

Overview and Scrutiny Committee

Tuesday 28 July 2015

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 28 July 2015 at 6.00pm.

Membership:

	Councillor Boad (Chairman)	
Councillor Bromley		Councillor Miss Grainger
Councillor Mrs Cain		Councillor Margrave
Councillor D'Arcy		Councillor Naimo
Councillor Davison		Councillor Parkins
Councillor Edgington		Councillor Mrs Redford

Agenda

1. **Emergency Procedure**

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

2. **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.

*3. **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.

***4. Minutes**

To confirm the minutes of the meeting held on 30 June 2015.

(Item 4/Page 1)

***5. Comments from the Executive**

To consider a report from Democratic Services.

(Item 5/Page 1)

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

To consider a report from Democratic Services.

(Item 6/Page 1)

- Task & Finish (T & F) Group - Sales and Lettings Board Notices

***7. Executive Agenda (Non Confidential Items and Reports) – Wednesday 29 July 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)

***8. Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the paragraphs 1,2 & 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

***9. Executive Agenda (Confidential Items and Reports) – Wednesday 29 July 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).

Published on 16 July 2015

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

Telephone: 01926 353362

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 Wednesday 30 June 2015 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillors Boad, Bromley, Mrs Cain, D'Arcy, Davison, Edgington, Miss Grainger, Margrave, Naimo, Parkins, Mrs Redford.

Also Present: Councillors Cross, Mobbs and Phillips.

1. **Substitutes**

There were no substitutes.

2. **Appointment of Chairman**

Resolved that Councillor Boad be appointed Chairman of the Committee for the 2015/16 municipal year.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Minutes**

The minutes of the meeting held on 8 April 2015 were taken as read and signed by the Chairman as a correct record.

5. **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 April.

Resolved that the report be noted.

6. **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.

Resolved that

- (1) a report be brought to the Committee in September explaining what Social Value in Procurement is and what is happening about this within the Council;
- (2) the report on the work of outside bodies by the Councillors appointed to them should continue in November;

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- (3) the scrutiny of Local Plan Infrastructure Delivery be agreed but deferred until after the Council has an adopted Local Plan;
- (4) officers draft a rota, for the Portfolio Holders to attend Scrutiny for them to be questioned on the performance of their service, for confirmation by the Committee at its next meeting;
- (5) the review of the Taxi Token scheme be deferred until the arrangements for health scrutiny are confirmed;
- (6) the quarterly updates on the Coventry & Warwickshire Local Enterprise Partnership (CWLEP) from the Leader of the Council should continue;
- (7) the scope for a potential Task & Finish Group on Sales and Lettings boards be brought back to the next meeting of the Committee for consideration;
- (8) the scope for the potential Task & Finish Group regarding St Marys Lands be deferred but a report be brought to the Committee in October providing them with an overview of St Marys Lands and the relevant issues that have occurred;
- (9) a briefing be made to the Committee in November 2015 on Housing Adaptations and the assessment process;
- (10) a briefing be provided to the Committee at the earliest opportunity to explain the Council's responsibility for scrutiny of Health and the work undertaken so far by this Council;
- (11) a report be brought to the Committee, at the same time as the above briefing, detailing how the work on the Council's Health Strategy is progressing and what opportunities there are for members to help influence this;
- (12) a report be brought to the Committee on the role and work of the Community Safety Partnership (CSP), the agreement across Warwickshire on the Scrutiny of Crime and Disorder and both the current Councillors involved in the CSP, along with Councillors Boad and Coker as previous representatives of the Council, be invited to attend the meeting

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

and respond to questions from the Committee;
and

- (13) an item be included on the agenda for the next meeting of the Committee to discuss the Leisure Options briefing to all Councillors that is due to take place on 9 July 2015. There is no need for any officers or the Portfolio Holder to attend for this item.

7. Executive Agenda (Non-confidential items and reports) – Wednesday 1 July 2015

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 1 July 2015.

Item number 3 –Housing Allocations Policy Review

The Committee noted the report.

