

Overview and Scrutiny Committee

Tuesday 11 March 2014

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 11 March 2014 at 6.00pm.

Membership:

	Councillor Mrs A Blacklock (Chairman)	
Councillor A Boad		Councillor Mrs S Gallagher
Councillor Mrs L Bromley		Councillor B Gifford
Councillor R Brookes		Councillor G Guest
Councillor R Copping		Councillor Mrs E Higgins
Councillor Ms J Dean		Councillor G Illingworth
Councillor R Edwards		Councillor M Kinson
Councillor Mrs J Falp		Councillor B Weed

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. Neighbourhood Services Portfolio Holder Update**

To receive a verbal report from Councillor Shilton about his Portfolio

(Item 4/Page 1)

***5. Finance Portfolio Holder Update**

To receive a verbal report from Councillor Mobbs about his Portfolio

(Item 5/Page 1)

***6. Minutes**

To confirm the minutes of the meetings held on 11 & 26 February 2014.

(Item 6/Page 1)

***7. Comments from the Executive**

To consider a report from Civic & Committee Services.

(Item 7/Page 1)

***8. Forward Plan**

To consider the Forward Plan from March 2014 to June 2014.

(Item 8/Page 1)

***9. Review of the Work Programme**

To consider a report from Civic & Committee Services.

(Item 9/Page 1)

- Children's Champion verbal progress report from the Deputy Chief Executive (BH)
- Review of the Volunteering Policy – See point 7.3 on pages 2 & 3
- Health Scrutiny Working Party – update from Councillor Mrs Falp
- Task & Finish Group Staff Volunteering – verbal update from Councillor Illingworth
- Task & Finish Group SEVs – verbal update from Councillor Brookes

***10. Executive Agenda (Non Confidential Items and Reports) – Wednesday 12 March 2014**

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)

***11. 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.

***12. Minutes**

To confirm the confidential minutes of the meeting held on 11 February 2014.
(Item 12/Page 1)

***13. Comments from the Executive**

To consider a report from Civic & Committee Services. **(Item 13/Page 1)**

***14. Executive Agenda (Confidential Items and Reports) – Wednesday 12 March 2014**

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).

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For 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 of the Town Hall. If you feel that this may restrict you attending this meeting, please telephone (01926) 353362 prior to the meeting, so that we can assist you and make any necessary arrangements to help you to attend the meeting.

**THE AGENDA IS AVAILABLE IN LARGE
PRINT ON REQUEST, PRIOR TO THE
MEETING.**

Neighbourhood Services Port Folio Holder Update – March 2014

Cllr Dave Shilton

What have the measures in the Portfolio Holder Statement been telling you about how things are going in service during 2013/14?

The three new contracts that commenced on the 1st April 2013 are coming to the end of the first year of operation. Considering the scale of change and the saving of over a £1m per annum, the contracts have performed well.

Street Cleansing

Standards have remained high under the new contractor, due to the scheduled cleansing programme and the reactive work undertaken by the Rapid Response Teams. The introduction of additional Parks Teams in the new contract has seen a significant improvement in the levels of cleansing, and playground maintenance in parks and open spaces.

Grounds Maintenance

The new contract has resulted in improving standards of maintenance, underpinned by a set frequency for each operation. The introduction of a Parks Improvement Team as part of the contract has enabled a number of enhancements to parks and open spaces to be delivered. The implementation of the Green Space Strategy has started with a programme of play areas/parks/open spaces improvements across the district.

Refuse and Recycling

Day to day waste collection operations have performed well with a small number of problems considering over 4 million collections are carried out each year. Recycling material values and tonnages have reduced in the last 12 months, demonstrating the decision to transfer the risk associated with the sale of recyclable materials to SITA was the right one.

Car Parking

Income from car parking activities is projected to be £100k greater than expected, probably due to the extremely mild winter, resulting in minimal traffic disruption.

WCC have decided to externalise on street parking enforcement from November 2014, resulting in the majority of car parking staff transferring to a contractor/WCC. WDC have decided to retain off street enforcement in house, which will require the recruitment to a new staffing structure required to operate the service.

Structural surveys of Linen Street, Covent Garden and St. Peters multi storey car parks are being carried out to determine future maintenance requirements and associated costs.

Which measures have been of particular interest or concern during the period and what have you learnt about your systems from these

measures? Please attach the final version of your SAP customer & operational measures for the year.

There are still legal issues to be resolved from the previous Grounds Maintenance Contract relating to dilapidation repairs and financial deductions.

The decrease in some materials collected via the kerbside recycling service has been concerning, especially in relation to paper, although mixed plastics and cardboard have increased. SITA have employed a waste minimisation officer to support increased recycling, in conjunction with WDC and the Warwickshire Waste Partnership.

Due to the range and scale of the services provided by Neighbourhood Services a review of Service Area measures is currently being undertaken by the team. These will form part of Service Area Plan for 2014/15.

Partnership Boards are in place for each of the three main contracts, to ensure services continue to develop and improve over the lifetime of the contracts.

What have you done to date as a result of learning from these measures?

Risk management is now embedded within the team, updated and reviewed continually.

The Council is still an active member of the Warwickshire Waste Partnership, developing initiatives to reduce waste and increase recycling levels.

As part of the Contract Services Intervention resources within the team were freed up to continue to improve the efficiency and effectiveness of the team/service. Current projects include, strengthening service measures, improving health and safety, team capacity reviews, income from sponsorship activities, better use of reactive maintenance teams and improving communications and marketing activities

What has been the impact of what you have done to date and what else do you plan to do as a result of learning from these measures?

Even though significant service improvements and savings have been delivered by Neighbourhood Services, the Service Area is continually looking to improve.

Funding for the Green Space Strategy and Play Strategy is only in place up to 2017/18, therefore additional funding will be required if the Council wishes to maintain the quality of its parks, open spaces and children's play areas.

