

Overview and Scrutiny Committee

Tuesday 30 October 2018

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 30 October 2018 at 6.00pm.

Membership:

Councillor Mrs Falp (Chairman)	
Councillor Boad	Councillor H Grainger
Councillor Bromley	Councillor Naimo
Councillor Mrs Cain	Councillor Parkins
Councillor D'Arcy	Councillor Mrs Redford
Councillor Davison	Councillor Shilton

Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

Agenda

1. Apologies and Substitutes

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

2. Declarations of Interest

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

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

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

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

3. Minutes

To confirm the minutes of the meeting held on 25 September 2018.

(Pages 1 - 8)

4. **Review of the Work Programme, Forward Plan and Comments from the Executive**
- To consider a report from Democratic Services. **(Pages 1 - 13)**
5. **Current Arrangements for South Warwickshire Community Safety Partnership**
- To consider a report from Health & Community Protection. **(To follow)**
6. **Update on the Task & Finish Group – HMO recommendations in respect of Local Plan Policy H6**
- To consider a report from Development Services. **(To follow)**
7. **Executive Agenda (Non-confidential Items and Reports) – Wednesday 31 October 2018**
- To consider the non-confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting.
- You are requested to bring your copy of that agenda to this meeting.**
(Circulated separately)
8. **Public and Press**
- To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the paragraphs 1,2 & 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.
9. **Executive Agenda (Confidential Items and Reports) – Wednesday 31 October 2018**
- 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)

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

Telephone: 01926 456114

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

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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) 456114 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 456114.

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 25 September 2018 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Boad, D'Arcy, H Grainger, Naimo, Parkins, Mrs Redford, Mrs Stevens and Weed.

Also Present: Councillors Coker and Grainger.

35. **Apologies and Substitutes**

- (a) There were no apologies for absence made.
- (b) Councillor Weed substituted for Councillor Bromley.

36. **Declarations of Interest**

Minutes 38 and 39 – Leisure Development Programme Phase 2 – Kenilworth Facilities

Councillors Mrs Cain and Shilton declared an interest because they were both Kenilworth Town Councillors. Councillor Shilton stated that one of the public speakers might be known to him.

37. **Minutes**

The minutes of the meeting held on 29 August 2018 were taken as read and signed by the Chairman as a correct record.

38. **Leisure Development Programme Phase 2 – Kenilworth Facilities**

The Committee received a verbal update from the Head of Cultural Services and Councillor Coker, Portfolio Holder – Cultural Services, on the second phase of the Leisure Development Programme. A report would be presented to Executive the following evening and Members were referred to this report which was agenda item 4 on the Executive agenda.

Phase 1 of the Leisure Development Programme was very nearly completed. The initial public reaction to the new-look leisure centres at Newbold Comyn and St Nicholas Park had exceeded expectations and the usage/financial performance was also exceeding initial expectations.

It was agreed at the start of the Leisure Development Programme in 2015 that Kenilworth facilities would form a Phase 2 of the Leisure Development Programme, once the Local Plan gave more certainty as to the future development of the town.

The report to the Executive sought approval from for the various options to be presented to stakeholders and members of the public as part of a RIBA stage 1 consultation.

Three members of the "Restore Kenilworth Lido" group addressed the Committee because they wanted a suitable outdoor swimming pool to

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

remain in Kenilworth and wanted to ensure that the consultation process was robust and all-encompassing. They asked that the report that was going to Executive on the following evening for decision should be referred to Council for consideration. These speakers were Ms Cogan, Mr Peacock and Mr Jones.

In response to questions from the Committee, Councillor Coker and the Head of Cultural Services explained that:

- Officers had considered the possibility of extending the indoor pool tank at Abbey Fields so that a six lane pool was feasible, but technical advice revealed that to do so would mean the complete removal of the current tank, with the likelihood that the roof would need complete reconstruction, which might mean the whole roof-line would need to be reconstructed. This could mean demolishing that part of the building and starting over. Therefore officers had discounted this option because of viability.
- Two indoor pools at Abbey Fields would give opportunities for a far more flexible programme of activities in the pool because two types of activities could be held at the same time; one in each pool. This would lead to operational benefits.
- Outdoor swimming pools did not count towards Sport England's planning model on how much pool provision was required because the use of outdoor pools was largely seasonal.
- According to the Sport's England model, the District was about two swimming lanes short, and that was one of the considerations the Council was trying to address. Retention of the outdoor pool did not allow the Council to meet this shortfall, so ways were being sought to provide more water space.
- A full consultation would be presented. Details of this were not currently available and would not be available until the options on the plans were agreed. The consultation would be open and transparent; anyone wishing to participate would be allowed to do so, and a range of ways to consult would be offered.
- Previous surveys would be taken into account but caution would be needed using data from older surveys.
- "Everyone Active" was being consulted for its experience managing lidos.
- The Council would balance all arguments when making its decision so that it would not be based purely on finance.
- There was no opportunity for "wet and dry" facilities at Abbey Fields because of the constraints of the site and the fact that this would make the site financially unviable. The option had therefore been considered for Castle Farm but had been discounted because it was felt that the site could not cope with the additional traffic this would involve.
- The old lido tank confines were still largely in situ with the current outdoor pool falling within these. The proposed new indoor pool would cover a lot of this old tank, so a new outdoor tank would be required.
- The "Mace Team" was working on figures to provide a 25m x 10m outdoor pool. Mace had confirmed that physically it could "just" fit in the pool, but other matters entered into the consideration before reaching a decision such as space for changing rooms. The Council

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

would need this information before it could consider if there could be an option for a 25m x 10m outdoor pool.

