

Overview and Scrutiny Committee

Tuesday 2 December 2014

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 2 December 2014 at 6.00pm.

Membership:

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

Emergency Procedure

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

Agenda

1. **Substitutes**

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

*2. **Declarations of Interest**

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

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

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

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

***3. Finance Portfolio Holder Update**

Question and Answer session arising from a report from the Portfolio Holder for Finance giving an update on his service area.

You are requested to refer to the "Six Month Review of the Finance Service Area Plan" report (Item 11) from the copy of the Executive agenda, dated 3 December 2015

(Circulated separately)

***4. Health & Community Protection Portfolio Holder Update**

Question and Answer session arising from a report from the Portfolio Holder for Health & Community Protection giving an update on his service area.

(Item 4/Page 1)

***5. Minutes**

To confirm the minutes of the meeting held on 4 November 2014.

(Item 5/Page 1)

***6. Comments from the Executive**

To consider a report from Democratic Services.

(Item 6/Page 1)

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

To consider a report from Democratic Services.

(Item 7/Page 1)

- Work Programme
- Forward Plan
- Warwickshire Safeguarding Children Board Update

***8. Health Scrutiny Sub-Committee Minutes & Update**

To note the minutes of the meetings 7 October 2014 and 10 November 2014 and to receive a verbal update from the Chairman of the Health Scrutiny Sub-Committee.

(Item 8/Page 1)

***9. Executive Agenda (Non Confidential Items and Reports) – Wednesday 3 December 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)

***13. 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.

***14. Executive Agenda (Confidential Items and Reports) – Wednesday 3 December 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).

Published on 24 November 2014

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

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

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

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

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

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

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

HEALTH & COMMUNITY PROTECTION

Portfolio Holder Statement Half-Year Update for 2014/15

1. What have the measures in the Portfolio Holder Statement told you about how things are going in the service during 2014/15?

1.1 As indicated in last years' statement, measures were revised following the Service Area restructure. Whilst some measures remained the same, others were changed and will not be directly comparable with previous years' data.

1.2 Overall the service is performing well and last years' restructure has proved successful in delivering outcomes as well as meeting performance targets.

1.3 It should be noted that on 18th October 2014 Employment Committee agreed a further change to the structure of the department. The impact of this is that the Community Partnership Team joins the service and the Bereavement Services section transfer to Neighbourhood Services, as from the Committee date.

1.4 The new service structures have enabled improved cross function working in areas such as licensing, safer communities and noise nuisance/anti-social behaviour.

They have also enabled good progress to be made on the main strategic priorities for which the service is responsible for; Health & Wellbeing, Safer Communities and Sustainability.

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

2.1 The level of compliance with food safety standards remains high, with the percentage of food businesses which are 'broadly compliant' remaining above 90%. The percentage of food businesses with a '5' score for Food Hygiene has remained above 67% for each month, which is an improvement on last year.

2.2 We have carried out the first of a new programme of taxi inspections. This was a very successful joint venture with the Police, vehicle inspectors etc. The results, with 60% compliance, give us a good baseline for future assessment.

2.3 The level of violent crime is falling overall although it should be noted that the way in which it is recorded this year has changed.

2.4 The percentage of licensed premises which are compliant with their conditions has increased through the year.

2.5 Our performance for response and completion times to service requests has been slightly down on previous years. This was anticipated as a result of the restructure.

- 2.6 The number of exceedances of air quality standards emphasises that air quality remains a high profile issue within the district.

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

- 3.1 A programme of service improvement through use of new 'mobile' technology has been planned.
- 3.2 Improved systems are being introduced within the Licensing Section e.g. scanning of file records to enable more flexible working.
- 3.3 The new arrangements for premises and taxi inspection proved successful and these will be continued with.
- 3.4 We have been working with WCC Transport Planners, Public Health and our own Planning Policy on the Warwick & Leamington Area Transport Strategy to address air quality issues. The Council adopted new air quality planning guidance in April and we are currently awaiting the outcome of grant applications to DEFRA to take forward further projects.

4. What has been the impact of what you have done to date?

- 4.1 New systems for checking compliance with licensed premises conditions are beginning to deliver good results. This is to the benefit of customers and helps to drive up standards across the licensing sector.
- 4.2 A good relationship has developed with Public Health at Wark CC towards health improvement. Roll out of the health & wellbeing for staff.
- 4.3 Joint working of our new team, the Police and Housing Tenancy Officers has proved effective in dealing with anti-social behaviour and alcohol misuse.
- 4.4 Good progress has been made with regard to the sustainability agenda. We have been successful with a match-funded grant from the Dept for Energy & Climate Change to investigate the potential in the area for district heating networks.

