children Board (WSCB) since its inception in October 2005. The WSCB's role is to coordinate the activities of all of its members in relation to safeguarding and child welfare issues within the county and to ensure the effectiveness of the work being undertaken by each individual organisation. In order to discharge this role the WSCB undertakes periodic audits of all its member organisations, using a standard self-assessment tool to assess compliance with all aspects of their Section 11 duties against the national minimum standard.
- 3.3 The Executive considered the Council's Section 11 self-assessment audit report in September 2014 and agreed an Improvement Action Plan based on its outcomes. One of the findings of the audit was that although the Council had previously identified two councillors to act as Member Children's Champions, Councillors Falp and Gallagher, the role was ill-defined and should be strengthened.
- 3.4 The September Executive consequently considered recommendations to formalise the role of Member Children's Champions and agreed that the role would be to:
- Assure themselves that the Council has sound arrangements in place to protect children and promote their welfare and is promoting and engaging in effective interagency cooperation and collaboration in these fields;

- Undertake reasonable investigations so as to be able to form a view of the quality of the Council's child safeguarding activities and work with the officer Children's Champion to assist the Council to improve the quality and/or effectiveness of those activities whenever appropriate;
- Act as a 'critical friend' to constructively challenge officers and elected members on child safeguarding and welfare issues as appropriate;
- Promote awareness of child safeguarding and welfare issues and the activities and processes undertaken by this Council amongst elected members.

3.5 The Executive formally appointed Councillors Falp and Gallagher as Member Children's Champions, with the role as described above, until May 2015. The new Council will then appoint two Councillors to undertake the role for the four year period of the newly elected administration.

3.6 Overview and Scrutiny Committee agreed that they would receive an annual report from the Member Children's Champions and although the current Champions have only been in their role for c6 months this is the first of those reports. The work that has been undertaken and the learning gained during these months is set out in sections 8 and 9 of this report

3.7 An annual end of year report will become a feature of the Overview and Scrutiny Committee's workplan but it is within the gift of the outgoing Committee to recommend to the new Committee that will be formed after the May elections whether they consider any additional scrutiny of this area of the Council's work would be beneficial.

4. POLICY FRAMEWORK

4.1 The Council's statutory duties are set out within the Children's Act 2004. However, the principles of child safeguarding and the promotion of children's welfare are relevant to all the Council's activities.

5. BUDGETARY FRAMEWORK

5.1 There are no budgetary implications arising from this report.

6. RISKS

6.1 Whilst there is no specific or statutory requirement for a local authority to have a Member Children's Champion(s) there is a risk that, if they don't, elected members will become disconnected from, and unaware of, the Council's statutory responsibilities and the actions and activities that need to be in place to discharge them.

7. ALTERNATIVE OPTION(S) CONSIDERED

7.1 No alternative options have been considered as the end of year report was an agreed item on the Committee's workplan.

8. WORK UNDERTAKEN

8.1 The Council has a senior officer (Deputy Chief Executive BH) fulfilling the role of Children's Champion, who attends the WSCB and is responsible for ensuring the Council is fulfilling its Section 10 and 11 responsibilities. This officer supports

the Member Children's Champions in their work and since their formal appointment there have been a number of meetings to agree priorities and discuss specific issues. Close liaison between the Officer and Member Children's Champions is critical to ensuring that the Council is properly monitoring the discharge of its responsibilities in this area.

- 8.2 An early topic of discussion for these meetings was the issue of how to raise awareness of the safeguarding agenda and the Council's role in it amongst elected members. The Member Children's Champions view this as a top priority but felt that, given the imminence of full Council elections, the maximum benefit from a comprehensive awareness raising training programme would be gained if it were to commence after the May elections.
- 8.3 Consequently, an open session on the safeguarding agenda, to be jointly designed and delivered by the Officer and Member Children's Champions has been incorporated in to the Member Training Programme that will commence in May 2015. This will be supplemented by access to other training and awareness raising activities delivered by the WSCB.
- 8.4 To raise member awareness of the WSCB itself the Member Champions asked for a report to be brought to the Overview and Scrutiny Committee. This was considered by Committee as its January meeting. The Member Champions have been extremely keen to observe a WSCB meeting but although this has been agreed by the independent Chair of the WSCB have been disappointed that it has not been possible to make a firm arrangement for them to attend until the 23 April meeting.
- 8.5 Prior to their formal appointment the Member Children's Champions were aware of the safeguarding failures highlighted by the sexual exploitation of children in Rochdale and had been keen to ensure that robust information sharing procedures were in place in Warwickshire and that all staff and members of this Council were alert to potential issues. Since then further notable failures in the prevention of large scale child sexual exploitation (CSE) have come to light in Rotherham and Oxford and a national awareness raising campaign has been launched. Locally, the Police and County Council have taken the lead in an awareness raising campaign called 'Something's not right' (see <http://warwickshirecse.co.uk/> for further details)
- 8.6 The Member Champions have taken the lead role in promoting this campaign within the Council, circulating details to all members and agreeing a programme of action with the officer Champion. As a result the Council has:
- Publicised the campaign via its website
 - Placed a prominent 'big button' item on the intranet, which will be reinforced by an item in the next Core Brief
 - Printed details of the campaign on the April pay slips (and will feature it again in May and June)
 - Devised wording for officers and members to use, on a voluntary basis, at the bottom of external e-mails to promote awareness outside of the Council
 - Agreed that details of the campaign will be included in the next newsletter to Council tenants and as part of other external promotional campaigns
 - Agreed that all Council contractors will be provided with information on the campaign
 - Obtained posters for display at all operational buildings
 - Briefed Senior Officers and Staff Voice representatives to enable them to cascade information through staff and team briefings

- Agreed with Warwick Town Council that information will be circulated to hotels and guest houses on the Visitor Information Centre database
- Worked with officers from Warwickshire County Council to raise awareness of the campaign and the issues around CSE with taxi drivers operating in the district

8.7 A striking example of the effectiveness of this work was recently provided when a councillor contacted both of the Member Champions over a weekend to alert them to possible suspicious behaviour that could be linked to CSE activity. The Member Champions both contacted the Officer Champion who set in train activity to investigate the concerns. After consultation with the Police by close of play on the Tuesday feedback had been provided that the concerns were historic and had been properly investigated. The fact that this proved to be a false alarm is irrelevant as the example demonstrates that an individual was fully prepared to decide that something did feel 'not right' and do the right thing by speaking out and telling an appropriate person. The Member Champions passed the information on in an exemplary fashion and officers took prompt and appropriate action. This is exactly what is needed to tackle the scourge of CSE and should give comfort to everyone in the Council that we are prepared and able to take action whenever it seems to be appropriate.