The volume of work associated with delivering the Green Space Strategy, Play Strategy, other corporate projects, and the technical horticultural elements of the service, is far greater than the Green Space Development Team can manage. We will need to find ways to bolster the resources in the team in order to deliver these various pieces of work.

Of your key projects (as identified in your portfolio holder statement) how many were completed and how many are not? Of those that were not completed please indicate what the revised dates are.

Project. See Appendix 1

Appendix 1.

Project	Original Completion Date	Status	Comments
Mobilisation of grounds maintenance contract, street cleansing contract and waste collection contract.	October 2013	Completed	All contracts fully mobilised.
Parking Services review relating to the delivery of on-street enforcement	March 2014	WCC have decided to externalise the service therefore WDC have a limited role to play in the process.	WDC are progressing a plan to operate off street car parking separately.
Parking enforcement team intervention new shifts.	June 2013	Completed	The enforcement team are no locality based as a result PCN issue rates have increased by 35% on last year.
Review of off street car park fees and charges	October 2013	Completed	With the successful introduction of linear parking charges to Leamington and Warwick town centres there are no further plans to alter car park charges for 14/15.
Construction of Abbey Fields Car Park	June 2013	Completed	Fully operational and has taken £6k in the first 4 months.
Christchurch Gardens Phase 2 works	July 2014	Completed	
Play area improvements across the district.	5 year funded programme	On-going	Abbey Fields-complete Stamford Gardens-complete Mill Bank-complete Cox's Orchard-complete Campion Hills-in progress St Johns-in progress St. Michael's -in progress

Introduction of additional plastics across the district.	June 2013	Completed	There will be an increase of approximately 260t of mixed plastics recycled in 2013/14.
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FINANCE PORTFOLIO HOLDER REPORTS TO OVERVIEW AND SCRUTINY COMMITTEE

March 2014

In March/April/ June, a report on the previous twelve months, highlighting successes and failures and anticipating the major events and improvements over the forthcoming twelve months.

2013/14 Service Plan Progress

The Appendix considers all the 2013/14 Service Plan projects. Snapshots of the current position for some of these projects are discussed in more detail below:-

1. Welfare Reforms

- Local Council Tax Reduction Scheme

Progress – on time, scheme approved by Council December 2013.

Preparation currently underway to issue 2014/15 council tax bills and benefits assessments. Claimants have been sent letters telling them of the changes and the likely amounts they will have to pay.

Recruitment to the new post of Council Tax Reduction Claimant Support Officer to help claimants. This is a new post out of implementation funding from central government.

Scheme includes a £20,000 hardship fund for those suffering as a result of these changes to be administered similarly to the Discretionary Housing Payments.

- Benefits Cap and Under Occupation

Implemented. In January all local authorities were advised that anyone who has lived in their property since before 1996 and been in continuous receipt of HB since 1996, should not be affected by the removal of the spare room subsidy. The Government took steps to amend the legislation from 3 March. It was identified that there were approximately 50 cases where the spare room subsidy should have not been implemented. The benefit for these cases has subsequently been corrected.

- Universal Credit

Rollout delayed with no details of when Housing Benefits will be included. DWP have issued an updated Local Support Services Framework, with the intention of more details to come in autumn 2014.

2. On-Line Returns

The Council's Income Management System has now been upgraded. This upgrade was delayed due to the supplier not being able to support the upgrade until January. The system is now in the position for the introduction of the On-Line Returns Module. This module will help to dis-integrate income postings to the general ledger from the various sites across the district (mostly leisure centres) and ensure VAT is correctly accounted for without manual intervention. This module is now planned to go live in 2014/15.

3. Transactions Review

- Detailed report to January SMT to remind officers across the organisation of the correct procedures and processes to be followed in ordering goods and services, and the need to adhere to proper procurement practices.
- Updated "Order training" being prepared with ICT Trainer for rollout March/April.
- Invoices and petty cash for Housing and Property Services now managed within FSTeam along with rest of Council's.

4. Non-Service Plan work

Finance has continued to support corporate projects and the work of other departments. Much of this work was not envisaged when the Service Plan was agreed. In addition, the Internal Auditors have been involved in special investigations including members' expenses and Housing & Property Services procurement. This work has had knock on effect on other planned work.

2014/15 Service Plan Issues

The 2014/15 Service Plan is still being formulated. Issues likely to be included are detailed below:-

1. Procurement

Assess Training needs across the Council and arrange appropriate training
Review and update Code of Procurement Practice and all associated procurement documentation in line with new EU Regs, the Social Value Act and the Council's business requirements.

2. Bank Tender

Tender for the Council's main banking services and implement change to new provider if necessary.

3. Fees and Charges Review

A recent analysis of discretionary fees and charges of local district councils was undertaken, partly funded by the West Midlands Improvement and Efficiency

Partnership. During 2014/15 this work will be considered in more detail with a view to it feeding in to the fees and charges setting for 2015.

4. Concurrent Services

It is intended to review the current scheme. This will involve consulting with parish and town councils.

5. Council Tax Reduction Scheme

Continue to support claimants and implementation, review scheme ahead of 2015/16 and consideration of a banded scheme.

6. Risk Based Benefits/Council Tax Reduction

Feasibility work on carrying out Risk Based assessments, using appropriate software/system.

7. Transactions Review

Further work to reduce and streamline transaction processing. The feasibility of auto-scanning/processing creditor invoices will be undertaken.

8. Investigation Procedures/Manual

To be developed by Audit & Risk Manager to aid future investigations.

9. Risk Management Intranet Page

To be developed.