Item number 7 – The introduction of a Pre-Application Charging Regime for development proposals

The Committee agreed to have a report back, to them, 6 months after introduction of the scheme, on how it was operating. However, they had no comments on the report at this stage.

(The meeting finished at 7.57 pm)



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	30 June 2015
Background Papers	Executive Minutes – 1 July 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 on 1 July 2015.

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 – 1 July 2015**

Items no.	3	Title	Housing Allocations Policy Review	Requested by	Labour Group
Reason considered	We would like further clarification on a few areas.				
Scrutiny Comment	The Overview & Scrutiny Committee noted the report.				
Executive Response	The Executive approved the recommendations in the report.				

Item no.	7	Title	The Introduction of a Pre-Application charging regime for development proposals	Requested by	Whitnash Residents' Association
Reason considered	Would like to know how they are going to measure the success of the scheme and what online access there will be. Will it be phone / writing only. An online ticket based system (with payments) may help with measurement of success of any system. Could not see any mention of this.				
Scrutiny Comment	The Overview & Scrutiny Committee agreed to have a report back, to them, 6 months after introduction of the scheme, on how it is operating. However they had no comments on the report at this stage.				
Executive Response	Officers were authorised, in consultation with the Development Services Portfolio Holder and the Leader of the Council, to review the operation of the regime after 6 months, and quarterly thereafter, by both scrutiny committees, to determine whether to permanently retain it in its existing or a modified form, or whether to discontinue its operation.				

 Overview and Scrutiny Committee – 28 July 2015		Agenda Item No. <div style="text-align: right; font-size: 2em;">6</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	30 June 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 July to November 2015 (Appendix 2).
- 1.2 Appendix 3 is the Scoping Document agreed by the previous Overview & Scrutiny Committee for a Task & Finish Group to be set up to consider Sales and Letting Board Notices. (See items 2.4 and 8.10 in this report.)

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.
- 2.4 To agree the way forward on the Task & Finish Group – Sales and Letting Board Notices Scoping Document; and, if approved, for obtaining volunteers for the Task & Finish Group.

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.
- 8.10 Task & Finish (T & F) Group – Sales and Letting Board Notices

On 28 January 2015, a notice of motion was considered by Council on the volume of lettings boards in parts of Leamington, weeks after the properties had been let. As a result of this Full Council recommended that Overview & Scrutiny Committee undertake a Task & Finish group to look into this matter. In March 2015, the previous Overview & Scrutiny Committee agreed the Scoping Document for a Task & Finish Group to be set up, but since the election was imminent, no further work was undertaken.

At the June 2015 meeting of the new Committee, Members requested that the Scoping Document be brought back for consideration. A copy of this Scoping Document is attached as Appendix 3 to this report.

Once the Committee is satisfied with the Scoping Document, the membership of the T & F Group will need deciding. Generally this is done on a voluntary basis through Group; with at least one member also being a current member of the Finance & Scrutiny Audit Committee. If too many volunteers come forward, the Committee decides the T & F Group membership. It should be noted that some of the Councillors who helped write the Scoping Document expressed interest in becoming members of the Task & Finish Group. In seeking volunteers, it may be appropriate to set a minimum and maximum number of Councillors for the T & F Group.

Primarily, officer support will be required from Development Services staff who will be required through the whole project, including providing support on the content and production of the final report.

Officer support will be required from Committee Services staff at the first meeting of the T & F Group to give advice on how Task & Finish Groups are run and the reporting mechanism. It is possible that support will be required further from Committee Services to help with guidance on the "look" of the final report (a particular report template is used for Task & Finish Groups which bears little resemblance to reports produced for Committee meetings).