8.8 Another aspect of the Member Champions work has been to monitor the delivery of the s11 audit Improvement Action Plan. The latest update on this work is attached as **Appendix One**. The Champions have been particularly keen to ensure that all staff receive a simple pocket sized information card on who to contact with any safeguarding concerns and are pleased to note that this should be in place by May.

8.9 A major benefit of the Member Champion role is that their interest in the safeguarding agenda and their increasing knowledge and understanding is allowing them to begin to investigate linked issues. For example, although youth homelessness is not a safeguarding issue in its own right it can often be linked in either cause or effect. At their last meeting with officers the Champions asked for further information in this area which is currently being provided.

9. LESSONS LEARNT

9.1 The Member Children's Champions have proved to be very effective in the short space of time since their formal appointment. However, the advantage of appointing Champions in May to serve in the role for a full four year period is that they will be able to develop both their knowledge and a full programme of work that has not been possible in the time available before the elections for the current Champions.

9.2 Training and awareness raising is needed for all members, as it is for staff, but this equally applies to the Children's Champions themselves. Observing a WSCB meeting would assist this process considerably and it has been extremely frustrating that this has not proved possible. If the Member Children's Champions were to change after May this would be an early requirement to assist a new Champion to be effective in their role.

9.3 Possibly the main learning point has been that although the Council has Children's Champions on both the officer and member side of the organisation children's safeguarding is a collective responsibility amongst every single

person associated with the Council. Awareness raising and monitoring the effectiveness of the arrangements that are in place will continue to be the primary role for the Member Champions.

Appendix One


Children's Safeguarding: Improvement Action Plan Update

Action Required	Officer(s) Responsible	Current position
<p>Report to Executive to recommend formal designation of, and role for, Member Children's Champions.</p>	<p>Bill Hunt</p>	<p>Complete</p> <p>Formal role agreed by 3/9/14 Executive Councillors Falp and Gallagher appointed until May 2015</p>
<p>Review intranet information to updating and re-position information on Children's Safeguarding including:</p> <ul style="list-style-type: none"> • Information on what to do if worried a child is being abused • Whistleblowing in respect of safeguarding issues • WSCB structure, reporting mechanisms and escalation procedures • Safeguarding contacts and accountabilities within and outside of WDC • Dissemination of information from WSCB 	<p>Bill Hunt, in liaison with Michael Branson</p>	<p>Complete</p> <p>New information added on Child Sexual Exploitation.</p> <p>Further review scheduled for April 2015</p>
<p>Review internet pages to ensure information on Children's Safeguarding is comprehensive and up to date.</p>	<p>Bill Hunt, in liaison with Michael Branson</p>	<p>Complete</p> <p>As above</p>

Review relevant job descriptions to determine if the inclusion of specific safeguarding responsibilities is required.	Heads of Service, in liaison with Tracy Dolphin and Bill Hunt	Underway
Undertake full training audit for awareness training (including refresher training) and specific functional training e.g. CAFs to identify needs	Tracy Dolphin, in liaison with Heads of Service	Underway Learning and Development Officer in dialogue with WSCB Training Officer
Match training needs to appropriate training and deliver training programme	Tracy Dolphin, in liaison with WSCB Training Officer and Heads of Service	Underway As above
Review if a specific policy is required in relation to safeguarding training or if this is adequately covered within the existing Training Policy or other service specific policies	Tracy Dolphin, in liaison with Bill Hunt	Complete No new policy considered necessary but this will be kept under review
Introduce central recording of safeguarding training and refresher training	Tracy Dolphin, in liaison with Heads of Service	Recording to commence from 1 April 2015
Review need for a specific mechanism to seek the views of young people in all relevant consultations or whether current arrangements are suitable.	Bill Hunt, in liaison with relevant staff in Housing & Property Services and Cultural Services	Not yet started
Review commissioning arrangements in Cultural Services	Rose Winship, in liaison with Bill Hunt	Complete
Review staff induction process	Tracy Dolphin, in liaison with Bill Hunt	Underway

Develop an e-learning tool, as part of a wider meta compliance package that will lock staff out of the ICT system until successfully completed.	Graham Leach, in liaison with Ty Walter	Not yet started – linked to the above
Review Whistleblowing policy to determine if it should specifically refer to safeguarding	Bill Hunt, in liaison with Richard Barr	Underway
Discuss with WSCB Training Officer whether there is any need to introduce bespoke policies relating to the supervision of staff who work directly with children.	Bill Hunt	Underway Delayed by reorganisation of WSCB sub-committees
Complete review of Records Management Policy	Graham Leach, in liaison with CMT	Not yet started
Consider if the Recruitment and Selection Policy needs to be reviewed and/or a separate Disclosure and Barring Policy implemented	Tracy Dolphin, in liaison with Bill Hunt and Richard Barr	Underway
Resume regular attendance of WSCB meetings	Bill Hunt	Complete

<p>Conclude discussions at WSCB District sub-committee meetings on:</p> <ul style="list-style-type: none"> • Taking children's views into account on operational issues, e.g. homelessness decisions • potential for reciprocal external audits of each others safeguarding function 	<p>Bill Hunt</p>	<p>Underway</p>
<p>Consider feasibility of adding children's safeguarding to internal audit processes.</p>	<p>Richard Barr, in liaison with Bill Hunt</p>	<p>Underway</p>
<p>Consider options for measuring the effectiveness of the mechanism for embedding recommendations arising from WSCB guidance and/or Serious Case Reviews into practice.</p>	<p>Bill Hunt, in liaison with Richard Barr</p>	<p>Underway Linked to above</p>
<p>Review adequacy of existing equality and diversity monitoring, draft and agree with WSCB Development Officer, Child Protection Policy and Procedures that properly reflect the Equality Act 2010, the Public Sector</p>	<p>Tracy Dolphin, in liaison with Bill Hunt</p>	<p>Underway All District and Borough Councils reviewing and standardising their policies.</p>

	Overview & Scrutiny Committee – 8 April 2015	Agenda Item No. 7
Title	End of Term Report	
For further information about this report please contact	Lesley Dury, Committee Services Officer 01926 456114 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	Full Council, 25 June 2014	
Background Papers	Agendas/Minutes Municipal Year 2014/15	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
Not required as this report gives a synopsis of work undertaken by the O & S Committee and contains no new material.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	18/03/2015	Andy Jones
Head of Service	18/03/2015	Graham Leach
CMT		
Section 151 Officer		
Monitoring Officer	18/03/2015	Andy Jones
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
Chairman of Overview and Scrutiny – Councillor Mrs Falp		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 An end of term report to the Council on the work the Committee have undertaken during the year. The report also includes work by the Health Scrutiny Sub-Committee.