- Options were being discussed with the Scouts (& Guides) based at Castle Farm for where they could meet.

. The Deputy Chief Executive and Monitoring Officer was asked to explain why the results of the consultation might not be binding. He informed Members that from a Monitoring Officer's viewpoint, he would look at the approach to the consultation and what the Council was required to do. A consultation should mean that minds were not closed to any option at the start of the process, but then feedback from the consultation would be weighed against the criteria that were set, such as affordability. It was perfectly acceptable to have parameters when going out to consultation because of the work done in advance on what was required. If during the consultation process, proposals were submitted outside of these parameters, the Executive would then consider if these were a reasonable addition for consideration or not. The key words in reaching a decision were "reasonable" and "rational".

In answer to a question from Councillor Parkins about whether decisions were made based on financial viability against profitability, the Monitoring Officer explained that "affordability" was the criteria used. The Executive would look at the resources that it had and having reflected on the results of the consultation, it would ask what it wanted to do given the financial envelope to best serve Kenilworth and the wider community and what was operationally deliverable.

The Chairman thanked the public speakers and asked them to encourage people to respond to the consultation. Councillor Coker reinforced that the Council was keen to listen to what people wanted and wanted the facilities to be a feature like they were at Warwick and Royal Leamington Spa.

39. Executive Agenda (Non-confidential items and reports) – Wednesday 26 September 2018

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 26 September 2018.

Item 4 – Leisure Development Programme Phase Two – Kenilworth Facilities

The Committee supported the recommendations in the report.

(Councillor Coker and the public speakers left the meeting.)

40. Events Review Update

The Committee received a verbal update from the Business Support and Events Officer on the Events Strategy. A report would be presented to Executive the following evening and Members were referred to this report which was agenda item five on the Executive agenda. The report provided an update on the action plan arising from the Events Review that had been agreed by Executive in February 2018. This Committee had scrutinised the Events Review before it went to Executive in February and had asked for a

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

further update. Since a report was going to Executive the following day, it was decided to receive the update and to comment on the report.

The Business Support and Events Officer explained that there were over 100 events held in the District in the year; going forward, it was hoped to increase this number.

In response to questions from Members, the Business Support and Events Officer responded:

- Economic Impact Assessments (EIAs) could only be completed following an event; it was hoped to start these from September 2019.
- Officers would look at ways to reduce the use of plastic at events. Currently only event organisers could do this. The Council was trying to encourage that more waste should be compostable.
- The Council was trying to get event organisers to hold more events in Kenilworth.
- It was more difficult to measure how much of an impact smaller events made. Organisers for smaller events were directed to Space Hive Crowd Funding to pay for these types of events.
- The Council did not necessarily know about events that were not on its land.
- The Council was in a position to fund waste provision.
- Officers would consider the use of standardised EIAs for all events.
- The Council was developing a manual as part of the Events Action Plan. All departments within the Council involved in events would contribute to this manual. Once the manual was ready, its availability would be publicised on the Council's website and all event organisers would be sent a copy.
- A way to simplify offsetting costs for damage and clear-up at events was being investigated. Currently event organisers might be required to pay a deposit.

41. Executive Agenda (Non-confidential items and reports) – Wednesday 26 September 2018

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 26 September 2018.

Item 5 – Events Strategy

The Committee supported the recommendations in the report but made the following comments:

- A standardised EIA, the format of which has been defined by the Council, should be completed for all events.
- Event organisers should be encouraged to ensure the use of recyclable materials for all disposable items, e.g. plastics.
- Parish and Town Councils should be sent a copy of the events manual once it is published.

All events organisers should receive a copy of the events manual.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

42. Christmas Lights Display 2018

The Committee received a verbal update from the Business Support and Events Officer on arrangements for Christmas lights in December.

The Business Support and Events Officer informed the Committee that:

- There would be five light switch-on events – two in Whitnash, one in Royal Leamington Spa, one in Kenilworth and one in Warwick.
- Changes were going to be made to the switch-on in Royal Leamington Spa from previous years; the stage would be moving to outside the Town Hall.
- The lights display for Leamington would be going out to tender in 2019 and whilst the Council would have some input, BID would own the lights and the Council would be responsible for holding the installation contract. BID would be responsible for determining whether the lights would be bought or leased; if leased, then the issue would be who would be responsible for the installation.
- The display of light in Kenilworth in 2017 was felt to be one of the finest it had had, but some of the lights did not work. Work was being done to fix the display outside Jubilee House.
- The issue surrounding when lights got switched on was a manpower problem because the system was operated manually.
- The Council was responsible for installing the Diwali light display. The organisation that bought these lights was unknown.

The Chairman thanked the Business Support and Events Officer.