**Overview and Scrutiny Committee
Work Programme 2015/2016**

28 July 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Task & Finish (T & F) Work - Sales and Lettings Board Notices – Consideration of the Scoping Document & agree membership of the 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	28 July 2015	

2 September 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Cross		2 September 2015	Annually
Social Value in Procurements & what is happening about this in the Council.	November 2013	Report	Mike Snow		2 or 29 September 2015 – TBC with Mike Snow	

29 September 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Gallagher		29 September 2015	Annually
Overview of St Mary's Lands and the relevant issues that have occurred.	O & S 30.6.15	Written report.	Chief Executive		29 September 2015	

3 November 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		November	Annually
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Whiting		3 November 2015	Annually
Housing – Adaptations for people with disabilities – to consider whether to set up a Task & Finish Group to streamline the assessment process	Suggestion made by Councillor Mrs Falp – O & S 8 April 2015	Verbal Briefing			November 2015	

1 December 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Philips		1 December 2015	Annually

12 January 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Shilton		12 January 2016	Annually
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke		April 2016	Every three months

9 February 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Grainger		9 February 2016	Annually

8 March 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Mobbs		8 March 2016	Annually

5 April 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
End of Term report	Mandatory	Written report	Committee Services		5 April 2016	
Children's Champions – End of Year Report	Council recommendation	Written report	Bill Hunt and Member Children Champions		April/May 2016	
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke		April 2016	Every three months

Date to be Agreed 2015/2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Health Scrutiny – the way forward	Mandatory	Briefing	Richard Hall / Rob Chapleo		TBA - see O&S Minutes 30 June 2015 for details of the briefing required	
How the work on the Council's Health Strategy is progressing & what opportunities there are for Members to help influence this	O&S 30 June 2015	Report	Rob Chapleo		TBA - Same meeting as Health Scrutiny – the way forward	
Review whether current arrangements for Crime and Disorder Scrutiny continue	Mandatory	TBA	Richard Hall / Pete Cutts		TBA – see O&S Minutes 30 June 2015 on report requirement and the officers/councillors to attend meeting	
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	Deferred until the arrangements for Health Scrutiny have been agreed.

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber		TBA	Quarterly update once the Local Plan has been agreed.
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		TBA	Quarterly if an update is available
T & F Group - Racing Club – Warwick, St Mary's Lands – Scope Document	O & S June 2014 and revised guidance by Committee on 13 January 2015	Written report.	Former Councillors Kinson OBE & Mrs Bromley		TBA	Deferred by Committee on 30 June 2015



FORWARD PLAN

Forward Plan July 2015 to November 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.

(726)

Section 1 – The Forward Plan July 2015 to November 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
29 July 2015						
Budget Review Q1 (Ref 694)	To report expenditure for current year and update financial projections		Executive 29/07/15	Tuesday 21/07/15	Jenny Clayton Cllr Whiting	
Gypsy and Traveller Provision (Ref 705)	To update Members on progress made on the identification of sites for the use of Gypsies and Travellers		Executive 29/07/15	Tuesday 21/07/15	Lorna Coldicott Cllr Cross	
Tenants Incentive Grant Scheme (Ref 687)	To approve a revised Policy		Executive 29/07/15	Tuesday 21/07/15	Jacky Oughton Cllr Phillips	
Support and Re-settlement Service (Ref 715)	To consider an exemption from the Code of Procurement Practice.		Executive 29/07/15	Tuesday 21/07/15	Jacky Oughton Cllr Phillips	
Long Barn, Plestowes (Ref 707)	Judicial Review of Planning Decisions It is intended that this report will be Confidential by virtue of the information in respect of which a claim to legal professional privilege could be maintained in		Executive 29/07/15	Tuesday 21/07/15	Liam D’Onofrio Cllr Cross	

	legal proceedings.					
RCW / Cadets Rent issue (Ref 713)	To update on the current position		Executive 29/07/15	Tuesday 21/07/15	Chris Elliott Cllr Mobbs	
Becoming a Dementia Friendly Council (Ref 714)	To consider a report from Health and Community Protection		Executive 29/07/15	Tuesday 21/07/15	Rob Chapleo Cllr Mrs Grainger	
Pump Room Gardens Project (Ref 718)	To seek approval for a second round HLF Parks for People application. This application will be submitted by 31 August 2015		Executive 29/07/15	Tuesday 21/07/15	David Anderson Cllr Shilton	The Friends are members of the Pump Room Gardens Project Steering Group and have been involved in First Round application and the development of the second round application. Background Papers Exec 10/07/13
HRA Stock Condition Survey (Ref 722)	Sets out the rationale for procuring a condition survey of the housing stock and investing in associated technology.		Executive 29/07/15	Tuesday 21/07/15	Matt Jones Cllr Phillips	None.
Cost Management Contract Exemption (Ref 723)	Proposes options to extend cost management contract with Impart Links based on service requirements.		Executive 29/07/15	Tuesday 21/07/15	Matt Jones Cllr Phillips	None.