10. Continuation of any Service Plan projects carried over from 2013/14, including:-

On-Line returns
Code of Financial Practice Training
Review of Housing & Property Services support

11. Project Support, including:-

Riverside House Relocation
Leisure Options review
Crematorium works
Local Plan – CIL, infrastructure costing
Lillington Regeneration
Clarendon Arcade

Appendix

Progress against 2013/14 Finance Service Plan

Project Name	Progress
Council Tax Reduction – amend scheme for 2014/15	Scheme agreed and implemented.
Welfare Reforms – manage impact and prepare for Universal Credit	Work in-going. No details of when housing benefit to transfer over available.
Business Rates Retention – monitor and ensure all businesses are being correctly rated	Detailed monitoring on-going throughout year
Budget Review – continue review, review process in light of 2012/13 outturn	Review on-going, findings currently being pulled together.
Implementation of Income Management “On Line Returns” module	Likely to slip to 2014/15 due to delays with supplier in supporting upgrade.
Council Tax Penalty – introduction following April 2013 Executive approval	Introduced and implemented.
Transactional Review – continue to seek to reduce transaction numbers and increase overall efficiency	Much on-going work throughout year.
Risk Management Strategy – continue to promote good risk management in line with Strategy and Action Plan	Work on-going. March Senior Officers’ meeting on Risk Management.
Code of Financial Practice – officer training	On-line training being prepared to rollout early in 2014/15.

Project Name	Progress
Review Housing & Property Accountancy support	Absence of key managers in H&PS are prevented this work from progressing as far as intended.
Review Discretionary Budget and implement reductions from 2014/15	2.5% reduction in discretionary budgets included within 2014/15. Support on-going from Accountancy and Procurement with budget managers to accommodate spend within budgets.
Sign up to new Procurement Card and associated support system	New cards applied for.
Consider impact of Public Sector Internal Audit Standards	Report issued to Finance & Audit Scrutiny Committee December 2013
Assist local suppliers to tender for Council contracts.	New Procurement system implemented. All procurement activity now accessed by potential tenders via a common portal also accessing Warwickshire, Coventry and Solihull's tender activity. Further work to help local companies access our contracts will continue in 2014/15.

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the meeting held on Tuesday 11 February 2014 at the Town Hall, Royal Leamington Spa at 6.00 pm.

PRESENT: Councillor Mrs Blacklock (Chairman); Councillors Boad, Mrs Bromley, Brookes, Copping, Ms Dean, Edwards, Mrs Falp, Mrs Gallagher, Gifford, Gill, Guest, Mrs Higgins, Illingworth and Kinson.

ALSO PRESENT: Councillors Cross (Portfolio Holder for Cultural Services), Mrs Grainger (Portfolio Holder for Corporate & Community Services), Mobbs (Leader and Portfolio Holder for Finance) and Vincett (Portfolio Holder for Housing & Property Services).

An apology for absence was received from Councillor Weed.

95. **SUBSTITUTES**

Councillor Gill substituted for Councillor Weed.

96. **DECLARATIONS OF INTEREST**

Minute Number 99 – Executive Agenda (Non Confidential Items and Reports) – Wednesday 12 February 2014 – Item 13 – Car Parking – National Bowls Championships

Councillor Mrs Falp declared a personal interest because a member of her family worked in Leisure.

Councillor Gifford declared an interest because Victoria Park was in his Ward. He also declared that he was pre-disposed, not pre-determined.

Minute Number 99 – Executive Agenda (Non Confidential Items and Reports) – Wednesday 12 February 2014 – Item 16 – Public Service Network (PSN) Compliance

Councillor Boad declared a personal interest because he used the software application "Good" on his mobile devices and was named in the report.

Councillors Mrs Gallagher and Gifford also declared personal interests as they both used "Good".

Minute Number 105 – Executive Agenda (Non Confidential Items and Reports) – Wednesday 12 February 2014 – Item 12 - 2nd Warwick Sea Scouts' Headquarters

Councillors who sat on the Planning Committee sought advice on whether they should declare an interest and were informed by the Deputy Chief Executive (BH) that the subject of discussion was on the principle of Warwick District Council giving consent as land owner and there would be no need to discuss any aspect of a planning application so there were no pre-determination issues.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Councillor Mrs Bromley declared a personal interest as a member of Friends of St Nicholas Park. When asked by the Deputy Chief Executive (BH) to confirm whether she may be pre-determined, she stated that as Ward Councillor, she was allowed to campaign, but on this issue, she retained an open mind and was prepared to listen to the views of other Members.

Councillor Guest declared an interest because the Sea Scouts were based in his Ward.

Minute Number 107 – Executive Agenda (Confidential Items and Reports) – Wednesday 12 February 2014 – Item 23 – 10, 12 & 14 Chapel Street, Warwick

Councillor Mrs Higgins declared an interest because the properties were in her Ward.

97. HOUSING & PROPERTY SERVICES PORTFOLIO HOLDER UPDATE

The Committee received an update from the Portfolio Holder for Housing & Property Services, Councillor Vincett.

In response to questions from the Committee, Councillor Vincett explained that:

- In respect of the under-occupancy charge, the Council was advising tenants who were having difficulties paying rent; about 25% of tenants fell into this category.
- The Council was still encouraging people to downsize to a smaller property where there were difficulties paying rent.
- The Council would be looking at the feasibility of buying back properties previously purchased under "Right to Buy".
- There had been delays in producing reports and issues arising out of the loss of two key members of staff from Housing & Property Services, but it was hoped to replace them soon.
- Family housing was the biggest demand for accommodation type. The Council needed to build up a supply of smaller family housing.
- 80 affordable units had been built in 2013 and a target of 250 affordable units had been set for 2014.

The Chairman thanked Councillor Vincett for answering questions.

98. CORPORATE & COMMUNITY SERVICES PORTFOLIO HOLDER UPDATE

The Committee received an update from the Portfolio Holder for Corporate & Community Services, Councillor Mrs Grainger.