5. What else do you plan to do as a result of learning from these measures?

- 5.1 The ability to report trend data has been limited by the availability of staff resource. We have attempted to recruit to a vacant part time role but this has been unsuccessful to date. The post is being advertised again. Part of the duties for this job would be the collection and reporting of performance data.

6. 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	Progress	Original milestones	Revised milestones
Develop Climate Change/ Sustainability Strategic Approach	An officer has been in post for 6 months. Good progress is being made on reviewing systems and supporting current work, including planning.	Report in October 2014	A report to SMT is planned for 5 th Nov. A report is on the Forward Plan for Executive for December 2014
FFF Project – Review of energy consumption at Council buildings	Included within the strategic approach to sustainability	Oct 2014	Report to December Exec 2014
Investigate feasibility of 'Purple Flag' scheme for Leamington, including undertaking a Peer review of our community safety services	In hand	Report in March 2015	
Improvement of Oakley Wood Crematorium continuation of works	<p>Works to improve the Lodge have been completed and the new offices are in use.</p> <p>Signing contracts for North Chapel and car park expected by the end of October 2014.</p> <p>Changes to car park layout caused some delay and need to seek further funding</p>	<p>Commence construction of car park and improvements to offices by March 2013.</p> <p>Completion of North Chapel extension and South Chapel waiting room by March 2015</p>	<p>Commencement of next phase of works expected in November 2014.</p> <p>Completion mid 2015</p> <p>NB. This project transfers to Neighbourhood Services from November 2014</p>
Completion of flood alleviation scheme at Cubbington	Project on target for completion within budget.	<p>Planning Permission July 12</p> <p>On Site August 2013</p> <p>Finish July 2014</p>	<p>Major site works completed during the summer</p> <p>Completion of</p>

			land easements and compensation for loss of crops by end of financial year.
Work with Environment Agency to assess further flood alleviation schemes	With Environment Agency St John's, Warwick has been identified as a potential scheme. Assessment work in progress.	Report on assessment by June 2014.	Completion of assessment work by Mar 2015. Further deadlines yet to be agreed with EA
Implementation of service improvements following service re-design – changes to 'out of hours'	Completed		

7. Does your Service Area Plan/Portfolio Holder Statement need to be amended? If so, please describe the changes.

Yes. The plan will need to be updated to take account of the changed responsibilities, i.e. with Bereavement Service moving out and Community Partnership team moving in.

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 4 November 2014 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Mrs Blacklock, Boad, Mrs Bromley, Brookes, Ms Dean, Ms De-Lara-Bond, Gill, Mrs Grainger, Guest, Mrs Higgins, Illingworth, Kinson OBE, Weber and Wreford-Bush.

Also Present: Councillors Mrs Gallagher, Hammon and Mobbs.

The Chairman asked Councillor Boad to convey the Committee's good wishes to Councillor Copping.

55. **Substitutes**

Councillor Ms De-Lara-Bond substituted for Councillor Copping, and Councillor Weber substituted for Councillor Edwards.

56. **Declarations of Interest**

There were no declarations of interest.

57. **Development Services Portfolio Holder Update**

The Committee considered a report from the Portfolio Holder for Development Services, Councillor Hammon, giving an update on his portfolio, followed by a Question and Answer Session. Councillor Hammon informed the Committee that:

- the Council was not competitive in respect of land charges when compared to the Private Sector, but the Council had reduced its fees and streamlined the process;
- the Council would be responding to enforcement issues and complaints quicker. The Planning Department had experienced some staffing shortages due to illness but when this had been resolved, the Department would be able to speed up response times;
- non-operational buildings within the Council's property portfolio would remain the responsibility of Economic Development. Plans to move the responsibility to the Housing Department were no longer moving forward. The Council was making efforts to repair these buildings and let them out, but it was not easy to lease older buildings;
- Warwick Town Centre Action Plan would be in the Local Plan; work on Leamington Spa's would commence in early 2015;
- the Government set statutory time periods for determining planning applications, which if not met could result in a Planning Authority being put into "special measures"; this Council was well out of the danger zone for this;
- in respect of HS2, it was important that the Council achieved mitigating measures if the scheme went ahead; and

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- the Planning Department was working with parishes in respect of Neighbourhood Plans. There was an ambitious timetable for the Local Plan, into which Neighbourhood Plans fell.

The Committee thanked Councillor Hammon and the Head of Development Services for the information they had provided.

(Councillor Hammon left the meeting after he had finished answering questions. Councillor Mobbs arrived at the end of this item.)