3 September 2015

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 (03/09/15)	25/08/15	Bill Hunt Cllrs Coker & Mobbs	
Council Tax Reduction Scheme (Ref 695)	To consider alternative Banded Scheme for Council Tax Reduction		Executive 03/09/15	25/08/15	Andrea Wyatt Cllr Whiting	
Budget Review to include Financial Projections and Business Rates Pooling (Ref 696)	To report on the latest financial prospects for the current and future 5 years		Executive 03/09/15	25/08/15	Jenny Clayton Cllr Whiting	
Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive 03/09/15	25/08/15	Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting, Cross & Gallagher	The Local Plan proposals have been subject to a number of public consultations and planning applications involved have also been subject to public consultation. The proposal has been the subject of discussion privately and confidentially with a number of agencies but especially with the County Council. Submission version of Local Plan;

						<p>Planning Application (W/14/1076); Planning Application (W/14/0967); Report to Executive in October 2014 re Council Housing Programme; Report to Executive in November 2014 re Sports and Leisure Review.</p> <p>Reports to Council and Executive January & March 2015 re: SOP</p>
HQ Relocation (Ref 719)	Part A and B reports		Executive 03/09/15	25/08/15	Duncan Elliott Cllr Mobbs	
Proposed Creative Quarter (Ref 720)	Soft market testing		Executive 03/09/15	25/08/15	Duncan Elliott Cllrs Cross, Mrs Gallagher and Mobbs	Potential Developers / soft market testing
Sustainable Community Strategy & Fit For the Future Updates and Service Area Plans 2015/16 (Ref 724)	To propose amendments to the Sustainable Community Strategy & Fit For the Future programme of work and approve the Service Area Plans for 2015/16.		Executive 03/09/15	25/08/15	Andrew Jones Cllrs Mobbs & Coker	
Review of Service Area Plans 2014/15	To review the Council's performance as against the Service Area Plans for 2014/15.		Executive 03/09/15	25/08/15	Andrew Jones Cllrs	

(Ref 725)					Mobbs & Coker	
30 September 2015						
Fees and Charges (Ref 697)	To propose the level of fees and charges to be levied from 2 nd January 2016		Executive 30/09/2015	22/09/15	Andy Crump Cllr Whiting	
Air Quality Action Plan 2015 (Ref 716)	To update and replace the Air Quality Action Plan 2008		Executive 30/09/2015	22/09/15	Grahame Helm Cllr Mrs Grainger	DEFRA, Environment Agency, Highways England, WCC, Neighbouring councils, community groups
4 November 2015						
Leisure Development Programme (Ref 688)	To seek approval on the next stage of the programme on investment and management options Delayed from 09/15 – Reason 3		30 September Executive 04/11/15	27/10/2015	Rose Winship Cllr Mrs Gallagher	Background Exec 05/11/14
Budget Review Q2 (Ref 698)	To report expenditure for current year and update financial projections		Executive 04/11/15	27/10/15	Jenny Clayton Cllr Whiting	
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		Executive 11th February 2015 Executive 04/11/15	27/10/15	Jacky Oughton Cllr Phillips	

	Agency)					
--	---------	--	--	--	--	--

Section 2 Key decisions which are anticipated to be considered by the Council between October 2015 and January 2016

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
2 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 Executive – 02/12/15	24/11/15	Abigail Hay Cllr Phillips	TBC
General Fund Budgets 2016-17 to include Budget Review for the current year (Ref 699)	To consider the following year revenue budgets for the General Fund		Executive – 02/12/15	24/11/15	Marcus Miskinis Cllr Whiting	
HRA Budgets 2016-17 (Ref 700)	To consider the following year revenue budgets for the HRA		Executive – 02/12/15		Mark Smith Cllr Whiting	
13 January 2016						