In response to questions from the Committee, Councillor Mrs Grainger explained that:

- Members were asked to report any anomalies they found on the Council's website. They were also asked to view the internet website and not the intranet so that they could see what the public saw. Councillor Mrs Grainger said that the website needed to be swept to remove any pages that were never viewed.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- The Call Centre had been short of one manager but this vacancy had been filled. Training was in progress to address service issues and as a result, the abandoned call rate was decreasing. The issue of staff turnover amongst call centre staff was a national issue, and this caused problems with training staff which were being addressed. Knowledge gaps were recognised for calls dealing with housing and payments.
- Another part-time member of staff would start work in the Media Department in March. It was planned that articles concerning the Council would be passed to Councillors on a regular basis.
- Councillor Mrs Grainger asked Members to let her know if there were any projects that were critical that were lapsing as a result of staff shortages in the Service Area. She explained what was being done to cover the work of the Service Area Head and that this had meant that some non-critical projects had been put on hold.
- Councillor Mrs Grainger said she would find out what criteria had to be met for a website to be in the top 20.

The Chairman thanked Councillor Mrs Grainger for answering questions.

99. EXECUTIVE AGENDA (NON CONFIDENTIAL ITEMS AND REPORTS) – WEDNESDAY 12 FEBRUARY 2014

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 12 February 2014.

Item 13 – Car Parking – National Bowls Championships

Mr David Adams, a representative from Friends of Victoria Park, addressed the Committee with concerns about the parking plans for the National Bowls Championships. Councillor Gifford, as Ward Member, also expressed concerns and asked for the Council to consider using Covent Garden car park and a shuttle bus service. The Service Area Manager for Cultural Services explained how all the suggested alternatives had been considered and why it was felt that the best option was for parking to be provided at Victoria Park. She also said that the situation would be reviewed for future years.

A motion proposed by Councillor Gifford and seconded by Councillor Copping that Covent Garden car park was recommended for the Bowls Event instead of Victoria Park was defeated.

The Overview and Scrutiny Committee recommended to the Executive that recommendation 2.7 in the report to the Executive was highlighted for importance. The Committee recognised that the 2014 event was in the nature of a trial and recommended that the review report was produced by the end of the year based on similar lines to the last Bowls event review. It also recommended that the Friends of Victoria Park were consulted, along with local residents and users of the park as part of the review process.

The Chairman thanked Mr Adams for presenting the views of the Friends of Victoria Park.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Councillor Cross left the meeting at the end of discussions on this item and Councillor Guest left near the end of discussions.

Item 16 – Public Service Network (PSN) Compliance

The Overview and Scrutiny Committee recommended to the Executive that further review on the feasibility of separating the email system from the PSN was undertaken to allow access to emails in a more flexible manner.

Councillor Brookes left the meeting during the discussion of this item.

100. MINUTES

The minutes of the meeting held on 7 January 2014 were agreed and signed by the Chairman as a correct record.

101. SUMMARY OF COMMENTS FROM THE EXECUTIVE

The Committee considered a report from Civic and Committee Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding reports submitted to the Executive in January.

RESOLVED that the report be noted.

102. NEIGHBOURHOOD PLAN DESIGNATIONS – CALL IN OF EXECUTIVE DECISION

On 8 January 2014, the Executive made decisions on a report: item 5 "Neighbourhood Plan Designations". In accordance with the Council's call in procedure, three or more Councillors called in these decisions to the Overview and Scrutiny Committee for consideration.

Since calling in the report, further clarification had been given assuring Members that the money would be available to the parish councils and therefore the Councillors who had called in the report were happy for it to proceed.

RESOLVED that in light of the information, the decision made by the Executive on 8 January 2014 be implemented without further delay.

103. FORWARD PLAN

The Committee considered the Forward Plan which had been published for February 2014 to May 2014.

Members were informed that the Fare Increase report (reference 578) had been postponed, and the Riverside House offices – relocation options report (reference 528) would be coming forward in March.

RESOLVED that the report be noted.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

104. REVIEW OF THE WORK PROGRAMME

The Committee considered a report from Civic and Committee Services on the Committee's work programme.

Health Scrutiny Working Party

Councillor Mrs Falp, Chairman of the Working Party reported that Councillor Copping had been asked to attend meetings of the Group. The Group was currently trying to sort out working relationships between it and officers before it would present its report to Overview and Scrutiny on the way forward for health scrutiny at Warwick District Council. The report due to go to the Executive from the Health and Wellbeing Lead Officer had been delayed. This report would form part of the considerations for the report that would come to Overview and Scrutiny from the Group. It was hoped that the Group's report would be ready for the April meeting of Overview and Scrutiny.

Children's Champion

With the departure of the main officer who had been running this, there had been delays. The Deputy Chief Executive (BH) had taken over responsibility in the interim and he would be speaking with both Councillors Mrs Falp and Mrs Gallagher.

Task & Finish Group – SEVs

The Chairman was asked to follow up progress with the Chairman of the Task and Finish Group, Councillor Rhead.

Review of the Volunteering Policy

This had been postponed to the March meeting.

HARP

It was hoped that a draft report would be ready for the meeting in March.

Task & Finish Group – Staff Volunteering

Councillor Illingworth reported that this had not progressed. He felt that a decision was required on whether it was worth continuing.

105. EXECUTIVE AGENDA (NON CONFIDENTIAL ITEMS AND REPORTS) – WEDNESDAY 12 FEBRUARY 2014

Item 9 – Assets Review – Update Report

The Overview and Scrutiny Committee had concerns on how the conclusions were reached as shown in Appendix 1 of the report and questioned the criteria for how the Council was prioritising the assets. It was felt that the use of Ward Boundaries gave a false impression.

Item 11 – Peer Challenge Improvement Plan Update

The Overview and Scrutiny Committee felt that the Leader of the Council should encourage people to participate. The Committee welcomed recommendation 2.4 and making available £8,000 for mentoring support providing it would be available for all councillors to take part. The Committee was pleased with the efforts to provide information to other councillors.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Item 12 – 2nd Warwick Sea Scouts’ Headquarters

The Overview and Scrutiny Committee was broadly in favour of the recommendations but great care must be taken with the proposals at planning applications stage. The Committee suggested that the Sea Scouts might consider approaching Severn Trent to move the pipe and to pay for the hut.