58. Cultural Services Portfolio Holder Update

The Committee considered a report from the Portfolio Holder for Cultural Services, Councillor Mrs Gallagher, giving an update on her portfolio, followed by a Question and Answer Session. Councillor Mrs Gallagher informed the Committee that:

- the Bowls England event during the summer had been very successful and a report would be forthcoming. Parking arrangements for the event had proven very successful and there had been no problems in respect of parking arrangements. She had visited the event every day;
- she would look into the possibility for the Events Team to help street marshalls;
- there was an increase in the hirings at the Spa Centre over previous years, with a reported decrease in the Council's subsidy of £12,000 within the first six months;
- Whilst the Bowls England event was on-going, the park had been available to the public for normal park use;
- she would be willing to arrange for new councillors to view the Art Gallery; and
- flags flying along Parade during the Bowls event had been organised last minute at her insistence when she became Portfolio Holder. She accepted that they might have been bigger, but she had obtained them at the last minute.

59. Sports & Leisure Options

The Head of Cultural Services and the Sports and Leisure Manager gave Councillors a briefing on work being done by Cultural Services to inform them on what work had been done to-date and what was still left to do to ensure the right sort of mix of facilities. This was ahead of a report due to be presented to the Executive the following day.

60. Executive Agenda (Non-confidential items and reports) – Wednesday 5 November 2014

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 5 November 2014.

Item 4 – Sports & Leisure Options

The Committee noted the recommendations in the report and formally recommended that they were accepted by the Executive.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

(Councillors Mrs Gallagher and Mobbs left the meeting at the end of discussions on this item.)

61. Updated CCTV Figures

The Committee considered a report from the Safer Communities Manager which gave updated figures on customer satisfaction, income, expenditure and performance following a report on the effectiveness and value of the CCTV service. Councillor Illingworth, who had participated in the original Task & Finish Group project to implement CCTV within the District, had helped the Safer Communities Manager update all of the charts.

Councillor Illingworth stated that it had been felt necessary to provide the updated statistics to see if further work was required to scrutinise CCTV effectiveness. The updated figures had shown that a further review was unnecessary.

Resolved that the report be noted.

62. Minutes

The minutes of the meeting held on 30 September 2014 were taken as read and signed by the Chairman as a correct record.

63. Comments from the Executive

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

Resolved that the report be noted.

64. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2014/15 and the latest published version of the Forward Plan.

The Committee asked the Committee Services Officer to raise its concern with the Head of Finance over the length of time before the Social Value in Procurement report would be delivered. The Deputy Chief Executive (BH) reported that when this report had been chased previously, the Head of Finance had indicated that the work on the Code of Procurement Practice that the Department had been asked to deliver had to take priority.

The Committee was asked to consider whether it required reports on any of the Partnerships listed on pages 5 & 6 of the report and it was

Resolved that:

- (1) the report be noted; and

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- (2) the Chairman, Councillor Mrs Falp, will ask the Interim Head of Human Resources to provide a presentation on the Learning Academy.

65. Annual Feedback on Outside Appointments

The Committee considered a report from Civic and Committee Services that gave an annual statement of work undertaken by Outside Bodies.

The Committee thanked all Councillors who had submitted a report.

RESOLVED that

- (1) the report be circulated to all the District Councillors; and
- (2) the report be noted.

66. Executive Agenda (Non-confidential items and reports) – Wednesday 5 November 2014

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 5 November 2014.

Item 6 – Bishop’s Tachbrook Community Centre

The Committee agreed a consensus on recommendation 2.3 in the report, but did not agree a consensus on this particular case.


Item 11 – Code of Conduct Consultation

The Committee noted the report.

Item 13 – Local Plan Consultations

The Committee noted the recommendations in the report and that the Chief Executive had used his delegated authority to move things forward.

(The meeting finished at 8.45 pm)

 Overview and Scrutiny Committee – 2 December 2014		Agenda Item No. <div style="float: right; font-size: 2em;">6</div>
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	4 November 2014	
Background Papers	Executive Minutes – 5 November 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 November.

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 – 5 November 2014**


Items no.	4	Title	Sports & Leisure Options	Requested by	Lib Dem Group / Independent Group / Labour Group
Reason considered	<p>Lib Dem Group – Because of the importance of this service to the residents of the District.</p> <p>Independent Group – To talk about the principle of going forward with the options.</p> <p>Labour Group – In view of the importance of sports and leisure facilities to health and wellbeing in the District and the strategic nature of the work proposed.</p>				
Scrutiny Comment	The Committee noted the recommendations in the report and formally recommended that the Executive accept them.				
Executive Response	<p>The Portfolio Holder for Cultural Services, Councillor Mrs Gallagher thanked the report authors and all officers involved in the compilation of the report. She was pleased that Members had clearly read all the papers prior to scrutiny and felt this was largely down to the effective communication by officers. In addition, Councillor Mrs Gallagher was disappointed that the local press had not reported the Council's press statement accurately, which had caused upset amongst residents. However, she hoped that this report would clarify the position and she proposed the recommendations as laid out.</p>				