2. **Recommendation**

- 2.1 It be recommended to Council that the list of matters considered by the Overview & Scrutiny Committee and Health Scrutiny Sub-Committee during the municipal year 2014/15, as detailed in appendix A to the report, be noted.

3. **Reasons for the Recommendation**

- 3.1 Under Article 6 of the Council's constitution Overview & Scrutiny Committees and Policy Committees are required to provide an end of term report to the Council on work they have undertaken during the year.
- 3.2 The matters considered during the year are attached at appendix A to the report. This will be updated to include matters considered at this meeting, before it is submitted to Council.

4. **Policy Framework**

4.1 **Policy Framework**

The recommendations of the report do not affect the Council's policy framework

4.2 **Fit for the Future**

This report is made annually as a matter of good practice and Council policy.

- 4.3 **Impact Assessments** – This should set out the impacts of new or significant policy changes proposed in respect of Equalities. Reference can be made to an appendix which sets out the detail of the impacts

5. **Budgetary Framework**

- 5.1 The recommendations of the report do not affect the Council's budgetary framework.

6. **Risks**

- 6.1 There are no risks associated with this report which is purely provided as a matter of good practice and Council policy concerning Scrutiny committees.

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

- 7.1 There are no alternative options because this report complies with the requirements of Article 6 of the Council's Constitution.

Work handled by Overview & Scrutiny Committee 2014/15**Chair's Introduction**

At the start of the 2014/2015, I was elected the Chair of the Overview & Scrutiny Committee. Although I had not anticipated the appointment, having in years past, built up experience of chairing committees, I accepted the role and have carried it out to the best of my ability.

This year, the Committee has continued with initiatives started under the previous Chair, Councillor Mrs Blacklock. The Committee has continued to receive regular updates from Portfolio Holders, with the opportunity to question that they have a firm control of ensuring that delivery of their service area plans hits targets. Additionally, the Committee receives regular updates from the Leader of the Council, Councillor Mobbs, on the work being undertaken by LEP.

Councillor Mrs Blacklock reported last year that the amount of Task & Finish projects had dropped and this pattern has continued this year. However, this year has seen a Task & Finish Group tackle a very challenging and in-depth topic; namely Sexual Entertainment Venues. The final report for this went to Executive on 11 March 2015; as I write this Chair's Introduction, the final report is still within the "call-in" period.

The Committee re-visited a Task & Finish Group report on CCTV and received updated figures in relation to the effectiveness of CCTV on community protection. It was pleasing to note that the work of the Task & Finish Group was still relevant. Additionally, at Executive in 2014/2015, a Task & Finish Group report on Dog Control Orders received confirmation of which of its recommendations would go forward. At Overview & Scrutiny in March 2015, a scoping document to start a new Task & Finish Group was approved for Sales and Lettings boards. A further scoping document is still in abeyance until certain issues have been sorted in respect of St Mary's Lands and has yet to receive approval.

It has been pleasing to note that the Executive has shown willingness to listen to Scrutiny recommendations and this has achieved notable changes to proposals, for example "Allocation of Budget to deliver Voluntary Sector Services in Warwick District 2015-2018".

In April 2014, the Committee formed a Health Scrutiny Sub-Committee to oversee scrutiny of health related issues at the Council. It was given a clear instruction from the Committee to present a report on the way forward for Health Scrutiny at the Council from 2015/2016 onwards; and the Sub-Committee would dissolve at the end of the 2014/2015 municipal year. The Members of the Sub-Committee presented regular updates to O & S and a report giving the sub-committee's recommendations was finally approved by O & S in March 2015.

On behalf of O & S, I wish to convey thanks to officers who have attended the meetings, and in some instances, been required to attend both Scrutiny meetings on the same evening. Additionally, on behalf of the Committee, I wish to thank our Committee Services Officer, Mrs Dury, who has served the Committee for over three years. I also extend thanks to Councillor Barrott, Chairman of Finance & Audit Scrutiny Committee, for his valuable help and support this year. Finally a special mention of one of our Committee Members, Councillor Copping, who, unfortunately has not been able to attend recent meetings due to serious illness. On behalf of the Committee, we wish him well with his treatment.

Overview & Scrutiny Items

A synopsis of discussions and decisions made by the Overview & Scrutiny Committee

10 June 2014

- Councillor Mrs Falp was elected Chairman of the Committee.
- The Committee asked the Task & Finish Group on Sexual Entertainment Venues (SEVs) to deliver its draft report at their 29 July meeting.
- Councillors Mrs Bromley and Kinson had made a request for a Task & Finish Group to be set up in respect of lesson learned re St Mary's Lands. They were asked to provide a scoping document to the Committee once the outcome of the current situation was known.
- The Committee resolved the formation of a Health Scrutiny Sub-Committee to run only in this Municipal Year and to present a report to the Committee in March 2015 on the way forward for health scrutiny at the Council. Councillors Copping, Mrs Falp, Gill, Illingworth and Kinson were appointed to the Sub-Committee.

1 July 2014

- Councillor Wreford-Bush replaced Councillor Gifford on the Committee and was then also appointed to the Health Scrutiny Sub-Committee.
- The Safer Communities Manager was asked to provide an update on statistics and figures since the Task & Finish Group CCTV report was published in 2009 at the Committee's meeting on 2 September. The Committee was pleased with the success of the recommendations from the 2009 report and how other initiatives had contributed to community safety, such as street marshalls.

29 July 2014

- The Portfolio for Health & Community Protection, Councillor Coker, and the Portfolio Holder for Neighbourhood Services, Councillor Shilton, answered questions about a report going to Executive the following day in response to the report submitted by the Task & Finish Group, Dog Control Orders. The Committee and Councillor Coker went through the report going to Executive to determine which recommendations from the T & F Group report would be actioned and/or where alternative or additional solutions had been recommended. The Committee supported the recommendations in the report that was going to Executive.
- The Safer Communities Manager explained the District Council's role in the Action Plan to tackle anti-social behaviour, particularly in St Nicholas Park. The main concern was "boy racers" and the Committee was pleased to note that the over the summer period, the campaign had been fairly successful.
- The Committee considered a report from the Deputy Chief Executive (BH) which made proposals relating to the potential future role that elected Children's Champions could undertake within the context of the Council's Safeguarding Children responsibilities. Members agreed that the appointment of children's champions be made for the life of the Council and that one of the Champions should be a member of the Executive, the other a Member interested in the issue and the appointments to be made by Group.
- The Committee considered a report from the T & F Group Sevs. The Committee requested that the report be submitted for further consideration by legal counsel before submission to the Executive, and it supported a nil cap on SEV premises in the District.