106. **PUBLIC & PRESS**

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

Minute No.	Para Nos.	Reason
107	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The full minutes of Minute 107 would be contained within a confidential minute which would be considered for publication following the implementation of the relevant decisions. However, a summary of the decision was as follows:

107. **EXECUTIVE AGENDA (CONFIDENTIAL ITEMS AND REPORTS) – WEDNESDAY 12 FEBRUARY 2014**

Item 23 – 10, 12 & 14 Chapel Street, Warwick

The Overview and Scrutiny Committee supported the recommendations in the report and addendum and agreed recommendation 2.2 in the addendum.

(The meeting finished at 9.07 pm)

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the special meeting held on Wednesday 26 February 2014 at the Town Hall, Royal Leamington Spa at 5.00 pm.

PRESENT: Councillor Mrs Blacklock (Chairman); Councillors; Barrott, Boad, Mrs Bromley, Mrs Bunker, Copping, Ms Dean, Mrs Falp, Mrs Gallagher, Gifford, Mrs Higgins, Illingworth, Kinson, Mrs Knight and Weber.

ALSO PRESENT: Councillors; Caborn (Deputy Leader) and Mobbs (Leader and Portfolio Holder for Finance).

Apologies for absence were received from Councillor Brookes.

108. **SUBSTITUTES**

Councillor Barrott substituted for Ms Dean, Mrs Bunker for Guest, Mrs Knight for Edwards and Weber for Weed.

109. **DECLARATIONS OF INTEREST**

Minute Number 110 - Item 4 – Gypsies & Travellers Preferred Options for Sites Consultation - Call-in of Executive Decision

Councillors Mrs Bromley and Mrs Falp declared interests because two of the sites were in their Wards.

Councillor Mrs Blacklock declared an interest because she had received a telephone call from a landowner regarding one of the sites but she had not discussed the Call-In report with them.

110. **GYPSIES & TRAVELLERS PREFERRED OPTIONS FOR SITES CONSULTATION – CALL-IN OF EXECUTIVE DECISION**

On 12 February 2014, the Executive made decisions on a report: item 10 "Gypsies & Travellers Preferred Options for Sites Consultation". In accordance with the Council's call in procedure, three or more Councillors called in the decisions to the Overview and Scrutiny Committee for consideration.

On 16 February 2014, Councillors Mrs Bromley, Mrs Falp, Heath, Kirton and Mrs Mellor called-in the decision stating the following as their reasons:

- The time scale of six weeks for consultation was not sufficient for a decision as important as this. 12 weeks should be the minimum to allow constructive dialogue from across the District;
- Concern on only eight sites being consulted. At least ten should be consulted on so to prevent the need to consult again should any, most or all of the sites are found to not be possible due to consultation results; and

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- Would sites currently being suggested then be compulsory purchased if the land owners changed their mind about being willing to consider their site.

On 16 February 2014, Councillor Mrs Higgins also called in the report with an additional concern: "the proposed sites were all to the south of the four towns, which she felt was unfair". She felt that they should be spread around the District. The Green Belt argument failed as a gipsy site can be put/planned for a tiny bit of Green Belt.

The Chairman, Councillor Mrs Blacklock, requested a summary of the Call in reasons from Councillors Mrs Higgins and Mrs Falp. Councillor Illingworth arrived during these discussions.

Councillor Boad proposed that Members agreed recommendation 2.1 (iii) which would allow the decision to be debated in full at Council. This was seconded by Councillor Mrs Gallagher.

Councillors sought clarity on a number of issues from the Senior Planner present, Lorna Coldicott. These included confirmation that six weeks consultation time was the minimum requirement and that Parish and Town Council were able to call special meetings if necessary. Ms Coldicott advised that Parish and Town Councils were always given extra time to submit their comments, if they requested it.

With regards to the Compulsory Purchase element of the report, Councillor Caborn reiterated that this would only be used as a last resort and needed to be included to prove the Council's intent to any potential Inspector, should it be necessary.

Councillor Gifford supported the proposal to refer the decision to Council, to allow all Members to have their say and to avoid a duplicate debate.

RESOLVED that in respect of the resolution 12 February 2014 made by the Executive on the "Gypsies and Travellers Preferred Options for Sites Consultation", the decision be referred to the Council for debate.

(The meeting finished at 5.20 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	Civic & Committee 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	11 February 2014
Background Papers	Executive Minutes – 12 February 2014

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 February.

2. **RECOMMENDATIONS**

- 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 OPTIONS 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 meeting of the Executive on Overview and Scrutiny
Committee Comments –
12 February 2014**

Item no.	9	Title	Assets Review – Update Report	Requested by	Labour Group
Reason considered	Members had questions about sites identified and proposed feasibility studies.				
Scrutiny Comment	The Overview and Scrutiny Committee had concerns on how the conclusions were reached as shown in Appendix 1 of the report and questioned the criteria for how the Council was prioritising the assets. It was felt that the use of Ward Boundaries gave a false impression.				
Executive Response	Following the Overview and Scrutiny meeting, Members had received and explanations from the Deputy Chief Executive (BH) which clarified their questions. The Executive agreed the recommendations as written.				

Item no.	11	Title	Peer Challenge Improvement Plan Update	Requested by	Labour Group
Reason considered	Members had questions about issues raised and the Council's response.				
Scrutiny Comment	The Overview and Scrutiny Committee felt that the Leader of the Council should encourage people to participate. The Committee welcomed recommendation 2.4 and making available £8,000 for mentoring support providing it would be available for all councillors to take part. The Committee was pleased with the efforts to provide information to other councillors.				
Executive Response	Members applauded the mentoring facility stating that it was a valuable tool which all Members should consider taking advantage of. Having read the report and having heard the representations from the Scrutiny Committees, the Executive decided to agree the recommendations as written.				