43. Work Programme, Forward Plan & Comments from Executive

The Committee considered its work programme for 2018 and the Forward Plan and the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in September 2018.

The Chairman read out an update on the work being done by the Task & Finish Group – role of the Chairman. The Group had agreed questions for all Councillors and past Chairmen with the intention to circulate these during the week. A quick response time would be requested with a view to the Group meeting in October to look at the responses.

From the questionnaire, it would be decided which Councillors and Chairmen to interview. The Group would also speak to the Chairman's PA and the Democratic Services Manager & Deputy Monitoring Officer.

Resolved that:

- (1) the Portfolio Holder, Business, should be moved back to February 2019;
- (2) the Portfolio Holder, Health & Community Protection, should be moved forward to April 2019; and
- (3) the Comments from the Executive report (Appendix 2 to the report) is noted.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

(Councillor Grainger arrived at the meeting during this item.)

44. Renewal of Recycling Contract 2019/20

The Committee had requested a report from Neighbourhood Services in anticipation of the renewal of the Council's recycling contract so that it could pre-scrutinise and make suggestions on what would be agreed for the renewal of the contract.

The procurement of the major contracts which included recycling was due to commence formally in May 2019. Over the next 12 months, the Council would need to decide the delivery model, the desired quality of services, alternative service options, budget and engage with a number of stakeholders.

Councillor Grainger - Portfolio Holder, Neighbourhood Services, the Head of Neighbourhood Services and the Contract Services Manager informed the Committee that a briefing paper outlining the timeline and the next stages would be presented to the Executive shortly.

Members noted that the table on page 2 of the report, showing numbers of collections, could be more meaningful if it showed the number of households having collections for the past five years and how much these had increased by year on year; it was noted that the actual tonnage had not noticeably moved despite the increase in collections. The lack of change to tonnage was explained by the fact that the residents were using their waste more efficiently by recycling. Members also felt that information showing the cost per household for recycling would be useful to have.

It was suggested that the Council implemented a specific programme to ensure that residents recycled their waste to ensure that with the turnover of residents in the District, the message continued to be given. Members were informed that campaigns made very little difference to recycling rates, but this would be investigated as part of the service review.

Members requested ways be sought to reduce the number of rejections of "contaminated waste" and suggested that more detail was required on what could and what could not be put in bins. The current system notified people once a year of what could go in the bins, with great emphasis being made to notify landlords and the universities. There was some flexibility in the budget to do this notification twice a year, perhaps in conjunction with the County Council.

Members asked for more commitment to get more kerbside recycling with new homes being provided with bins at the start. Costs would be provided to Members on what the potential costs to have these bins provided, with the contents already printed on them. It was noted that not all builders provided bins. Councillor Shilton raised the point that the Council insisting developers provide all new homes with bins was not allowed in law and the Chairman suggested that he could consider raising a Notice of Motion to Council to request a letter be written to the MP to request a change in the law.

Other suggestions made were:

- education should form part of the next contract;

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- every new home should receive a “home pack”;
- the market for recycling plastics should be considered;
- the Council should consider using larger bins; and
- frequency of collections should be reviewed.

Resolved that a further report will be provided in November.

45. Review of Neighbourhood Services – Service Area Update

The Committee considered a report from Neighbourhood Services which brought together details of the performance of Neighbourhood Services.

In response to questions from the Committee, Councillor Grainger – Portfolio Holder, Neighbourhood Services, the Head of Service and the Contract Services Manager responded:

- The new parking meters were being rolled out before Christmas. “Metric” had been requested to provide a project plan and it was hoped that the main town centres would be done before Christmas.
- The loss of statutory records mentioned in the report on page 9 referred to Bereavement Services. The computer system used by this area was old and so the Council was seeking to have it replaced but staff shortages had delayed the process. The risk was not that all records could be lost; but if the current system failed, the Council would be forced to revert to a manual paper system. The Head of Bereavement Services was now in a position to start the work to find a new system, so the risk would be reduced.
- The approach to Green Space Projects was going to change. Previously these went through a Members’ Group but the new approach would be for the Portfolio Holder to hold discussions with the relevant Ward Member to agree timescales.
- The main issue with fly-tipping enforcement and prosecutions was that the process took a long time. The work with Rugby Council would be reviewed and a way forward would be recommended with a report to come forward.

The Chairman thanked Councillor Grainger and her officers.

(Councillor Grainger left the meeting.)

46. Task & Finish Group HMO’s Update

The Committee considered a report from the Deputy Chief Executive & Monitoring Officer which gave an updated picture of how work was progressing on the action plan following recommendations made by the Task & Finish Group – HMOs.

The Deputy Chief Executive queried why this report had been requested because the final annual report had already been provided to the Committee in April and his understanding was that was to be the last time an update on the Action Plan was to be presented. It was confirmed that this was the case but that this Committee had then requested another update.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

It was agreed that there should not be ongoing updates on the Task & Finish Group Action Plan. However, there may be particular policy areas which formed part of the Action Plan that the Scrutiny Committee still wanted to investigate. It was agreed that there should be consideration of Local Plan Policy H6 as Councillor Naimo considered that there was inconsistent application of the Policy.