Item no.	6	Title	Bishop's Tachbrook Community Centre	Requested by	Independent Group
Reason considered	Due to it setting a precedent.				
Scrutiny Comment	The Committee agreed a consensus on recommendation 2.3, but did not agree a consensus on this particular issue.				
Executive Response	<p>The Executive agreed the recommendations in the report subject to a change to recommendation 2.2.6, which was amended to read: "The funding is approved only when a full <u>robust and viable</u> Business Plan for the centre is received..."</p>				

Item no.	11	Title	Code of Conduct Consultation	Requested by	Independent Group
Reason considered	Questions on the report.				
Scrutiny Comment	The Committee noted the report.				
Executive Response	The Executive was disappointed that the Scrutiny Committees had not taken the opportunity to submit comments and embrace debate on this				

	<p>matter. However, it was agreed that all Councillors would be contacted and encouraged to submit their comments to Committee Services by close of play on 18 November 2014. These comments would then be taken into account at the Working Party meeting on 19 November, along with all other comments received.</p>
--	--

Item no.	13	Title	Local Plan Consultations	Requested by	Independent Group
Reason considered	Because of its importance to the District.				
Scrutiny Comment	The Committee noted the recommendations in the report and that the Chief Executive had used his delegated authority to move things forward.				
Executive Response	The Executive agreed the recommendations in the report.				

 Overview and Scrutiny Committee – 2 December 2014		Agenda Item No. <div style="font-size: 2em; float: right;">7</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	4 November 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
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 2014/2015 (Appendix 1) and of the current Forward Plan – December to April 2015 (Appendix 2).

2. **Recommendations**

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

3. **Reasons for the Recommendations**

- 3.1 The work programme needed to be updated at each meeting to reflect the work load of the Committee.
- 3.2 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of executive decisions and to feed into policy development.
- 3.2 If the Committee has an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committee's remit to feed into the process.
- 3.3 The Forward Plan is actually the future work programme for the Executive. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.

4. **Policy Framework**

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

5. **Budgetary Framework**

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

6. **Risks**

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

7. **Alternative Options Considered**

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

8. **Background**

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

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

- 8.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.

- 8.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.

- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.

- 8.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.

- 8.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.

- 8.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.
- 8.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.
- 8.10 Request by O & S for a presentation on the Learning Academy

At the last meeting of O & S (4 November 2014), when asked which Partnerships it would like to scrutinise further, the Committee resolved that the Interim Manager of Human Resources be approached to give a presentation to the Committee at its December 2014 meeting on the Learning Academy – see minute 64, 4 November 2014.

It transpires that the Learning Academy no longer exists.

**Overview and Scrutiny Committee
Work Programme 2014**

2 December 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder updates		Written report with agenda / Q&A at meeting	Councillors Cross and Coker			
Warwickshire Safeguarding Children Board	Children's Champions	Verbal Update	Bill Hunt			
Learning Academy Presentation - update	O & S 4 November 2014 – Minute 64	See item 8.10 of this report.				

13 January 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder updates		Written report with agenda / Q&A at meeting	Councillors Shilton and Vincett			
LEP Update	O & S 11 March 2014	Verbal update	Councillor Mobbs		Every three months	
Tenant Involvement Strategy			Andrew Thompson			
Warwickshire Safeguarding Children Board	Children's Champions	Written Report	Bill Hunt			

10 February 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder updates		Written report with agenda / Q&A at meeting	Councillor Mobbs			
Housing Allocations Policy		Written report	Andrew Thompson			

10 March 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Volunteering Policy – Is a review required?	11 March 2014	To be decided	None			
Decide whether a T & F Group is required for Staff Volunteering	11 March 2014	To be decided	None			
Way forward for Health Scrutiny		Report	Councillor Wreford-Bush			
Social Value in Procurement	November 2013	Report	Mike Snow			
Childrens Champions – End of Year Report		Written report	Bill Hunt Councillors Falp and Gallagher			

8 April 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date

Future Items:

Racing Club – Warwick, St Mary's Lands – Scope Document "Lessons Learned"	O & S 10 June 2014	Written report	Councillors Kinson & Mrs Bromley			
--	-----------------------	----------------	---	--	--	--

Post May 2015:

O & S End of Term Report

To set the O & S Work Programme for 2015/2016

Review of Taxi Token Scheme – See Health Scrutiny Minutes October 2014 and November 2014	Health Scrutiny Sub-Committee October and November 2014	TBA	TBA			
Outside appointments Report – Annual statement of the work undertaken by the Body (Request to be sent by CSO 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