Item no.	12	Title	2 nd Warwick Sea Scouts' Headquarters	Requested by	Councillor Mrs Bromley
Reason considered	Councillor Mrs Bromley – To request further information.				
Scrutiny Comment	The Overview and Scrutiny Committee was broadly in favour of the recommendations but great care must be taken with the proposals at planning applications stage. The Committee suggested that the Sea				

	Scouts might consider approaching Severn Trent to move the pipe and to pay for the hut.
Executive Response	<p>Members were full of praise for the organisation and the smartness and manner in which they presented themselves through the District. It was hoped that better facilities would encourage even more families to get involved.</p> <p>Councillor MacKay fully supported the report and reminded Members that this troop had a very high reputation, following inspections carried out by Senior Royal Naval inspectors.</p> <p>Members were mindful of a letter from the Warwickshire Gardens Trust prior to the meeting and hoped that some of the concerns could be taken on board.</p> <p>Having read the report and having heard the representations from the Scrutiny Committees, the Executive decided to agree the recommendations as written.</p>

Item no.	13	Title	Car Parking – National Bowls Championships	Requested by	Lib Dem Group
Reason considered	To ensure a full discussion of how to combine the needs of a successful National Bowls Championship with the full use of Victoria Park during the Summer holiday by local people.				
Scrutiny Comment	The Overview and Scrutiny Committee recommends that recommendation 2.7 is highlighted for importance. The Committee recognises that this year's event is in the nature of a trial and recommends that the review report is produced by the end of the year based on similar lines to the last Bowls event review. It also recommends that the Friends of Victoria Park are consulted, along with local residents and users of the park as part of the review process.				
Executive Response	In response to the recommendation from Overview and Scrutiny Committee, Councillor Cross was happy to amend the wording of recommendation 2.7 to make it more robust but highlighted that this would be a review of the 2014 event with the findings and lessons learned being reported to the Executive in January 2015.				

Item no.	16	Title	Public Service Network (PSN) Compliance	Requested by	Lib Dem Group
Reason considered	Because of its importance to the effective working of the Council.				
Scrutiny Comment	The Overview and Scrutiny Committee recommends that further review on the feasibility of separating the email system from the PSN is				

	undertaken to allow access to emails in a more flexible manner.
Executive Response	Members supported the investigation into separating the email system from PSN.



Title	Forward Plan
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk
Service Area	Civic & Committee 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	11 February 2014
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

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).		
Officer Approval	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 current Forward Plan, attached at appendix 1 to the report.

2. **RECOMMENDATIONS**

- 2.1 (i) the contents of the Forward Plan be noted; and
- (ii) 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:
- a) 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.
 - b) 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 RECOMMENDATION**

- 3.1 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 have an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committees' remit to feed into these processes.
- 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. **ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The only alternative option is not to undertake these aspects of the overview and scrutiny function.

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. **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 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
- 7.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account' and to feed into the pre-decision scrutiny of Executive decisions, the Committee need to examine the Council's Forward Plan and identify items which they would like to have an impact upon.
- 7.3 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 have 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.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 As members are aware, the scrutiny process has been developing over the last few months and there has been good progress made with the Task and Finish Groups, and the structured setting of the agenda for the Overview and Scrutiny Committee. Therefore, it was felt that the pre-decision scrutiny of Executive decisions and policies were the next steps to develop.
- 7.8 The Committee should be mindful that any work they wish to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan. The Forward Plan has also been recently amended to contain much more information and Committee may wish to give greater consideration to the reports in section 2 of appendix 1, to maximise the time available for them to input into the process.



FORWARD PLAN

Forward Plan March to June 2014

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) 412656. 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 March to June 2014

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
March 2014						
Extension of Allpay Contract (Ref 599)	To seek approval to extend the existing contract with Allpay for over the counter payments		Executive 12 March 2014	3 March 2014	Fiona Clark Cllr Grainger	
Housing Strategy Plan (Ref 565)	To agree a plan to deliver The Housing Strategy as agreed by Executive in November 2013 and going to Council December 2014		Executive 12 March 2014	3 March 2014	Ken Bruno Cllr Vincett	Housing strategy 2014 – 2017 Executive Report
Treasury Management Strategy (Ref 541)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year		Executive 12 February 2014 Executive 12 March 2014	3 March 2014	Roger Wyton Cllr Mobbs	
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		Executive 12 March 2014	3 March 2014	Rob Chapleo Cllr Coker	

Hackney Carriage Fare Increase (Ref 592)	To update members on the proposed Hackney Carriage fare increase		Executive 12 March 2014	3 March 2014	Marianne Rolfe Cllr Coker	
Approval of proposed Historic Buildings Grant Application Funding for 2014/1 (Ref 595)	To seek approval of proposed Historic Buildings Grant Application Funding for 2014/15		Executive 12 March 2014	3 March 2014	Alan Mayes Cllr Hammon	
HS2: Agreement of the WDC approach to petitioning in respect of aspects of the HS2 proposal (Ref 596)	Agreement of the WDC approach to petitioning in respect of aspects of the HS2 proposal.		Executive 12 March 2014	3 March 2014	Gary Fisher Cllr Hammon	
Lillington Area Action/ Neighbourhood Plan (Ref 439)	To set in train work to develop an Area Action Plan for this part of Leamington as part of the Neighbourhood Community Budget pilot being trialled in Lillington	Executive 14 November 2012 Report to Executive	Executive 12 December 2012 Executive 13 February 2013 Executive 19 June	3 March 2014	Chris Elliott Jameel Malik Cllr Cabrn	Leamington Town Council Warwickshire County Council Report to Executive generally on

