

**Overview and Scrutiny Committee
Work Programme 2018**

24 July 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Review TBA items on the O&S Work Programme	O&S 30 May 2018	Discussion				
Full update on HMOs – progress on what was agreed at Executive in June 2017	O&S 26 June 2018	Written report followed by Q&A at meeting	Andrew Jones			
Task & Finish Group – Role of Warwick District Council Chairman	O&S Task & Finish Group	Either as part of the Work Programme, or a written report	TBA	Councillors Ashford, Mrs Knight and Margrave	Every meeting until completed	

Actions arising from O&S Committee 26 June 2018

The Task & Finish Group (Role of the Chairman) was informed that it could choose a mixture of past Chairman to consult.

The Deputy Chief Executive (BH) spoke to the Democratic Services Manager about changes to format of the Portfolio Update reports to both Scrutiny Committees to make it clear what part of the report each Committee reviews.

A list of questions that were not answered at the meeting on the Finance Service Area Update report was sent to the Portfolio Holder, Finance and the Head of Finance for a response. The responses are shown below in blue ink.

Councillor Davison's question:

(Appendix A to the report – the Finance Risk Register, page 8, item 5 on fraud)

The main frauds captured under this heading relate to Housing Benefit and Council Tax Reduction. Here we know there will always be an element of fraud, including claimants supplying wrong information or not notifying us of changes in circumstances. It is these frauds that are the main drivers for the scoring in the risk register.

In the last five years:

- How often had the things listed as triggers happened and what had been the scale of loss?
Other than housing benefits/council tax reductions claims, known numbers are minimal.
- What sorts of frauds had occurred?
See comment above re HB/CTR. No known fraud within Finance staff. Occasional frauds by other Council employees have been investigated by the Internal Auditors.
- Were they one-offs or were they recurring issues?
Other than HB/CTR, one-off.
- Had they been plugged?
We always strive to have controls in place to stop fraud happening. Unfortunately, it will always remain a possibility despite whatever controls are in place.

Councillor H Grainger's question:

- The report shows that we would have a surplus at the end of the financial year; where would this go and therefore why don't we "in real terms" have a surplus?

A more detailed response will be emailed to Members.

Councillor Boad's questions:

- Page 17, item 24 where it showed the residual risk rating as the likelihood more than likely, but the impact low. One of the possible consequences was "reputation" because we were dealing with outside bodies and another was "morale" because it went wrong. Might the impact be a bit low, and required more focus, especially with one of the possible consequences being shown as "reputation"?

The scoring here is subjective, especially in trying to rate the possible reputational impact that has not happened. In the long term the impact is not believed to be significant.

(Appendix C, page 24)

- Under the Finance Portfolio, the figures listed for contingency budgets had varied from what was a reasonably low figure, to nothing for 17/18, to an original budget figure for 18/19 of nearly £1m. Why was this and where had these figures come from?

The Contingency Budgets are provided for different purposes. In all cases the budgets are reallocated to the relevant service budget as they are agreed to be used. Hence the Contingency Budgets reduce, whilst nothing is charged directly against these budget

(Appendix C, page 26)

- Under S1417 Procurement, Direct Expenditure, Third Party Payments – That figure had gone way above trend up to just above £20k, which was quite a jump. Was this because the Council had entered into partnership with the County Council for strategic procurement support, so it had to be paid for somewhere?

For 2017/18 the figure includes the cost of the Procurement Review that was undertaken by consultants (£12,300). From 2018/19 the figure includes the additional cost of the new Partnership arrangements with WCC as previously agreed by members.

Councillor Bromley's question:

(Appendix D to the report, page 38)

- What had happened to help deal with the increase in time taken to process benefit/Council tax reduction claims?

Actions here include:-

- New staff becoming productive as they have received more training.
- Use of interim staff.
- Staffing structure of Benefits Team reviewed (reported to Employment Committee January 2018) to enable more resources to process claims
- More use of Customer Service Team (telephony) to deal with initial contacts.