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 Mrs Grainger	The strategy will need to take into account the approach of the new administration and County Health & Wellbeing Strategy		
Cleaning Services (Ref 659)	To approve a revised way of delivering the Cleaning Services to Council buildings.	14th Jan 2015 Executive 11th March 2015 2 February 2015 2 March 2015	Jacky Oughton Cllr Phillips	Moved from January – Reason 5 – pending further legal advice on implications of report		
Assets Review by the LLP (Ref 721)	Part A and B reports	Executive 29/07/15		Tuesday 21/07/15	Duncan Elliott Cllr Cross	

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
29 July 2015						
Significant Business Risk Register (Ref 717)	To consider the latest version of the Significant Business Risk Register		Executive 29/07/15	Tuesday 21/07/15	Richard Barr Cllr Whiting	
RUCIS Application	To consider an application for a Rural / Urban Capital Improvement Scheme		Executive 29/07/15	Tuesday 21/07/15	Jon Dawson Cllr Whiting	
3 September 2015						
Statement of Accounts 2015-2015 (Ref 701)	To formally approve the Council's statutory accounts 2014/15		Council 23/09/15		Marcus Miskinis Cllr Whiting	
30 September 2015						
4 November 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

Scrutiny Review Outline

Review Topic	The Impact of For Sale & Letting Boards in Warwick District
Working Group Members	To be confirmed
Key Officer Contact	To be confirmed
Officer Support	To be confirmed
Rationale	<p>In Autumn 2014, councillors in Leamington were approached by residents and the Leamington Society concerning the unsightly proliferation of estate agent letting boards at certain times of year and in certain key locations in the town.</p> <p>There has been significant media coverage on this topic from Leamington Courier and Observer and BBC Coventry & Warwickshire radio.</p> <p>There are other councils that have successfully adopted a Direction 7 of the Town & Country Planning Act which restricts for sale and letting boards.</p> <p>If the council finds a satisfactory resolution to this problem, it will clean up certain parts of the District and in particular Leamington and would be popular with settled and student residents.</p> <p>Any restrictions on letting boards will not have an adverse effect on estate agent and letting agents' trade.</p>
Purpose/Objective of Review	<p>The objectives of this review are to:</p> <ul style="list-style-type: none"> • Significantly reduce the number of unwanted letting and for sale boards in the District in particular Leamington • Provide guidance to letting and estate agents • Create a more effective approach to enforcement
Scope of the Topic	<ul style="list-style-type: none"> • Review letting and for sale boards and the impact on our community throughout the District focussing on options to regulate letting boards (Direction 7) • Assess the current provision for regulating letting and for sale boards. • Review current arrangements for enforcement
Indicators of Success	<ul style="list-style-type: none"> • If considered appropriate, a successful application to the Secretary of State for a Direction 7 of the Town & Country Planning Act • Control of Letting Boards in key areas particularly in Leamington • Robust guidance offered to estate agents • Enforcement of existing and future regulations
Specify Evidence Sources	<ul style="list-style-type: none"> • Briefing document – see appendix A • Guidance from Secretary of State • Experience of other councils that have imposed a Direction 7 • Existing estate and letting agencies' policies

	<ul style="list-style-type: none"> • Approval of proposals by Executive/Council 		
Specify Witnesses/Experts	<ul style="list-style-type: none"> • WDC officers • Elected members from councils that have adopted a Direction 7 • Other experts as appropriate 		
Specify Site Visits	Leamington north and south town and other locations as appropriate		
Consultation with Stakeholders	<ul style="list-style-type: none"> • Portfolio holder • Letting agents • The Leamington Society • Residents • University of Warwick Students Union • Other stakeholders as appropriate 		
Level of Publicity	WDC press release when a result is determined		
Barriers/dangers/risks	None identified		
Projected Start Date		Draft Report Deadline	
Meeting Frequency		Projected Completion Date	
Date to evaluate impact			
Methods of tracking / Evaluating			

Appendix A

Briefing Note

Restrictions on Letting Boards in areas of Royal Leamington Spa

The purpose of this briefing note is to explain to Members the position regarding the proliferation of letting boards and the concerns expressed from residents about the impact they have on their areas, and to explore the options available to the Council in controlling such advertisements.