2 September 2014

- The Committee considered a confidential report on Sports and Leisure Options Appraisal – Management Options. The Committee supported the recommendations in the report.

30 September 2014

- The Committee considered a report from Health and Community Protection which set out the role, responsibilities and work of South Warwickshire Community Safety Partnership. Councillors were pleased to note that there was an overall downward trend with anti-social behaviour incidents.
- Councillor Mobbs gave the Committee a verbal update on the work being done by the Coventry & Warwickshire Local Enterprise Partnership (LEP).

4 November 2014

- Sports & Leisure Options - The Head of Cultural Services and the Sports and Leisure Manager gave Councillors a briefing on work being done by Cultural Services to inform them on what work had been done to-date and what was still left to do to ensure the right sort of mix of facilities. This was ahead of a report due to be presented to the Executive the following day.
- The Committee considered a report from the Safer Communities Manager which gave updated figures on customer satisfaction, income, expenditure and performance following a report on the effectiveness and value of the CCTV service. The updated figures had shown that a further review was unnecessary.
- The Committee considered a report from Civic and Committee Services that gave an annual statement of work undertaken by Outside Bodies.

13 January 2015

- The Committee considered a report from Housing & Property Services that set out the tenant involvement structures that were currently in place and the plans being developed for a new approach to encouraging tenants to be better able to contribute to the Council's landlord services. The Committee welcomed the report but reminded the Portfolio Holder and Head of Service that there was also a need to improve communication with councillors, to enable them to get involved and help with the process of tenant engagement.
- The Committee considered scoping document, from Councillors Mrs Bromley and Kinson, for a potential task and finish group for St Mary's Lands. This was a confidential document because there were unresolved legal and commercial issues with some of the organisations it referred to.
- The Committee considered a report that was a culmination of the work undertaken by the Sexual Entertainment Venues (SEV) Task & Finish Group, following District wide consultation on the location of SEV's within the District. The Committee noted the advice that the final decision on the Policy would be a matter for Council to determine.
- The Committee considered a report from the Deputy Chief Executive updating them on the work of Warwickshire Safeguarding Children Board.

10 February 2015

- The Committee received a guest speaker from the English Romany Community who informed it about the problems faced by the Romany community finding sites to live.
- Councillor Mobbs gave the Committee an update on the work being carried out by the Local Enterprise Partnership (LEP).
- Members resolved that there was no need to undertake a review of the Council's Volunteering Policy or to form a Task & Finish Group to work on a Staff Volunteering Policy. Both these projects had been scheduled for March 2015 on the Committee's Work Programme.
- It was agreed to set up a working party to deliver the Scoping Document for Lettings and Sales notice boards and report back to Overview & Scrutiny in March.

10 March 2015

- The Committee received a report from the Health Scrutiny Sub-Committee on its recommendations for the way health scrutiny should be dealt with at the Council from May 2015 onwards. The Committee agreed with the report recommendations that a new Health Scrutiny Committee should be formed and added an additional recommendation that the Council's representative on the County Council Adult Social Care & Health O & S Committee should also serve as a member of the new Health Scrutiny Committee.
- The Committee agreed the Scoping Document for a Task & Finish Group on Sales & Lettings Board Notices.

Routine Items

- Comments from the Executive
- Forward Plan
- Review of the Work Programme
- Portfolio Holder Updates as follows:
 - November 2014 – Development Services and Cultural Services
 - December 2014 – Health & Community Protection and Finance
 - January 2015 – Neighbourhood Services and Housing & Property Services
 - February 2015 – Leader of the Council

Executive Items Considered by the Committee

A synopsis of comments and recommendations to Executive made by the Overview and Scrutiny Committee and a synopsis of the Executive's response to these comments and recommendations.

11 June 2014

Report	Procurement of Services from the Voluntary and Community Sector 2015-2018
Scrutiny Comment	<p>The Overview and Scrutiny Committee recommend that the wording near the end of recommendation 2.2 is amended to say:</p> <p>"geographical areas of Crown, Brunswick and West Warwick and to support more district wide activity factoring in some of the <i>issues</i> highlighted by the new Social Inclusion Index."</p> <p>In respect of recommendation 2.3, the Committee recommends that the words "<i>and this would total £989,100</i>" is added to the end of the sentence.</p>
Executive Response	<p>The Executive agreed the recommendations in the report, with the following amendment to wording as recommended by the Overview & Scrutiny Committee: the end of recommendation 2.2 be amended to read "...geographical areas of Crown, Brunswick and West Warwick and to support more district wide activity factoring in some of the issues highlighted by the new Social Inclusion Index."</p> <p>In respect of recommendation 2.3, the Executive accepted the spirit of the Scrutiny Committee's recommendation that the words "and this would total £989,100" be added to the end of the sentence, but felt that for clarity the sentence should instead end with the annual figure and the three year figure.</p>

Report	Introduction of revised housing management arrangement for tenants of Sheltered Schemes
Scrutiny Comment	The Overview and Scrutiny Committee support the recommendations in the report.
Executive Response	The Executive agreed the recommendations in the report.

2 July 2014

Report	Review of Warwick District Council / Waterloo Housing Group JV (W2)
Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report. In respect of item 5.7.10 in the report, the Committee urged the Executive to closely monitor the Mortgagee in Possession clause for any impact on the Council and requested that the Finance Portfolio Holder kept close watch on this issue.
Executive Response	In response to the comments, the Portfolio Holder for Housing and Property Services, Councillor Vincett, stated that he had always had a close working relationship with Waterloo and kept himself up to speed with progress. In addition, the Shadow Portfolio Holder, Councillor Pittarello, had shown great interest and had attended a number of