29 August 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Renewal of Recycling Contract 2019/20 – to review the direction of travel (pre-scrutiny work)	26 June 2018	Written report followed by Q&A at meeting	Gary Charlton			
Phase 2 Leisure Development in Kenilworth (Possible call-in of Executive Report scheduled for 30 August 2018 – This had been on the O&S work Programme as a “TBA”)	1 June 2016	Verbal Update	Rose Winship			

25 September 2018

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Xmas Lights (Possible call-in of Executive Report scheduled for 26 September 2018)	O&S 26 June 2018	Scrutinise report to Executive	James Deville / Councillor Butler			
Fuel Poverty	26 June 2018	Written report followed by Q&A				
Events Review Update	O&S 6 February 2018, minute 78	Written report followed by Q&A	James Deville / Dave Barber		February, March or April 2019	4 th quarter of 2018/19
Portfolio Holder Update – Neighbourhood Services						

30 October 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Increased Litter Bin Provision – report back to show how well the scheme has been received and results <i>(This can slip to November if it is necessary for results data to be meaningful)</i>	Exec Report 27 June 2018 / O&S 26 June 2018	Written report followed by Q&A at meeting	Gary Charlton			

27 November 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update – Development & Business						
Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		November 2019	Annually
Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written report followed by Q&A at meeting	Pete Cutts		Late Nov / Early Dec 2019	Annually
Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – Update on how it will run, contract progress	O&S 30 May 2018	Written report followed by Q&A at meeting	David Guilding / Phil Clarke		October 2019 – Update on how it has gone	

8 January 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Local Plan Infrastructure Delivery Plan (O&S voted this to be done as a Joint meeting of F&A & O&S at its meeting 26 June 2018)	30 June 2015 & 26 June 2018	Joint meeting of F&A and O&S Written report followed by Q&A at meeting	David Butler / Phillip Clarke		June 2019 January 2020	Half yearly Update
Portfolio Holder Update – Chief Executives		Written report followed by Q&A at the meeting	Councillor Mobbs		To be on the same evening as F&A 2019	Annually
Vision & strategy for Leamington town centre annual update and progress on Action Plan.	O&S 6 March 2018	Written report followed by Q&A at meeting	Phillip Clarke		January 2020	Annually
Verbal update on the Shared Environmental Enforcement with Rugby Borough Council	4 April 2018	Verbal report	Gary Charlton / Grahame Folkes Skinner			8 January 2019

5 February 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Progress report on the HEART service	O&S 6 February 2018, minute 75	Written report followed by Q&A at meeting	Mark Lingard			5 February 2019

5 March 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update – Cultural Services						

2 April 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones		April 2020	Annually
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		April 2020	Annually
Member Children's Champions: End of Year Report	Standing Annual Item	Written report followed by Q&A at meeting	Andrew Jones		April 2020	Annually

May 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update – Health & Community Protection						
Elect an Overview and Scrutiny Committee Chairman					May 2019	Annually
Health Scrutiny Sub-Committee – Appoint members and substitutes					May 2019	Annually

June 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Review of Council's Sustainability and Climate Change Approach	27 June 2017	Written report followed by Q&A at meeting	Marianne Rolfe / Alice Ellis		June 2020	Annually
Portfolio Holder Update – Finance? – <i>to be confirmed with F&A so that the Finance updates for both Scrutiny Committees are held on the same evening</i>		Written report followed by Q&A at meeting	Councillor Whiting		Annually	Annually

TBA

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Policy on Regulating the Private Rented Sector - Update(Ref 880)	30 August 2017	TBA	Ken Bruno		Awaiting the publication of government guidance	
"Mystery Shopper" – testing customer service at the Council	25 July 2017	TBA	TBA			
Housing & Homelessness Strategy	27 September 2016	Written report followed by Q&A at meeting	Charlotte Lancaster			
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available

Council Development Company (Forward Plan Ref 727)	February 2016	Written report followed by Q&A at meeting	Bill Hunt / Councillor Phillips		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	
Emergency Planning in light of Grenfell Tower and other major incidents (To include: <ul style="list-style-type: none"> • What this Council has done, • Capacity • Staff Learning) 	27 June 2017	Written report followed by Q&A at meeting	Marianne Rolfe		When the results from the Government enquiry into Grenfell Tower are known	
Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Written report followed by Q&A at meeting	Councillor Phillips			