	<p>(Moved from December 12 reason 3) (Moved from June 13 reason 3) (Moved from September 13 reason 3) (Moved from November 13 reason 3)</p> <p>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>	generally on Neighbourhood Plans in July 2012	<p>2013 Executive 11 September 2013 Executive 13 November 2013 Executive 11 December 2013 Executive 12 February 2014 Executive 12 March 2014</p>			Neighbourhood Plans in July 2012
Riverside House offices - relocation options (Ref 528)	<p>To present relocation options</p> <p>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>		Executive 12 March 2014	3 March 2014	Corporate Management Team Cllr Hammon	
Proposed Affordable Housing Development in Warwick Town Centre	<p>To agree to the development of an affordable housing scheme in Warwick Town Centre</p> <p>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any</p>		Executive 12 March 2014	3 March 2014	Andrew Jones Cllr Vincett	

(Ref 598)	particular person (including the authority holding that information)					
Housing & Property Services Contract Update (Ref 600)	To report on the position of a number of contracts in Housing & Property Services It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive 12 March 2014	3 March 2014	Bill Hunt Cllrs Vincett & Mobbs	
April 2014						
Sustainability Report (Ref 551)	To seek agreement for the strategic approach to climate change/sustainability		Executive 16 April 2014	7 April 2014	Richard Hall Cllr Coker	
Local Air Quality Management (Ref 562)	To seek member approval for new air quality planning guidance and an extension to the Leamington Air Quality Management Area		Executive 16 April 2014	7 April 2014	Grahame Helm Cllr Coker	DEFRA WCC Leamington Town Council Chamber of Commerce Local Developers

Fetherston Court Development Scheme Update (Ref 589)	To provide an update of the latest project budget estimate and programme following review It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive 16 April 2014	7 April 2014	Matt Jones Cllr Vincett	Fetherston Court Development Scheme Update 8 January 2014 Executive
Locally Listed Parks and Gardens (Ref 597)	confirmation of boundaries		Executive 16 April 2014	7 April 2014	Alan Mayes Cllr Hammon	
May 2014						
Kenilworth Area Action/ Neighbourhood Plan (Ref 438)	To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town Moved from November 2012 reason 2 (Moved from June 2013 Reason 3)		Executive 14 November 2012 Executive 9 January 2013 Executive 11 September	28 April 2014	Chris Elliott Cllr Caborn	Kenilworth Town Council Warwickshire County Council Report to Executive generally on

	(Moved from August 2013 reason 3)		2013 Executive 12 February 2014 Executive 12 March 2014 Executive 8 May 2014			Neighbourhood Plans in July 2012
Code of Conduct Review (Ref 593)	To consider revisions to the Council's Code of Conduct and associated papers		Executive 8 May 2014	28 April 2014	Graham Leach Cllr Mobbs	Written correspondence Asking for their views
Council Procedure Rules (Ref 594)	To consider revisions to the Council procedure rules from the Constitution Working Party		Executive 8 May 2014	28 April 2014	Graham Leach Cllr Mobbs	
June 2014						
Final Accounts (Ref 553)	To report on the Council's outturn position for both revenue and capital		Executive 11 June	2 June 2014		
Voluntary sector commissioning priorities for 2015-18 (Ref 585)	To confirm the priorities around which future Voluntary Community Sector commissioning will be based, and provide a brief summary of the sector in-district.		Executive 11 June 2014	2 June 2014	Liz Young Cllr Grainger	Workshop; Face to face feedback

Review of the Warwick District Council/Waterloo Housing Group Joint Venture (Ref 591)	To consider the joint venture's performance since its inception		Executive 11 June 2014	2 June 2014	Andrew Jones Cllr Vincett	
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Section 2 - Key decisions which are anticipated to be considered by the Council between July 2014 and December 2014

July 2014

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August 2014

Budget Review to include Financial Projections (Ref 567)	To report on the latest financial prospects for the current and future 5 years					
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September 2014

Statement of Accounts 2013-2014 (Ref 568)	To formally approve the Council's statutory accounts 2013/2014		Executive 3 September 2014	22 August 2014	Marcus Miskinis Cllr Mobbs	
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October 2014						
Fees and Charges Income Max (Ref 569)	To propose the level of fees and charges to be levied in 2013/14		Executive 1 October 2014	22 September 2014	Andy Crump Cllr Mobbs	
November 2014						
Budget Review (Ref 571)	To advise members of any variations from approved budgets		Executive 5 November 2014	27 October 2014	Andy Crump Cllr Mobbs	
December 2014						
General Fund Budgets 2014 - 2015 (Ref 586)	To consider the following year revenue budgets for the general fund		Executive 3 December 2014	24 November 2014	Marcus Miskinus Cllr Mobbs	

Housing Revenue Account Budgets 2014-2015 (Ref 590)	To consider the following year revenue budgets for the Housing Revenue Account		Executive 3 December 2014	24 November 2014		
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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
Evening Economy (Ref 362)	Action Plan 2012-2015	Executive 11 September 2013	Joe Baconnet Cllr Hammon	Moved from September 2013 Reason 1 & 4		
Corporate Debt Policy (Ref 516)	To approve the Corporate Debt Policy	TBC	Jon Dawson Cllr Mobbs			
Housing & Property Services Advisory Services Review (Ref 524)	To present various options for the service to (i) improve value for money of existing services and (ii) accelerate and maximise new affordable housing through the HRA Business Plan.	Executive 11 December 2013 Executive 12 February 2014	Jameel Malik Cllr Vincett	Reason 3	Report to Executive 6th March 2012, recommendation number 6. Report for Finance and Audit Scrutiny Committee 11th December 2012 Report for	

					Finance and Audit Scrutiny Committee 18th June 2013.	
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Section 3 - Items which are anticipated to be considered by the Executive but are NOT key decisions

March 2014						
April 2014						
May 2014						
June 2014						
July 2014						
Significant Business risk Register (Ref 553)	To advise members of Corporate Business Risks				Mike Snow Cllr Mobbs	

Review of Business Rates Pooling Arrangements (Ref 554)	To inform members of the outcome of the first year's Pooling Arrangements				Richard Barr Cllr Mobbs	
August 2014						
September 2014						
October 2014						
Review of Significant Business Risk Register (Ref 570)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	
November 2014						

December 2014						
Review of Significant Business Risk Register (Ref 587)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	


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) 412656**

 Overview and Scrutiny Committee – 11 March 2014		Agenda Item No. 9
Title	Review of the Work Programme	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Civic and Committee 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	11 February 2014	
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

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).		
Officer Approval	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 their work programme for 2014, appendix 1.