	<p>meetings. Councillor Vincett felt that Shadow Portfolio Holders should know what was happening in their portfolio area and they should be able to give this feedback to their own Groups.</p> <p>With regard to the Mortgagee in Possession issue, advice was provided as to the difference between Right to Buy and Right to Acquire and the relevance of this when applying it to social housing.</p>
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Report	Service Area Plan/FFF Performance 2013/2014
Scrutiny Comment	The Overview and Scrutiny Committee noted the report and advise the Executive that it will be planning which issues to scrutinise at future meetings.
Executive Response	<p>The Overview and Scrutiny Committee noted the report and advised the Executive that it would be planning which issues to scrutinise at future meetings.</p> <p>Members discussed the issue of Shadow Portfolio Holders and felt that Group Leaders needed to address this to ensure that effective scrutiny continued. It was suggested that the scrutiny committees may wish to challenge this although some Members felt that it depended on who was given the role in the first place.</p> <p>The Leader, Councillor Mobbs, advised Members that further information on FFF financial projections and savings would be provided in the report being submitted to the 30 July meeting. He also reminded Members that the Shadow Portfolio Holder issue was a two way street and Councillors needed to be invited to attend meetings.</p>

Report	Bowls 2014 Additional Marketing
Scrutiny Comment	The Overview and Scrutiny Committee voted to discuss this late report at its meeting. The Committee supported the recommendations in the report and asked that the Executive recommend that the event be advertised in all four towns and that the budget be increased to facilitate this if necessary.
Executive Response	<p>The Leader, Councillor Mobbs, apologised for the lateness of the report and accepted responsibility for the late circulation. However, he had felt it important to ensure that all Members were aware of the situation and included in the decision making process.</p> <p>Members were in agreement that national publicity was needed to encourage as many visitors to the District during the event. It was appreciated that a lot of work had been taking place 'behind the scenes' but such a high profile event should be showcased to residents and businesses within the District.</p>

Plus the following Confidential Report:

- Land off Radford Road, Royal Leamington Spa

30 July 2014

Report	Response to the Task & Finish Group's Dog Control Order Report
Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report.
Executive Response	The Executive agreed the recommendations in the report.

3 September 2014

Report	Enforcement Policy
Scrutiny Comment	The Overview & Scrutiny Committee noted the report and thanked officers for extra detail on service standard that was circulated at the meeting.
Executive Response	The Executive noted the comments from the Committee.

Report	Council Housing Building
Scrutiny Comment	The Overview & Scrutiny Committee supported the report.
Executive Response	The Executive thanked the Committee for its support.

Plus the following Confidential Reports:

- Housing & Property Services Staffing Review
- South West Warwick Phase 9 Affordable Housing

1 October 2014

Report	Request to increase the Hackney Carriage Fares
Scrutiny Comment	The Overview and Scrutiny Committee supported the recommendations in the report but would wish to see improvements in standards going hand in hand with an increase in fares.
Executive Response	The Portfolio Holder for Health & Community protection, Councillor Coker, endorsed the report and agreed with the comments of the Overview & Scrutiny Committee. He highlighted that officers were working proactively with drivers to improve service standards and taking appropriate action when required. That said, the conduct and standards of drivers were matters for the Licensing and Regulatory Committee to respond to and ensure were robust.

Report	St Mary's Lands Business Strategy
Scrutiny Comment	The Overview and Scrutiny Committee supported the recommendations in the report but would suggest that no additional car parking should be considered as part of the plans for the development of the Golf Centre.

Executive Response	The Executive welcomed the views of the two scrutiny Committees and shared the concerns regarding the cost of responding to enquiries about St Mary's Lands. They also recognised the concern regarding increased car parking for the Golf Course on this special piece of land which any Town would welcome and cherish. The recommendations were proposed subject to recommendation 2.4 being amended to include "as we continue to work closely with stakeholders and develop detailed businesses cases we take comments like those of the scrutiny committee, on board".
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Report	Corporate Peer Challenge
Scrutiny Comment	The Overview and Scrutiny Committee noted the report.
Executive Response	The Council had previously envisaged a Full Corporate Peer Review taking place in July 2015. However, on reflection of the experience of how long it may take for recommendations to be implemented and the effect identified, it was suggested that rescheduling such a Full Review to July 2016 was more appropriate. This would give more time for the impact of the proposed actions in response to the recommendations to be assessed.

Report	Planning Peer Review Update
Scrutiny Comment	The Overview and Scrutiny Committee noted the report.
Executive Response	The Executive welcomed the report but were of the opinion that because Planning was such a key function of the Council the next update report should be brought to them earlier than 12 months. Therefore, it was proposed and agreed that the next report be submitted to them in June 2015.

Report	Skills Initiative Funding
Scrutiny Comment	The Overview and Scrutiny Committee supported the recommendations in the report.
Executive Response	The Executive agreed the recommendations as laid out in the report.

5 November 2014

Report	Sports & Leisure Options
Scrutiny Comment	The Committee noted the recommendations in the report and formally recommended that the Executive accept them.
Executive Response	The Portfolio Holder for Cultural Services, Councillor Mrs Gallagher thanked the report authors and all officers involved in the compilation of the report. She was pleased that Members had clearly read all the papers prior to scrutiny and felt this was largely down to the effective communication by officers. In addition, Councillor Mrs Gallagher was disappointed that the local press had not reported the Council's press statement accurately, which had caused upset amongst residents.

	However, she hoped that this report would clarify the position and she proposed the recommendations as laid out.
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Report	Bishop's Tachbrook Community Centre
Scrutiny Comment	The Committee agreed a consensus on recommendation 2.3, but did not agree a consensus on this particular issue.
Executive Response	The Executive agreed the recommendations in the report subject to a change to recommendation 2.2.6, which was amended to read: "The funding is approved only when a full <u>robust and viable</u> Business Plan for the centre is received...".

Report	Code of Conduct Consultation
Scrutiny Comment	The Committee noted the report.
Executive Response	The Executive was disappointed that the Scrutiny Committees had not taken the opportunity to submit comments and embrace debate on this matter. However, it was agreed that all Councillors would be contacted and encouraged to submit their comments to Committee Services by close of play on 18 November 2014. These comments would then be taken into account at the Working Party meeting on 19 November, along with all other comments received.

Report	Local Plan Consultations
Scrutiny Comment	The Committee noted the recommendations in the report and that the Chief Executive had used his delegated authority to move things forward.
Executive Response	The Executive agreed the recommendations in the report.

3 December 2014

Report	Review of Affordable Rent Policy
Scrutiny Comment	The Overview & Scrutiny Committee noted the report, there were no adverse comments and the Committee welcomed that any decisions on schemes would have to be approved by Members first.
Executive Response	The Portfolio Holder thanked the Scrutiny Committees for their comments.

Report	Council HQ Relocation Project
Scrutiny Comment	The Overview & Scrutiny Committee welcomed the report and thanked officers for their work on this report. The Committee noted the correction in paragraph 5.2 of the report that the current cost of Riverside House should be £576,000.