Resolved that Councillor Naimo describes what it is the Committee would like to explore with the Development Management team. The team can then prepare a short report for Members' consideration and be in a position to answer queries. This report should be presented to this Committee in October.

The Deputy Chief Executive (AJ) also advised the Committee that the process of sending questions to officers on reports on the day of the meeting was putting officers under immense strain to get the answers to them ahead of the meeting and he requested that this should stop and that if Members had questions on a report, they could contact officers as soon as they received the report, instead of delaying to the day of the meeting.

Resolved that the recently introduced system of councillors sending in questions on reports for same-day response from officers on the day of the meeting should stop.

47. Public and Press

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following two items by reason of the likely disclosure of exempt information within the 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.

48. Confidential Minutes

The confidential minutes of the meeting held on 29 August 2018 were taken as read and signed by the Chairman as a correct record.

49. Review of the Work Programme, Forward Plan & Comments from Executive

The Committee considered the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the confidential reports submitted to the Executive in August 2018.

Resolved that the Confidential Comments from the Executive report be noted.

(The meeting ended at 9.17 pm)

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 25 September 2018 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Boad, [Mrs Cain](#), D'Arcy, [Davison](#), H Grainger, Naimo, Parkins, Mrs Redford, [Mrs Stevens](#)[Shilton](#) and Weed.

Also Present: Councillors Coker and Grainger.

35. Apologies and Substitutes

- (a) There were no apologies for absence made.
- (b) Councillor Weed substituted for Councillor Bromley.

36. Declarations of Interest

Minutes 38 and 39 – Leisure Development Programme Phase 2 – Kenilworth Facilities

Councillors Mrs Cain and Shilton declared an interest because they were both Kenilworth Town Councillors. Councillor Shilton stated that one of the public speakers might be known to him.

Councillor Shilton made a general declaration of interest because he was a member of Warwickshire County Council, in case any matters arose concerning this Council.

37. Minutes

The minutes of the meeting held on 29 August 2018 were taken as read and signed by the Chairman as a correct record.

38. Leisure Development Programme Phase 2 – Kenilworth Facilities

The Committee received a verbal update from the Head of Cultural Services and Councillor Coker, Portfolio Holder – Cultural Services, on the second phase of the Leisure Development Programme. A report would be presented to Executive the following evening and Members were referred to this report which was agenda item 4 on the Executive agenda.

Phase 1 of the Leisure Development Programme was very nearly completed. The initial public reaction to the new-look leisure centres at Newbold Comyn and St Nicholas Park had exceeded expectations and the usage/financial performance was also exceeding initial expectations.

It was agreed at the start of the Leisure Development Programme in 2015 that Kenilworth facilities would form a Phase 2 of the Leisure Development Programme, once the Local Plan gave more certainty as to the future development of the town.

	Overview & Scrutiny Committee – 30 October 2018	Agenda Item No. 4
Title	Work Programme, Forward Plan & Comments from Executive	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	25 September 2018	
Background Papers	N/A	
This report is produced for Scrutiny meetings for governance purposes. It is part of the process for ensuring that the Council is held to account for the decisions it makes or may make.		

1. Summary

- 1.1 This report informs the Committee of its work programme for 2018/19 (Appendix 1) and of the current [Forward Plan October to December 2018](#)
- 1.2 In addition, it provides the Committee with the response that the Executive gave to its comments regarding the reports submitted to the Executive on 26 September 2018 (Appendix 2).

2. Recommendation

- 2.1 Members consider the work programme (Appendix 1) and agree any changes as appropriate.
- 2.2 The Committee to; identify any Executive items on the Forward Plan which it wishes to have an input before the Executive makes its decision; and to nominate a Member to investigate that future decision and report back to the Committee.
- 2.3 Members note the responses made by the Executive on the Comments from the Executive report (Appendix 2).

3. Reasons for the Recommendation

- 3.1 The work programme should be updated at each meeting to accurately reflect the workload 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.

- 3.3 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.
- 3.4 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.
- 3.5 Appendix 2, Comments from Executive, 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.
- 3.6 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. **Background**

- 4.1 The five main roles of overview and scrutiny in local government are: holding to account; performance management; policy review; policy development; and external scrutiny.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 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.

- 4.9 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.
- 4.10 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 4.11 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.
- 4.12 As a result the Committee considered the items detailed in appendix 2. The response the Executive gave on each item is also shown.
- 4.13 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.

5. Task & Finish Group – Role of the Chairman Update

Consultation has been undertaken with all current Warwick District Councillors for their thoughts on the role of the Chairman. In addition to these, some specific questions have been posed to the current and past Chairmen of the Council who are currently Councillors as well as former Councillors Pratt and Mrs Sawdon.

The Task & Finish Group will also be meeting with the Chairman's PA on Thursday 18 October 2018 and with the Chairman of the Council on Monday 22 October. The Group has a view to completing the work and reporting to the Committee by no later than February 2019.