FORWARD PLAN

Forward Plan December 2014 to April 2015

COUNCILLOR ANDREW MOBBS

LEADER OF THE EXECUTIVE

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

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

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

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 353362. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

Section 1 – The Forward Plan December 2014 to April 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
December 2014						
General Fund Budgets 2015 - 2016 (Ref 586)	To consider the following year revenue budgets for the general fund		Executive 3 December 2014	24 November 2014	Marcus Miskinis Cllr Mobbs	
Housing Revenue Account Budgets 2015-2016 (Ref 590)	To consider the following year revenue budgets for the Housing Revenue Account		Executive 3 December 2014	24 November 2014	Mark Smith Cllr Mobbs	
Climate Change/ Sustainability (Ref 617)	To seek agreement for the strategic approach to climate/sustainability		Executive 3 December 2014	24 November 2014	Susan Smith Cllr Coker	
Member Code of Conduct Review (Ref 593/a)	To consider revisions to the Council's Member Code of Conduct and associated papers		Executive 3 December 2014	24 November 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 (Moved from July 2014 Reason 3)		Executive 3 December 2014	22 August 2014	Graham Leach Cllr Mobbs	
Options for Payroll Service (Ref 645)			Executive 3 December 2014	24 November 2014	Chris Burrows Cllr Cross	
W2 Revised Agreement (Ref 646)			Executive 3 December 2014	24 November 2014	Andrew Thompson Cllr Vincett	
Riverside House Relocation Project Update (Ref 647)	To update members on a potential short list of relocation site options		Executive 3 December 2014	24 November 2014	Duncan Elliott/Bill Hunt Cllrs. Mobbs and Hammon	
Options for the future use of the Royal Pump Rooms and surrounding area (Ref 648)	To feedback on the outcome of the soft market testing of options for the Royal Pump Rooms		Executive 3 December 2014	24 November 2014	Duncan Elliott/Bill Hunt Cllr Hammon	
Review of Affordable Rent policy (Ref 650)			Executive 3 December 2014	24 November 2014	Ken Bruno Cllr Vincett	Housing Strategy 2014-17

Service Area Plan/FFF 6 Monthly Update (Ref 640)	A review of progress made over the last 6 months on the FFF programme of work Moved from November – Reason 3 - Waiting for further information from another body		Executive 5 November 2014 3 December 2014	24 November 2014	Andrew Jones Cllr Mobbs	
---	---	--	---	---------------------	-------------------------------	--

Compliance with revised Waste Framework Directive 2008 (Ref 651)			Executive 3 December 2014	24 November 2014	Graham Folkes- Skinner. Cllr Shilton	
Pre Application charging regime (Ref 635)	Moved from October – as agreed by CMT (Bill Hunt)		Executive 1 October 2014 Executive 3 December 2014	24 November 2014	Gary Fisher Cllr Hammon	
January 2015						
Bowls (Ref 652)	National Championships Review		Executive – 14 th Jan 2015	5 January 2015	Rose Winship Cllr Gallagher	Park users Residents FoVP Bowls club VP Tennis Café owners
Report on changes to HARP & scheme of Delegation. (Ref 629)	To consider the revised remit of Housing appeal review Panels and amended procedure (Moved Reason 6 Seeking further clarification on implications of report)		Executive 1 October 2014 Executive – 14th Jan 2015	5 January 2015	Amy Carnall Jacky Oughton Cllr Vincett	
Disposal of WDC owned land at Station Approach in Leamington (Ref 636)	To seek support for the principle of the council disposing of this land 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		Executive 3 December 2014 Executive – 14th Jan 2015	5 January 2015	Bill Hunt Philip Clarke Cllr Hammond	

	holding that information (Moved from December 2015 - Reason 4)					
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 – 14th Jan 2015	5 January 2015	Bill Hunt Cllr Hammon	
Asset Management Plan (Ref 642)	To report on the activities planned for the current financial year to deliver the asset strategy. (Moved Reason 6 Seeking further clarification on implications of report)		5 November 2014 Executive – 14th Jan 2015	5 January 2015	Bill Hunt Cllr Hammon	
February 2015						
5 year Action plan for Warwick's Town Centre Management Group (Ref 653)	To consider a 5 year action plan for Warwick Town		Executive – 11 th Feb 2015	2 February 2015	Nicki Curwood Cllr Hammon	Warwick businesses Town Council Town Centre Management Group
March 2015						

--	--	--	--	--	--	--

April 2015						
Housing Allocations Policy (Ref 607)	To approve a new housing allocations policy (Reason 1 Portfolio Holder has deferred the consideration of the report)		Executive 5 November 2014 Executive 9 April 2014	27 October 2014 27 March 2015	Ken Bruno Cllr Vincett	Housing Strategy 2014 - 2017