	The Committee recommended to the Executive that paragraph 2.3 be amended to remove the words "privately owned" to enable greater flexibility.
Executive Response	The Overview & Scrutiny Committee was thanked for the recommendation which was supported by the Executive.

Report	Royal Pump Rooms and Spencer Yard – Proposed Cultural Quarter
Scrutiny Comment	The Overview & Scrutiny Committee welcomed the report as the next steps forward in this project and look forward to future updates.
Executive Response	The Portfolio Holder was pleased to note the support from Overview & Scrutiny Committee.

Report	Tachbrook Country Park
Scrutiny Comment	The Overview and Scrutiny Committee noted the report.
Executive Response	The Executive agreed the recommendations in the report.

Report	Coventry Local Development Plan Consultation Response
Scrutiny Comment	The majority of the Overview and Scrutiny Committee welcomed this response to Coventry.
Executive Response	The Executive agreed the recommendations in the report.

Report	Options for HR & Payroll Functions - Confidential
Scrutiny Comment	The Overview and Scrutiny Committee noted the report.
Executive Response	The Executive agreed the recommendations in the report and addendum.

14 January 2015

Report	Housing Appeals and Review Panel
Scrutiny Comment	<p>It was with regret that the Overview & Scrutiny Committee recognised that this meets the Councils statutory requirement and that these changes must be made because they felt there is value in retaining councillor involvement in the appeal process for those items removed from the HARP process.</p> <p>The Committee welcomed the agreement from the Portfolio Holder for, and Head of, Housing & Property Services that they will ensure that the correspondence for HARPs, especially with applicants and tenants, is put into plain English.</p>

	They also welcomed that Housing & Property Services officers will ensure that the tenant will be directed to their Ward Councillor about appeal matters and that Ward Councillors will be notified about appeals regarding applicants or tenants in their Ward.
Executive Response	The Executive thanked the Scrutiny Committee for their comments and agreed that member involvement with tenants was important. The Portfolio Holder assured members that when the procedure notes were reviewed they would highlight that individuals would be encouraged to contact their Ward Councillor during the process.

Report	Council Procedure Rules
Scrutiny Comment	The Overview & Scrutiny Committee asked that: <ol style="list-style-type: none"> 1. Procedure rule 9(1) be amended to reflect in the main body that questions can be directed to portfolio holders about their specific remit; and 2. Procedure rule 13(1) be amended to enable that any Councillors can call for the motion to be in to be writing but the chairman takes the final decision.
Executive Response	The Executive supported the comments from the Committee and clarified the wording for 13(1) which was duly proposed to and agreed by Council on 28 January 2015.

Report	Convictions & Cautions Policy
Scrutiny Comment	The Overview & Scrutiny Committee welcomed the report, but asked that officers include the normal enforcement steps (i.e. gentle reminder, warning letter etc) underneath the table of offences.
Executive Response	The Executive agreed that the normal enforcement steps would be included in the Policy as requested.

Report	2014 National Bowls Championships
Scrutiny Comment	The Overview & Scrutiny Committee passed their congratulations to all involved on a well organised national event and welcomed that the issues were being investigated and responded to.
Executive Response	The Executive thanked the Committee for their comments and agreed with their sentiments.

Report	Council's Strategic Approach to Sustainability and Climate Change
Scrutiny Comment	The Overview & Scrutiny Committee welcomed the report and looked forward to updates on this through the Portfolio Holder statements.
Executive Response	The Executive agreed the recommendations in the report.

11 February 2015

Report	Allocation of Budget to deliver Voluntary Sector Services in Warwick District 2015-2018
Scrutiny Comment	<p>The Overview & Scrutiny Committee recommend that in respect of Recommendation 2.2 in the report, the Executive does not agree to the revised decision making process as described in points 3.6 to 3.12 in the report in respect of voluntary sector commissioning whereby future tenders are evaluated by an officer panel prior to being submitted to the Deputy Chief Executive (AJ) in consultation with the Chair of the Member Grant Review Panel for final approval.</p> <p>The Committee cited the following reasons for asking the Executive not to agree the revised decision process:</p> <ol style="list-style-type: none"> (1) Members felt that their integrity and ability to declare interests where appropriate when tenders were submitted was being questioned; (2) Members felt that their involvement in Outside Bodies was seen as causing conflict with the decision making process; (3) Members felt that their involvement in Outside Bodies contributed to the decision making process; (4) Members believed that their skill set and knowledge of the Voluntary Sector would not be used as a result of the curtailment of their involvement fully in the process; (5) It was noted that an officer approval process would mean that councillors' involvement would become a mere formality and not active participation; (6) Members felt that undue influence from the Voluntary Sector to curtail Members' involvement had been accepted without challenge or Member consultation.
Executive Response	<p>The Portfolio Holder for Health & Community Protection, Councillor Coker, agreed with the concerns of the Overview & Scrutiny Committee and proposed that recommendation 2.2 was amended to read "That Executive agrees the revised decision making process as described in paragraphs 3.6 -3.12 be reviewed, culminating in a further report to Executive, in respect of future VCS service commissioning".</p> <p>Resolved that</p> <ol style="list-style-type: none"> (1) the reasons for the changes to the 2015-2018 voluntary sector services tender evaluation and scoring process, be noted; (2) the revised decision making process as described in paragraphs 3.6 - 3.12 be reviewed, culminating in a further report to Executive, in respect of future VCS service commissioning; (3) a briefing note will be provided for all Councillors, after the election, on their work on outside bodies (when they are formally appointed as a District Councillor and those where they end up involved because they are a Councillor); (4) the outcomes of the tender award process for the delivery of voluntary and community sector services in Warwick District for 2015 - 2018 commencing 1st April 2015 as detailed in Appendix 1,

	<p>be noted;</p> <p>(5) as a result of the bid from the current service provider being unsuccessful, and in accordance with Procurement policy, Lot 3 - Targeted Service Delivery in Crown Ward, will be put through a full, open procurement process again in April with a contract commencement date of 1 July 2015.</p>
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11 March 2015

Report	Homelessness Strategy 2015-2017
Scrutiny Comment	The Committee supported the recommendations in the report, but requested that officers and the Portfolio Holder noted its view that during severe weather, the Council should aim to provide shelter to people who sleep rough after just one night, not three; and that these people be provided with <u>both</u> bed and breakfast. The Committee also asked that information be provided about the number of homeless who were ex-servicemen.
Executive Response	<p>In response to the comments from Overview & Scrutiny Committee, the Portfolio Holder advised that the Council was working with voluntary sectors to incorporate their sentiments into the strategy.</p> <p>In addition, he requested that an additional recommendation 2.3 be added to read "The Executive recognises the importance of the Homelessness strategy in alleviating homelessness and will pass this to the Housing Advisory Group to monitor progress."</p>

Report	Establishing a Council Development Company for Warwick District
Scrutiny Comment	The Committee supported the recommendations in the report.
Executive Response	The recommendations in the report were agreed.