**Overview and Scrutiny Committee
Work Programme 2018**

30 October 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Task & Finish Group – Role of Warwick District Council Chairman	O&S Task & Finish Group	See item 5 on this report for an update.	TBA	Councillors Ashford, Mrs Knight and Margrave	Every meeting until completed	
Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written report followed by Q&A at meeting	Pete Cutts		Oct / Nov 2019	Annually

Consideration of Local Plan Policy H6	O&S 25 September 2018	Councillor Naimo describes what it is the Committee would like to explore with the Development Management team. The team can then prepare a short report for Members' consideration and be in a position to answer queries.	Gary Fisher / Councillor Naimo			30 October 2018
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A list of actions and outstanding questions arising from the O&S meeting 25 September 2018 has been completed with the final set of responses being sent out to Committee members on 16 October 2018.

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) Review of Development Services - Service Area Update			Cllr Rhead / Dave Barber			
Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		Oct/Nov 2019	Annually
To provide an update report on progress on the recycling contract.	25 September 2018	Written Report followed by Q&A at meeting	Gary Charlton			
Increased Litter Bin Provision – report back to show how well the scheme has been received and results	Exec Report 27 June 2018 / O&S 26 June 2018	Written report followed by Q&A at meeting	Gary Charlton			30 October 2018
Update on the Leamington Car Park Displacement Strategy	O&S 24 July 2018	Written report followed by Q&A at meeting	Rob Hoof / Paul Garrison / Bill Hunt			30 October 2018
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 Review of Chief Executives Service Area – Service Area Update		Written report followed by Q&A at the meeting	Councillor Mobbs		To be on the same evening as F&A 2020	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
(Portfolio Holder Update) Review of Business - Service Area Update			Councillor Butler		To be on the same evening as F&A 2020	Annually
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs			Quarterly if an update is available
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
Annual update from Shakespeare's England to include KPIs and what has been done.	29 August 2018	Written report followed by Q&A	Marianne Rolfe / Lisa Barker		March 2020	Annually
Fuel Poverty	26 June 2018	Written report followed by Q&A	Marianne Rolfe / Lisa Barker			
Portfolio Holder Update Review of Cultural Services – Service Area Update						

2 April 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 Review of Health & Community Protection – Service Area Update					To be on the same evening as F&A 2020	Annually
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
Elect an Overview and Scrutiny Committee Chairman					May 2019	Annually
Heath 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
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			
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
Reviewing the success of the Rugby trial and the way forward	25 September 2018	Written Report	Gary Charlton			
Policy on Regulating the Private Rented Sector - Update(Ref 880)	30 August 2017	TBA	Ken Bruno		KB to take of stock of the position in October 2018 to see if he is in a position to bring a report forward.	
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			

**Response from the meeting of the Executive on O&S Committee's Comments
– 26 September 2018**

Items no.	4	Title	Leisure Development Programme Phase Two – Kenilworth Facilities	Requested by	All Parties
Reason considered	O&S had this item on its Work Programme because of its importance to the District.				
Scrutiny Comment	The Committee supported the recommendations in the report.				
Executive Response	Executive approved the recommendations in the report.				

Items no.	5	Title	Events Strategy	Requested by	All Parties
Reason considered	O&S had this item on its Work Programme because of its importance to the District.				
Scrutiny Comment	<p>The Committee supported the recommendations in the report but made the following comments:</p> <ul style="list-style-type: none"> • A standardised EIA, the format of which has been defined by the Council, should be completed for all events. • Event organisers should be encouraged to ensure the use of recyclable materials for all disposable items, e.g. plastics. • Parish and Town Councils should be sent a copy of the events manual once it is published. • All events organisers should receive a copy of the events manual. 				
Executive Response	<p>The Executive agreed that the comments made by O&S should be circulated to officers, for them to consider as part of the process. Executive approved the recommendations in the report.</p>				

	OVERVIEW & SCRUTINY COMMITTEE Tuesday 30 th October, 2018	Agenda Item No. 5
Title: Summary of the role, responsibilities and performance of the South Warwickshire Community Safety Partnership (SWCSP)		
For further information about this report please contact	Pete Cutts Safer Communities Manager pete.cutts@warwickdc.gov.uk 456021	
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	28/11/17 - 61	
Background Papers	Appendix 1 Terms of Reference Appendix 2 2017/18 Performance Appendix 3 2018/19 Q2 Performance	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
As this is a partnership the statutory duty is unclear in terms of which aspects would need assessing and which agency would carry that out.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	23/10/18	Andrew Jones
Head of Service	16/10/18	Marianne Rolfe
CMT		
Section 151 Officer		
Monitoring Officer		
Finance	23/10/18	Mike Snow
Portfolio Holder(s)	23/10/18	Cllr Andrew Thompson
Consultation & Community Engagement		
The priorities of SWCSP are based on a risk harm matrix which forms part of the annual Strategic Assessment and includes a summary of the Community Forum Priorities.		
Final Decision?		Not a decision item
Suggested next steps (if not final decision please set out below) n/a		

1. Summary

This report sets out the role, responsibilities and performance of the South Warwickshire Community Safety Partnership (SWCSP). This is the statutory body for reducing crime, disorder, substance misuse and reoffending in South Warwickshire.

2. Recommendation

2.1 Note the report.

3. Reasons for the Recommendation

3.1 To inform the scrutiny of SWCSP.

4. Policy Framework

4.1 Fit for the Future (FFF)

4.1.1 The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. Tackling crime, disorder and substance misuse impacts significantly on the quality of life of residents, businesses and visitors.