2. **RECOMMENDATIONS**

- 2.1 The report be noted; and
2.2 Any amendments suggested at the meeting, be made accordingly.

3. **REASONS FOR THE RECOMMENDATION**

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

4. **ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There are no alternative options.

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 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.
- 7.2 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.
- 7.3 Volunteering Policy Update

During 2012 the Volunteering Task & Finish group produced a Volunteering Policy for the Council to leave in volunteers to help deliver its services and enhance the work it undertakes.

This policy was approved by the Executive in December 2012.

It was agreed by the Executive that the Volunteering Policy will be reviewed in 12 months, by three members of the Overview & Scrutiny Committee in liaison with WCAVA, to assess the impact it has made. This is in line with the review process set out within the Policy.

No review has been undertaken on the impact of the Policy and in summary little difference has been made by the introduction of the Policy at this time.

The reason for this is that no corporate ownership/responsibility was attached to the Policy. Therefore it has not been taken forward or championed. This issue has now been considered by the Deputy Chief Executive, Andrew Jones and the following has been agreed.

The Senior Management Team will take collective ownership for reviewing the document and cascading it to their teams. When they have concerns about this they will engage members of the Scrutiny Committee and WCAVA for advice.

The Policy has not been made available online however this will be included on the Council's website following its upgrade on 7 March 2014.

At this stage my view would be there would little value in reviewing the Policy and it should be allowed to remain as at present for a further 12 months.

On a positive note I can confirm that following the introduction of this Policy the Royal Spa Centre have used this to bring in two volunteers who help out as stewards occasionally to supplement the service delivered. In addition the Spa Centre is starting an ambassadorial scheme for the Spa Centre details of which are included within their Spring/Summer what's on guide.

Graham Leach
Democratic Services Manager and Deputy Monitoring Officer

OVERVIEW AND SCRUTINY COMMITTEE
Work Programme 2014

11 March 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Children's Champion – progress report and meetings	November 2013	Verbal update	Bill Hunt			
Review of the Volunteering Policy	November 2012 and October 2013	See item 7.3 of this report	Graham Leach			
Health Scrutiny Working Party	O & S 6 August 2013	Verbal Report	Councillor Mrs Falp		April 2014	
Task & Finish Group – Staff Volunteering		Verbal Report by Councillor Illingworth or Councillor Mrs Bromley	Councillor Illingworth	Councillors Mrs Bromley, Gifford, Guest & Illingworth	April 2014	
Task & Finish Group SEVs – Progress report	Full Council October 2012	Verbal Report by Councillor Brookes	Councillor Rhead	Councillors Brookes, Davies, Mrs Knight, Pittarello, Rhead, weed & Wreford-Bush	April 2014	

15 April 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Development Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report			Every April & October	
Portfolio Holder Update Environment & Community Protection – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report			Every April & October	
Outside Appointments Representation – Draft Proposals to Annual Council	Group Leaders Meeting 20 January 2014	Report as an appendix to the Work Programme	Graham Leach	N/A	November 2014	15 April 2014
HARP	O & S 6 August 2013	Report	Amy Carnall			

7 May 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Discretionary Housing Payments update following 12 months of operation	O & S 10 December 2013	Written report	Andrea Wyatt			
Annual review of the work programme	Standard annual item.	Written report	Lesley Dury / Councillor Mrs Blacklock		May 2015	May 2014
To set the O & S Work Programme for the coming year	Councillor Mrs Blacklock	Discussion			May 2015	May 2014
Review the Portfolio Holder Update process	Councillor Mrs Blacklock	Discussion				May 2014

10 June 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Housing & Property Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report			Every June & November	
Portfolio Holder Update Community and Corporate Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report			Every June & November	

1 July 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Cultural Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report			Every June & November	

September 2014

Portfolio Holder Update Neighbourhood Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report			Every September & March	
Portfolio Holder Update Finance – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report			Every September & March	
Review of effectiveness of measures taken by the Police re anti-social behaviour at St Nicholas Park and Myton Fields	O & S February 2014		Councillor Mrs Blacklock			

October 2014

<p>Portfolio Holder Update Cultural Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.</p>	<p>O & S October 2013</p>	<p>Report</p>			<p>Every October & April</p>	
<p>Portfolio Holder Update Development Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.</p>	<p>O & S October 2013</p>	<p>Report</p>			<p>Every October & April</p>	
<p>Portfolio Holder Update Environment & Community Protection – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.</p>	<p>O & S October 2013</p>	<p>Report</p>			<p>Every October & April</p>	

November 2014

<p>Portfolio Holder Update Community and Corporate Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.</p>	<p>O & S October 2013</p>	<p>Report</p>			<p>Every November & June</p>	
<p>Portfolio Holder Update Housing & Property Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.</p>	<p>O & S October 2013</p>	<p>Report</p>			<p>Every November & June</p>	

Outside appointments Report – Annual statement of the work undertaken by the Body (Request to be sent by Committee Services Officer by 1 October, reminder by 15 October, deadline of 10.00 am on 23 October)	O & S September 2013	Written report	Lesley Dury		Every November	No end date as this is an annual report
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December 2014

Future Items:

TBA:

- Portfolio Holder for Cultural Services to discuss the future of the cinema at the Spa Centre
- Social Value in Procurement – November 2013
- HARP – when it appears on the Executive Agenda (anticipated April or May 2014)

The Portfolio statements as set out in the Executive agenda 11 December 2013 be considered to evaluate how these can be scrutinised.	O & S December 2010	Discussion				
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