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

May 2015

June 2015

July 2015

August 2015

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
Corporate Debt Policy (Ref 516)	To approve the Corporate Debt Policy	TBC	Jon Dawson 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 (Moved from March 2014 Reason 3)	Executive 12 March 2014 TBC	Rob Chapleo Cllr Coker			
Code of Procurement Practice (Ref 611)	To seek approval of the updated Procurement Code of Practice	TBC	Susan Simmonds Cllr Mobbs			
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	TBC	Chris Elliott Cllr Caborn		Kenilworth Town Council Warwickshire C/ Council Report to Executive generally on	

	(Moved from June 2013 Reason 3) (Moved from August 2013 reason 3)				Neighbourhood Plans in July 2012	
Tenant Involvement Strategy (Ref 615)	To approve the Housing & Property Services Tenant Involvement Strategy	TBC	Abigail Hay Cllr Vincett			
Sustainability Report (Ref 551)	To seek agreement for the strategic approach to climate change/sustainability	TBC	Richard Hall Cllr Coker			
Housing Buy To Flip Policy (Ref 608)	To approve a "Buy To Flip" policy for housing	TBC	Abigail Hay Cllr Vincett	Reason 5 Seeking further clarification on implications of report	Housing Strategy 2014 - 2017	

Section 3 - Items which are anticipated to be considered by the Executive but are NOT key decisions

December 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
Review of Significant Business Risk Register (Ref 587)	To inform members of the significant risks to the Council		Executive 3 December 2014	24 November 2014	Richard Barr Cllr Mobbs	
Future use of HRA Garage Site (Ref 654)	To agree on the potential usage of garage site. 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 3 December 2014	24 November 2014	Andy Thompson Cllr Vincett	
January 2015						
February 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:

2. Portfolio Holder has deferred the consideration of the report
3. Waiting for further information from a Government Agency
4. Waiting for further information from another body
5. New information received requires revision to report
6. 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

Health Scrutiny Sub-Committee

Minutes of the meeting held on Tuesday 7 October 2014 at the Town Hall, Royal Leamington Spa at 4.00 pm.

Present: Councillor Wreford-Bush (Chairman); Councillors Copping, Mrs Falp, Gill, and Mrs Higgins.

Also present: Councillor Mrs Knight (Co-opted, non-voting Member).

An apology for absence was received from Councillor Kinson OBE.

12. **Substitutes**

Councillor Mrs Higgins substituted for Councillor Illingworth.

13. **Declarations of Interest**

There were no declarations of interest.

14. **Warwickshire Community Transport**

The Chairman welcomed Mr Kim Slater, the Chief Executive at Warwickshire Rural Community Council (WRCC) and Mr Gareth Jones, the Project Manager for Health Transport Service at WRCC to the meeting. Mr Slater and Mr Jones gave a presentation on the current position regarding the funding and service provided by the Warwickshire Community Transport Volunteer Service. This service provided transport for mostly the elderly who struggle to get to medical appointments, mainly to hospital and the administration was handled by the WRCC. The actual transport was provided by volunteer drivers using their own cars.

The WRCC had taken over management of the service in 2010 and had since implemented a number of improvements to the service, which included an increase in the number of volunteer drivers, an increase in opening hours and a reduction in the lead time required between making a request for transport to actually receiving the transport. The service was now available five days a week and the lead time had been reduced from five to two days. Additionally, the eligibility to use the service of being 65 years of age, or over, had been removed, and anyone in genuine need, could take advantage of the service.

The average age of the clients using the service was 80, and most of these were female. The WRCC had promoted the service by advertising in supermarkets and forging close links with GP surgeries.

Whilst the service provided had improved, over the same period, it had seen a drop in funding caused by the changes to the way the country's health system had changed and the cessation of the PCTs, which had provided a substantial amount of the funding. Consequently all voluntary transport schemes had approached Healthwatch and other bodies to find alternative funding. Healthwatch had commissioned ABIC Limited to carry out a review and options appraisal, which made four recommendations and identified five different models of working. Mr Slater maintained that there

Health Scrutiny Sub-Committee Minutes (Continued)

were a number of holes in the argument that the five separate voluntary transport schemes should merge.

The passenger only paid 45 pence per mile, which on average saved each client £18.99 per return journey when compared to using a taxi service or other means of transport. The WRCC had introduced an administration fee charge to each client but this still left a significant shortfall in funding. This shortfall would not be sustainable. The service had no choice but to look for other means of funding and in this respect, Mr Slater asked the Council to review the WDC travel token scheme and divert some of this income to the voluntary transport service.