Protecting our communities from harm with an emphasis on the prevention of incidents, whilst focusing on the most vulnerable to make them feel safer

4.1.2 Under the FFF Services Strand the work of the SWCSP aims to produce low levels of crime and anti-social behaviour. The level of crime and disorder is cited as the top consideration when deciding on where to live.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The importance of community cohesion is recognised in the 'We Stand Together' Event and the Hate Crime Panel improving reporting following an increase in community tensions post-Brexit	Leamington Town Centre is a hot-spot for volume violence and anti-social behaviour. The violent crime action plan uses an early intervention approach to prevent problems escalating	SWCSP works well with local business and voluntary sector to create a safer and more attractive town recognised in the 2016 Purple Flag Award.

referendum.		
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
<i>Not applicable</i>	<i>Not applicable</i>	<i>Not applicable</i>

4.2 Supporting Strategies

4.2.1 The Supporting Strategy for this area of work is in the action plans of the lead agencies for each priority. The priorities are agreed annually by SWCSP following analysis of the Strategic Assessment.

4.3 Changes to Existing Policies

4.3.1 No changes to existing policies.

4.4 Impact Assessments

4.4.1 No changes to policies or impacts.

5. Budgetary Framework

5.1 There are no costs associated with this report.

5.2 SWCSP does not have its own budget. The work of SWCSP is funded through the core budgets of partners and via a bid to the Police & Crime Commissioner.

6. Risks

6.1 No risk associated with this report.

7. Alternative Option(s) considered

7.1 It is a statutory duty to have a Community Safety Partnership and Warwick District Council as a responsible authority under the terms of the Crime & Disorder Act (1998) is required to serve on that partnership.

8. Background

8.1 The Duty

8.1.1 Crime & Disorder Reduction Partnerships were created as part of the Crime & Disorder Act (1998). They are the responsible bodies for reducing crime, disorder, substance misuse and reoffending.

8.1.2 The two Crime & Disorder Reduction Partnerships for Stratford-on-Avon & Warwick Districts were formally merged in September 2008. This is the South Warwickshire Community Safety Partnership (SWCSP) or Safer South Warwickshire.

8.1.3 The duties on the SWCSP are:

- produce an annual picture of crime and disorder (Strategic Assessment)
- agree annual priorities and realistic and challenging targets
- produce a 3 year partnership plan updated annually
- review performance six monthly
- hold an annual public meeting
- carry out a review of any domestic homicides

8.1.4 The Responsible Authorities for South Warwickshire are:

- South Warwickshire Clinical Commissioning Group
- Stratford-upon-Avon District Council
- Warwick District Council
- Warwickshire County Council
- Warwickshire Fire Authority
- Warwickshire Police
- Warwickshire Probation

8.1.5 Due to poor attendance at its public meetings it was decided to produce a video which details priorities, approach and performance. This video is available at:
<http://www.youtube.com/watch?v=0gS83zJOQqo>

8.2 Organisation

8.2.1 The review of the partnership provisions of the Crime and Disorder Act (1998) in the Police & Justice Act (2006) proposed a split between the strategic and operational decision making responsibilities of Community Safety Partnerships.

8.2.2 SWCSP has a board at the executive/strategic level and the South Warwickshire Operational Group (SWOP) at the tactical/delivery level.
(See terms of reference – Appendix 1).

8.2.3 The Strategic Member Board (SMB) is required to deliver continuous partnership performance and meets in order to fulfil its responsibilities including directing the work of SWOP as follows:

- May – to review annual performance
- November – review 6 monthly performance and consider additional priorities
- January – receive and agree the Strategic Assessment, endorse any new priorities, set strategic priorities for the next 12 months

- Special meetings may also be convened as required eg Domestic Homicide.

8.2.4 The six-monthly meetings, with elected members, is where the strategic direction will be decided for SWCSP, based on the latest strategic intelligence data and advice, thus clearly separating strategy from operational delivery.

8.2.5 Where there is a Portfolio Holder for the community safety service the Portfolio Holder's participation in the strategic decision making process is mandatory. That Councillor must serve on the CSP. This top-level strategic meeting will include the portfolio holders and other key elected members, with representation from all the responsible authorities listed above.

8.2.6 The review of the partnership provisions of the Crime and Disorder Act (1998) in the Police & Justice Act (2006) requires CSP's to adopt an intelligence-led, problem-solving and outcome-orientated approach to community safety along the lines of the National Intelligence Model.

The second tier operational and tactical group (SWOP), comprising only officers, adopts this approach and produces the Partnership Plan including action plans for each priority.

8.2.7 SWOP meets quarterly in February, May, August and November and is responsible for:

- Developing an intelligence-led action planning approach based on the priorities agreed at the Strategic Board as a result of the findings of the Partnership Strategic Assessment
- Commissioning quarterly analysis of recorded crime
- Receiving quarterly reports on progress towards strategy targets
- Receiving detailed trend analysis and hot-spotting in relation to the strategic priorities agreed at the Strategic Board
- Evaluating the effectiveness of action plans.