Report	Playing Pitch and Outdoor Sports Strategy
Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report but wished the Executive to ensure that provision for hockey was given appropriate support. The Committee also noted that provision of sports facilities at school sites did not guarantee continuing use for the public; so this risk needed to be properly identified and managed.
Executive Response	Officers advised caution with regard to focussing solely on hockey because the Council did not want to be caught in a position between national bodies and local clubs. Members were assured that any challenges would be picked up as part of the quarterly review.

Report	Regeneration in Lillington
Scrutiny Comment	The Committee supported the recommendations in the report.

Executive Response	The recommendations in the report were agreed.
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Report	Housing Advisory Group
Scrutiny Comment	The Committee strongly supported the recommendations in the report.
Executive Response	The recommendations in the report were agreed.

Report	Proposed Creative Quarter
Scrutiny Comment	The Committee supported the recommendations in the report.
Executive Response	The recommendations in the report were agreed.

Report	Strategic Opportunity Proposal - Confidential
Scrutiny Comment	The Committee supported the recommendations in the report.
Executive Response	The recommendations in the report were agreed.

Report	SEV Task & Finish Group – Final Report – Confidential
Scrutiny Comment	The Committee recommended amending paragraph 2.1 to read "...paying due regard to the views of the Task and Finish Group and Counsel..."
Executive Response	The Executive agreed the recommendation from the Overview & Scrutiny Committee.

Health Scrutiny Items

A synopsis of discussions and decisions made by the Health Scrutiny Sub-Committee

8 July 2014

- The Sub-Committee set up its Work Programme.
- The Health & Wellbeing Lead gave a presentation to Members on Warwick District Council's role in health and issues that the Council would be tackling, such as encouraging healthy lifestyle choices.
- Members were informed about the situation regarding the Warwick District Health Improvement and Wellbeing Partnership Group (HiWeb).

9 September 2014

- The Sub-Committee co-opted Councillor Mrs Knight.
- The Sub-Committee received a presentation from the Senior Democratic Services Officer at Warwickshire County Council on how health scrutiny was being dealt with at the County.
- Councillor Kinson gave an update on the work of the Warwickshire County Council Adult Social Care & Health Overview & Scrutiny Committee.
- The Health & Wellbeing Lead gave an update on the progress of the Health Strategy Report and some of the work he would be doing.

7 October 2014

- The Sub-Committee received a presentation on the Warwickshire Community Transport Service and its difficulty raising funds to carry out the service. The Sub-Committee has requested that a review of the taxi token system be reviewed when the new Council is formed to see if money can be used from this to help the Transport Service.
- The Head of Health and Community Protection and the Environmental Sustainability Manager gave a presentation on the latest report on air quality in the District.
- The Health & Wellbeing Lead gave an update on his work and progress with the Council's Health Strategy.

10 November 2014

- Members discussed the future of health scrutiny at the Council in anticipation of presenting a report to Overview & Scrutiny. It was agreed that the decision should be postponed until five months into the new Council to let new Councillors achieve a better understanding of scrutiny in general and to ensure any recommendations were done in a timely manner to coincide with the budget process for 2015/2016.
- The Health and Wellbeing Lead gave Members and update of his actions since the last meeting.


15 December 2014

- The Planning Policy and Conservation Manager gave give Members of the Sub-Committee a short talk on what the Council had tried to do in respect of health and wellbeing within the Local Plan.
- Representatives from the South Warwickshire Clinical Commissioning Patient & Participation Group (3PG) gave the Sub-Committee a talk on the work handled by them.
- Members gave the Committee Services Officer direction on the way forward for health scrutiny at the Council so that she could prepare a draft report on the Sub-Committee's behalf to be presented at Overview & Scrutiny in March 2015.
- Members pre-scrutinised the Employee Smoking Policy at the request of the Health & Wellbeing Lead who was taking the report to the Employment Committee in January.
- The Health & Wellbeing Lead gave an update on his work and progress with the Council's Health Strategy.
- The Health & Wellbeing Lead gave Members an update on HiWeb.
- Councillor Kinson gave Members an update on discussions by the Warwickshire County Council Adult Social Care and Health O & S Committee.

24 February 2015

- The Partnerships Delivery Manager from the County Council attended the meeting to talk to Members about the County Council's work in updating its Child Poverty Strategy (2015-2018), which involved consultation with interested bodies.
- The Sub-Committee finalised its report to be presented to the Overview & Scrutiny Committee on the way forward for health scrutiny at the Council.
- Councillor Kinson gave Members an update on discussions by the County Council Adult Social Care & Health O & S Committee, which had discussed child and adult mental health.
- The Health & Wellbeing Lead gave an update on his work and progress with the Council's Health Strategy.
- The Health & Wellbeing Lead gave Members an update on HiWeb.

The meeting on 24 February 2015 was the last meeting of the Sub-Committee, which was set up to run until the end of the 2014/2015 municipal year; one of its primary aims to present a report on the way forward for health scrutiny at the Council for approval at O & S. This was achieved at the March meeting of O & S.

 Overview and Scrutiny Committee – 8 April 2015		Agenda Item No. <div style="text-align: right; font-size: 2em;">8</div>
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	
Service Area	Democratic Services	
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	10 March 2015	
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 and Sustainability Impact Assessment Undertaken	No
n/a	

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		
n/a		
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 2015/2016 (Appendix 1) and of the current Forward Plan – April to July 2015 (Appendix 2).

2. **Recommendations**

- 2.1 The report be noted;
- 2.2 Any amendments suggested at the meeting for the Work Programme, be made accordingly;
- 2.3 The Committee to identify any future Executive decisions to be made, or future policies to be adopted, which members wish to have an input into before the Executive take the decision, and either:
 - 1. nominate one member to investigate that future decision/policy and report back to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
 - 2. request an officer report to be submitted to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.

3. **Reasons for the Recommendations**

- 3.1 The work programme needed to be updated at each meeting to reflect the work load 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.

4. **Policy Framework**

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

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 Options 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.