Letting Boards are classed as a type of advertisement and are regulated by the Local Planning Authority under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. However, letting boards are a class of advertisement that benefits from 'deemed consent' and does not require express consent.

Under the regulations estate agents and landlords are allowed to put boards up advertising the property providing that they meet conditions. Where these conditions are not met, enforcement action can be taken which can be time consuming particularly if the breach allegedly relates to the board not being removed after a let. In some cases, landlords legitimately argue that one room in the property is still vacant and therefore they are permitted to retain the board.

The National Planning Policy Framework sets out the Government's planning policies for England. The Framework states that before a direction to remove deemed consent is made for specific advertisements, local planning authorities will be expected to demonstrate that the direction would improve visual amenity and there is no other way of effectively controlling a particular class of advertisement.

Over the last year or more, there have been a number of residents and organisations that have raised concerns regarding the proliferation of letting boards in parts of Leamington town and the impact they have on the environmental quality of the area. Residents believe that the boards are being left at properties for a considerable time after the properties have been let as it is an opportunity for them to advertise the letting agent. The impact of the boards causes a negative impact on the visual amenity and public safety of the area. In areas of high student population, a large number of boards high-lights the fact that there is likely to be a higher number of laptops and other high value electronic goods and due to their housing arrangements are an easier target for thieves. Controlling letting boards would ease to identify vacant and student occupied properties and help reduce crime. In terms of visual amenity, the areas of concern are primarily terraced streets with small or no front garden areas, providing streets with long views, inevitably creating more of an impact.

As Members will be aware, an Article 4 direction and policy controlling the concentration of houses in multiple occupation is already in place, due to the concern regarding clusters of student accommodation and the impact they have on areas of the town.

Officers have written to the letting agents and have visited them to reinforce the regulations by advising them of the need to remove boards within fourteen days of the property being let, but co-operation has been limited. As a consequence of this and in discussion with the Leamington Society, who have taken a particular interest in the topic, officers have explored what other authorities have done to deal with the same issue. Some of the key issues faced are:

- Difficult to police as the regulations allow the let board to stay in situ until 14 days after the let has been agreed
- We would need to constantly drive around the district to identify those that have been left for more than 14 days
- Demonstrating it is expedient to take action- harm to amenity or public safety
- Burden of proof in respect of prosecution, clear dated photos to show the display let agreed for more than 14 days.
- Reliant on the public to monitor when lets have been agreed.
- Where there are more than one let in the building, agents are entitled to keep the board up until all lets are agreed

Therefore, the options considered are as follows:

Option 1: Do nothing.

Clearly, doing nothing is not an option due to the concerns expressed above.

Option 2: Voluntary code.

Experience from other authorities is that having a voluntary code has only a small degree of success as a number of agents do not sign up to the code. There is no incentive for them to do so.

Option 3: Restriction on Letting Boards through the use of Regulation 7

Lettings could be restricted with a ban on boards between October and January unless they have express consent. This is the period of the year when the impact is at its most intense.

Option 4: Complete ban unless they have express consent with a Regulation 7 direction in place.

This would ensure that restrictions were in place to control the number of boards as they would require express consent. However, before any decision is taken to progress this option, there is a significant amount of further evidence gathering necessary. It would therefore, be appropriate to set up a working group with residents, members and officers to ensure that consultation is carried out with all stakeholders, such as residents, community groups, landlords, letting agents, and the police.

Conclusion:

Officers are of the view that a working group should be formed, which will undertake further research and consultation to understand the views of all stakeholders. The outcomes will then be reported to Members to identify the way forward.

Tracy Darke
Head of Development Services
28 Jan 2015