Following the presentation, Members sought clarity on various issues and it emerged that:

- the voluntary transport service provided 42,000 county wide journeys, of which it was estimated that 4,600 were provided to residents within the District;
- whilst there were some transport services provided locally by hospitals, these were very small schemes and attempts by the WRCC to liaise with these providers had proven fairly unsuccessful;
- parking costs at hospitals in Coventry were paid by the clients;
- the voluntary transport service had no objection to serving younger customers, but these might be charged a slightly higher fee;
- within the District, there were 30 volunteer drivers and six administration staff;
- funding was currently received via two main sources, £5,000 from Warwickshire County Council, and £5,300 from Public Health. The cessation of PCTs meant a loss in income of £10,000. The CCGs focused mainly on the West Midlands Ambulance Service and the Voluntary Transport Service was viewed purely as "nice to have" consequently funding had not been provided by the CCGs. Whilst various Town Councils had been approached for funding, these were viewed as "one-offs" rather than a source of on-going finance. Mr Slater appealed for help finding the right people to contact and to break down barriers. One Councillor suggested that the service should increase its fee scales but Mr Slater reiterated that the main client base was people aged 80 plus.

The Chairman thanked Mr Slater and Mr Jones for the presentation and answering Councillors' questions.

15. Minutes

The minutes of the meeting held on 9 September 2014 were taken as read and signed by the Chairman as a correct record subject to changing "South Warwickshire Care Commissioning Group" in the second paragraph of point 11 to "South Warwickshire Clinical Commissioning Group".

16. Air Quality in the District

The Head of Health and Community Protection and the Environmental Sustainability Manager gave a presentation on the latest report on air quality in the District. From the charts presented, it was clear that there were hotspots where air quality was not as good as in the rest of the

Health Scrutiny Sub-Committee Minutes (Continued)

District, for instance nitrogen dioxide (NO₂) levels had increased around the Northgate area in Warwick, due to traffic emissions. Although buses on the Parade caused noticeable fumes for pedestrians, pollution monitoring did not indicate that the area exceeded pollution limits. This particular issue was being considered with a view to force drivers to turn off the bus engine when waiting for any length of time.

Members requested that an annual report on air quality be brought to Scrutiny every October, with a six-monthly update on any work being done to improve air quality. The findings from a transport survey in Warwick and Royal Leamington Spa should also be brought to Scrutiny when they became available.

17. Work Programme

The Committee considered a report from Democratic Services on the Sub-Committee's work programme.

Warwickshire Voluntary Transport

The Committee Services Officer was asked to find out whether the Overview & Scrutiny Committee or the Finance & Audit Scrutiny Committee should look into the taxi token scheme to see if some money raised through this could be diverted to the Warwickshire Voluntary Transport Service.

Warwick District Council Health Strategy Update

The Health and Wellbeing Lead informed the Members that:

- the revised smoke free policy had been drafted;
- on 11 September, he had met with the Health & Wellbeing Officer, Warwick Hospital, to discuss joint projects, including "measured miles" with the benefit of a "Green Spaces" grant from Public Health, Warwickshire;
- a "taxi morning" had been held on 17 September at which 15 smoking/obesity etc resource packs had been issued;
- he had presented an update on the Health Strategy to the Senior Management Team on 24 September;
- on 30 September he had discussed the promotion of the Heartbeat Award and the campaign on smoking in vehicles with the Head of Regulatory Services;
- on 1 October he had attended a meeting of Community and Voluntary Action (CAVA) on the future of Warwick District Health and Wellbeing Partnership (HIWEB) and to establish terms of reference. He had also attended a meeting with Social landlords in respect of community development monies;
- on 2 October a discussion had taken place at Leamington Spa Art Gallery & Museum with an emphasis on bringing a health and wellbeing theme to events; and
- on 7 October, the Warwickshire Food for Health Group had discussed developing a specification for bids to the County Social Welfare fund for food projects and they had been asked to look at healthy food promotion.

Health Scrutiny Sub-Committee Minutes (Continued)

Councillor Knight informed Members that she had attended a conference that morning entitled "Will Housing be part of Health and Care Integration" given by Warwickshire's Older People's Forum and she had been impressed by Professor Stoten's presentation and felt it would be relevant to us. Ken Bruno, the Housing Strategy and Development Officer had also been present at the conference. Members agreed that he should be invited to a Health Scrutiny Sub-Committee meeting to speak about the standards the Council insists upon for our own housing stock in respect of health and wellbeing.

The Director of Public Health's presentation to Council on 24 September 2014

Members agreed that Dr Linnane's presentation had been well received.