**Overview and Scrutiny Committee
Work Programme 2015**

8 April 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
End of Term report		Written report	Lesley Dury		May 2016	Ongoing
Children's Champions – End of Year Report		Written report	Bill Hunt Councillors Falp and Gallagher	N/A	April/May 2016	Ongoing
Briefing on the Learning Academy	O & S 10 February 2015	Verbal Report	Tracy Dolphin	N/A		8 April 2015

Post May 2015:

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Housing Allocations Policy		Written report	Andrew Thompson		June 2015	
Review of Taxi Token Scheme – See Health Scrutiny Minutes October 2014 and November 2014	Health Scrutiny Sub-Committee October and November 2014	TBA	TBA		TBA	
Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		Every November	No end date as this is an annual report
End of Term report	Mandatory	Written report	Committee Services		May 2016	Ongoing
T & F Group - Sales and Lettings Board Notices – To agree the Scoping Document & agree membership of T & F Group	O & S February 2015	T & F Group Scoping Document	TBA	TBA – but members who wrote the Scoping document may wish to be included		TBA

Social Value in Procurement	November 2013	Report	Mike Snow	N/A		Waiting on report to Exec on where Social Value sits in Council – not just a procurement item
Racing Club – Warwick, St Mary’s Lands – Scope Document	O & S June 2014 and revised guidance by Committee on 13 January 2015	Written report.	Councillors Kinson OBE & Mrs Bromley		TBA	
Local Plan Infrastructure Delivery Plan		Report	Tony Ward/Dave Barber		Quarterly update	
Children’s Champions – End of Year Report		Written report	Bill Hunt Councillors Mrs Falp and Mrs Gallagher	N/A	April/May 2016	Ongoing
Set the Committee Work Programme for 2015/16					ASAP	



FORWARD PLAN

Forward Plan April 2015 to July 2015

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 or its Committees 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) 353362. 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.

Section 1 – The Forward Plan April 2015 to July 2015

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
April 2015						
Social Mobility Fund (Ref 686)	To approve the submission of a bid for the Social Mobility Fund		Executive 9 April 2015	27 March 2015	Abigail Hay Cllr Vincett	
Payroll Review (Ref 689)	To request approval of working arrangements moving forwards It is intended that this report will be Confidential by virtue of the information relating to an individual; or information which is likely to reveal the identity of an individual		Executive 9 April 2015	27 March 2015	Tracy Dolphin Cllr Mobbs	Executive – 12/2014
Review of Smoking Policy (Ref 690)	To approve changes to the policy already agreed by Employment Committee and Health Scrutiny		Executive 9 April 2015	27 March 2015	Richard Hall Cllr Coker	Employment Committee – 27 th Jan 2015 Health Scrutiny Sub-Committee – 15 th Dec 2014
Funding of Green Space Development Officer Post (Ref 691)	To seek approval to fund a fixed term post in the Green Space Team from the Commuted Sum Reserve		Executive 9 April 2015	27 March 2015	Rob Hoof Cllr Shilton	Employment Committee – 27 th Jan 2015

June 2015						
Tenants Incentive Grant Scheme (Ref 687)	To approve a revised Policy				Jacky Oughton Cllr Norman Vincett	
July 2015						
Final Accounts (Ref 669)	To report on the Council's outturn position for both revenue and capital				Marcus Miskinis Cllr Cross	
Housing Allocations Policy (Ref 607)	To approve a new housing allocations policy (Moved reason 1 Portfolio Holder has deferred the consideration of the report due to Purdah)		Executive 5 November 2014 Executive 9 April 2014	27 October 2014 27 March 2015	Ken Bruno Cllr Vincett	Housing Strategy 2014 - 2017
August 2015						

Section 2 Key decisions which are anticipated to be considered by the Council between August 2015 and December 2015

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
September 2015						
Leisure Development Programme (Ref 688)	To seek approval on the next stage of the programme on investment and management options		30 September 2015		Rose Winship Cllr Mrs Gallagher	Background Exec 05/11/14
October 2015						
Supporting People Grant Changes (Ref 674)	To provide an update on the outcome of the Supporting People Funding consultation and its effect on Warwick District (Moved Reason 2- Waiting for further information from a Government Agency)		Executive 11 th February 2015	2 February 2015	Jacky Oughton Cllr Vincett	
November 2015						
December 2015						
Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Executive – 11 th March 2015	2 March 2015	Abigail Hay Cllr Norman Vincett	TBC

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
Health Strategy (Ref 576)	To update members on the formulation of the Council's Health Strategy, following the return of Public Health to local authorities (Moved March 14 Reason 3)	Executive 12 March 2014 TBC	Rob Chapleo Cllr Coker	The strategy will need to take into account the approach of the new administration and County Health & Wellbeing Strategy		
Asset Management Plan (Ref 642)	To report on the activities planned for the current financial year to deliver the asset strategy. (Moved Reason 6 Seeking further clarification on implications of report)		5 November 2014 Executive 14th Jan 2015	5 February 2015	Bill Hunt Cllr Hammon	
5 year Action plan for Warwick's Town Centre Management Group (Ref 653)	To consider a 5 year action plan for Warwick Town		Executive 11th Feb 2015	2 February 2015	Nicki Curwood Cllr Hammon	Warwick businesses Warwick Town Council Town Centre Management Group
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings. (Moved Reason 6 Seeking further clarification on implications of report)		5 November 2014 Executive th October 2015	5 February 2015	Bill Hunt Cllr Hammon	

<p>Cleaning Services (Ref 659)</p>	<p>To approve a revised way of delivering the Cleaning Services to Council buildings. Moved from January – Reason 5 – pending further legal advice on implications of report</p>		<p>14th Jan 2015 Executive 11th March 2015</p>	<p>2 February 2015 2 March 2015</p>	<p>Jacky Oughton Cllr Vincett</p>	
<p>Destination Management Plan (Ref 681)</p>	<p>To receive a report from Economic Development and Regeneration</p>		<p>Executive 11 March 2015</p>	<p>2 March 2015</p>	<p>Joe Baconnet Cllr Hammon</p>	

Section 3 – 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
April 2015						
Review of Significant Business Risk Register (Ref 671)	To inform Members of the Significant Risks to the Council		April 2015		Richard Barr Cllr Cross	
Update to Scheme of Delegation (Ref 682)	To amend the Scheme of Delegation to reflect recent service area changes		April 2015		Amy Carnall Cllr Mobbs	
Update to Call in Procedure Rules (Ref 683)	To proposed amendments to the Call In Procedure Rules following review by the Constitution Working Party		April 2015		Amy Carnall Cllr Mobbs	
May 2015						
June 2015						
July 2015						
August 2015						
September 2015						

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) 353362