8.2.8 Should SWOP be unable to take the necessary action to bring performance back on track, because, for example, additional partnership resource is required, or a partner is not contributing as required, this will be referred to the Strategic Member Board for action.

Membership of Strategic Member Board

Members

Cllr Andrew Thompson	Warwick District Council
Cllr Tony Heath	Warwick District Council
Cllr Tony Jefferson (Chair)	Stratford District Council
Cllr Jacqui Harris	Stratford District Council
Cllr Chris Williams	Warwickshire County Council
Cllr Kate Rolfe	Warwickshire County Council
Cllr Andy Crump	Warwickshire Fire & Rescue
Temporary Supt Mike Smith	Warwickshire Police
Bev Evans	CRC lead (Probation)
Sue Philipps	SW Clinical Commissioning Group

Also invited is the Police & Crime Commissioner or his representative.

The meeting is supported by officers from the responsible authorities.

8.3. Funding

- 8.3.1 Originally the Home Office made an annual allocation directly to each Crime & Disorder Reduction Partnership. The amount was calculated using a complex 20 point socio – economic formula.
- 8.3.2 Warwick District and Nuneaton & Bedworth each used to receive £179,000, Stratford & Rugby around £139,000 and North Warwickshire around £119,000.
- 8.3.3 In 2006 funding was given to Warwickshire County Council to administer but the amount made available by The Home office reduced steadily year on year. A total of £37,000 was made available for all of South Warwickshire in 2011/12.
- 8.3.4 In November 2012 the responsibility for allocating the award from the Home Office moved to the Police & Crime Commissioner. In the first full financial year of his office (2013/14) the awards to the Warwickshire CSP's was maintained and increased in 2014/15.
- 8.3.5 In 2018/19 the amount received by SWCSP was £81,777.

8.4. Priorities

- 8.4.1 Priorities are agreed following consideration of the annual Strategic Assessment which includes analysis of community forum priorities. At the meeting of SWCSP in January 2017 it was agreed that the priorities for 2018/19 would be:

- Reducing Violence – (Lead - Police)
- Reducing Anti-Social Behaviour – (Lead - District Councils)
- Reducing Crime in Rural Areas – (Lead - SDC)
- Reducing Serious Acquisitive Crime – with a focus on Theft From Vehicles & Domestic Burglary (Lead – Police)

Cross cutting priorities agreed as:

- Alcohol & Drugs (Lead – SWCCG)
- Reducing Re-Offending (Lead – Probation)

8.5 Performance

- 8.5.1 The 2017/18 performance summary is in Appendix 2.
- 8.5.2 The Q2 performance for 2018/19 is in Appendix 3

South Warwickshire Crime and Disorder Reduction Partnership Terms of Reference (approved 13th May, 2013)

Overview:

The two Crime & Disorder Reduction Partnerships for Stratford-on-Avon & Warwick Districts were formally merged in September 2008.

The South Warwickshire Community Safety Partnership (SWCSP) has a Board at the Executive /Strategic level and the South Warwickshire Operational Group (SWOP) at the tactical/delivery level.

The Strategic Member Board meets in order to fulfil its statutory duties as follows:

May –Review annual performance against priorities

November – Review 6 monthly performance and consider additional priorities

January – Receive and agree the Strategic Assessments, endorse any new priorities, set and targets, and refer any strategic issues to the relevant forums for consideration and action.

*Special meetings may also be convened as required.

SWCSP is charged with developing and agreeing realistic and challenging targets annually to address crime and disorder. Based on factors which will include past performance, trend analysis, PESTELO considerations and comparison with family groups SWOP will propose targets to the Strategic Member Board for endorsement and adoption. Once agreed, SWOP incorporates those targets into the individual delivery plans for each district based action plan.

SWOP meets quarterly in February, May, August and November monitoring progress against each action plan and identifying remedial action where performance and projection analysis indicates that the partnership is in danger of missing a target. Should SWOP be unable to take the necessary action to bring performance back on track, because, for example, additional partnership resource is required, or a partner is not contributing as required, this will be referred to the Strategic Member Board for action.

Strategic /Executive Level – SWCSP Strategic Member Board

Notes:

The Crime and Disorder Act (CDA) Review proposed a split between the strategic and operational decision making responsibilities of CDRPs/CSP's. This was supported by the Department for Communities and Local Government (DCLG) as it fits with the overall role for the Local Strategic Partnerships established in their consultation.

The CDA review encourages CDRP mergers as a means to creating greater co-terminosity across agency boundaries where it is clear that the results will benefit local communities by facilitating the delivery of better outcomes for them, whilst maintaining local focus.

The CDA review requires an ongoing strategic intelligence assessment to replace the 3-year audit.

The CDA review requires Portfolio Holders for Community Safety to sit on the CDRP. The Portfolio Holder's participation in the strategic decision making process is mandatory.

How does this governance structure address these issues?