Following consideration of the Work Programme, it was

Resolved that:

- (1) the report be noted;
- (2) Professor Bryan Stoton, Chairman UK Public Health Register and Chairman of Warwickshire Health & Wellbeing Board, be invited to address Full Council;
- (3) Mr Andrew Matthews from the South Warwickshire Clinical Commissioning Group - Patient & Public Participation Group, be invited to give a talk to the Sub-Committee on the work of the this Group; and
- (4) invite the Housing Strategy and Development Officer to a Health Scrutiny meeting to talk about standards this Council insists upon for its own housing stock in respect of health and wellbeing.

(The meeting finished at 5.47 pm)

Health Scrutiny Sub-Committee

Minutes of the meeting held on Monday 10 November 2014 at the Town Hall, Royal Leamington Spa at 4.00 pm.

Present: Councillor Wreford-Bush (Chairman); Councillors Mrs Falp, Gill, and Illingworth.

Also Present: Councillor MacKay.

Apologies for absence were received from Councillors Copping and Mrs Knight. The Chairman gave his consent that Councillor MacKay be allowed to participate in all discussions at the meeting, but had no voting rights.

18. **Declarations of Interest**

There were no declarations of interest.

19. **Minutes**

The minutes of the meeting held on 7 October 2014 were taken as read and signed by the Chairman as a correct record subject to correcting the spelling of Professor Bryan Stoten's name in minute number 17.

At the meeting on 7 October 2014, the Committee Services Officer had been asked to find out which Scrutiny Committee would be responsible to review the taxi token scheme to see if some of the money raised through this could be diverted to the Warwickshire Voluntary Transport Service. She reported that the review would need to be done by the Overview and Scrutiny Committee, but it had been reported to her that the Leader of the Council had previously requested that such a review be conducted by the new Council after the elections in May 2015. The Sub-Committee requested that this be put on the Overview and Scrutiny Committee's work programme.

20. **Work Programme**

The Committee considered a report from Democratic Services on the Sub-Committee's work programme.

Future of Health Scrutiny at Warwick District Council

The Head of Health & Community Protection reminded Members that when the Health Scrutiny Sub-Committee had been set up, the Overview and Scrutiny Committee had done so on the basis that the future of health scrutiny would be reviewed before the new Council was formed. The Health Scrutiny Sub-Committee had been requested to submit a report to the March 2015 meeting of the Overview and Scrutiny Committee recommending the way forward for health scrutiny at the District Council.

Members were asked to consider whether health scrutiny should be dealt with by a full health scrutiny committee or to continue as a sub-committee or some other system.

Health Scrutiny Sub-Committee Minutes (Continued)

Following debate, the Sub-Committee felt that health issues requiring scrutiny needed to be flagged up to it from more sources and that it would be too soon to make any decision on the future of health scrutiny before the new council was formed. It was agreed that the decision should be postponed until five months into the new Council to let new Councillors achieve a better understanding of scrutiny in general and to ensure any recommendations were done in a timely manner to coincide with the budget process for 2015/2016. It was therefore

Resolved that

- (1) Group leaders be approached by the Chairman of the Health Scrutiny Sub-Committee to have health scrutiny set as an item on the Group Meetings' agendas;
- (2) the Health & Wellbeing Lead ensures more health issues be brought before the Sub-Committee, especially those where grants are involved; and
- (3) the Sub-Committee recommend to Overview and Scrutiny Committee that the report of the future of health scrutiny at the Council be delayed until October 2015.

Warwick District Council Health Strategy Update

The Health and Wellbeing Lead informed the Members that since the last meeting, he had:

- arranged for 48 influenza vaccinations to be provided to staff;
- provided a presentation to the South Warwickshire Clinical Commissioning Group to advise on Warwick District Council's public health work and to propose partnership working;
- provided a refresher for Health Champions on Making Every Contact Count (MECC);
- in partnership with Warwick Hospital, secured Public Health "Green Space" funding for a "measured mile" around Warwick Hospital;
- attended the first meeting of the Public Health "Warm and Well" Steering Group;
- given a "Guru Tutor" session at Warwickshire College;
- received Public Health England training on the evidence required for auditing submissions for the Work Place Charter;
- re-drafted the Warwick District Council Smoking Policy; and
- in co-operation with Human Resources, started planning a two-day health drop-in session for Council staff.

Following consideration of the Work Programme, it was

Resolved that:

- (1) the report be noted;

Health Scrutiny Sub-Committee Minutes (Continued)

- (2) the Planning Policy and Conservation Manager be invited to the next meeting to discuss health issues in respect of the Local Plan; and
- (3) monthly meetings be arranged where possible for the Sub-Committee, up to the election.

(The meeting finished at 4.53 pm)

DRAFT