The six-monthly meetings, with elected members, is where the strategic direction will be decided for the CSP, based on the latest strategic intelligence data and advice, thus clearly separating strategy from operational delivery

This top-level strategic meeting will include the portfolio holders and other key elected members, with representation from all the responsible authorities as defined by the Crime and Disorder Act (1998)

Terms of Reference and Role of the Strategic Member Board

This is the Member-led Board giving high-level strategic direction and is responsible for:

Receiving the annual Strategic Assessment

Setting the strategic priorities for the next 12 months

Directing the work of SWOP (delivery)

Receiving exception reports on progress towards overall SWCSP strategic targets

Continuous improvement of partnership performance

In order to facilitate the achievement of the above, meetings will operate as follows:

Frequency & Timing – meetings will be six-monthly, the timing dictated by the production of the Strategic Assessment. Agenda and papers will be sent out at least one week prior to the meetings. The venue will alternate between Stratford and Warwick districts.

Chair – the Chair shall be nominated by the Strategic Member Board. It is suggested that the Chair could rotate between the portfolio holders from the county and the two districts. The chairing of the group to be reviewed every two years.

Vice Chair - the Vice Chairs shall be the other two portfolio holders.

Membership – membership (10 in total) shall be as follows:

2 elected members from Stratford-upon-Avon District Council

2 elected members from Warwick District Council

2 elected members from Warwickshire County Council (1 from each Area Committee)

1 Warwickshire Fire Authority representative

1 South Warwickshire Clinical Commissioning Group Member

1 Warwickshire Probation Trust representative

1 Warwickshire Police Officer- South Warwickshire Superintendent

Voting – should a vote be required only the above members will be allowed to vote and if votes are tied the Chairman will have the casting vote.

Also invited to attend: Police & Crime Commissioner or his representative.

*Officers attending to include representatives from
Stratford-on-Avon District Council (a Senior Officer)**

*Warwick District Council (a Senior Officer)**

2 x Chairs of SWOP

Warwickshire County Council Group Manager Community Safety & Substance misuse)

Warwickshire Police –Chief inspector Neighbourhood Policing

Fire & Rescue (Principal Officer)

Probation (Senior Officer)

Warwickshire Observatory(Research Officer Crime & Community Safety)

Substitution arrangements – if any of the substantive members are unable to attend a scheduled meeting, they may nominate an appropriate representative to attend that meeting in their place. The name of this substitute should be notified to the officer support to the meeting in advance.

Delivery/Operational Level – South Warwickshire Operational Group

Notes:

The CDA review requires CSP's to adopt an intelligence-led, problem-solving and outcome-orientated approach to community safety along the lines of the National Intelligence Model. There is a requirement to produce an annual rolling three year community safety plan, underpinned by strategic intelligence assessments and informed by consultation and engagement with communities.

How does this governance structure address these issues?

SWCSP is taking an intelligence-led, problem-solving and outcome-orientated approach. This second tier group, comprising only officers, will be concerned with this approach guided by the strategic assessment and monthly intelligence.

Outline Terms of Reference and Role of the South Warwickshire Operational Group

This is the operational officer group responsible for:

- Receiving annual priorities from the Strategic Member Board
- Developing an intelligence-led action planning approach based on the priorities agreed at the Strategic Board as a result of the findings of the Partnership Strategic Assessment
- Commissioning quarterly analysis of recorded crime
- Receiving quarterly reports on progress towards strategy targets
- Receiving detailed trend analysis and hot-spotting in relation to the strategic priorities agreed at the Strategic Board
- Evaluating the effectiveness of action plans

In order to facilitate the achievement of the above, meetings will operate as follows:

Frequency & Timing – meetings will be quarterly during February, May, August and November with the May and November meeting shortly after the six monthly Strategic Member Board meeting in order to respond promptly to any new directions. Agenda and papers will be sent out at least one week prior to the meetings. Venues will alternate between Stratford and Leamington.

Chair - the Chairing of the meetings will alternate between the respective district council community safety lead officers.

Vice Chair – the Vice Chair shall be the Warwickshire Police Chief Inspector Neighbourhood Policing

Membership – membership shall be officer representatives from the responsible authorities and other agencies as follows:

Stratford-on-Avon District Council (Community Safety Lead Officer)

Warwick District Council (Community Safety Lead Officer)

Warwickshire County Council (South Warwickshire Community Safety Project Officers)

Warwickshire Police (South) –Chief inspector Neighbourhood Policing

Warwickshire Police (South) Inspectors Neighbourhood Policing

Warwickshire Police (South) Safer Neighbourhood Sergeants

Warwickshire Police (South) ASB/PCSO's

District Council, Anti-social behaviour, environmental health and licensing

Warwickshire Observatory (Research Officer Crime & Community Safety)

Fire & Rescue (Group Commanders)

Registered Social Landlords

Substitution arrangements – if any of the substantive members are unable to attend a scheduled meeting, they may nominate an appropriate representative to attend that meeting

in their place. The name of this substitute should be notified to the officer support to the meeting in advance.

South Warwickshire CSP

Year End Performance Report 2017/18

1a. Performance – South Warwickshire

Violent Crime Local Indicators	2016/17 Baseline	Apr-Mar 2017/18	No. difference Year End 17/18 compared to 16/17	% change Year End 17/18 compared to 16/17
Violence against the person and sexual offences	4,710	5,351	+641	+14%
<i>Violence with injury</i>	1,559	1,676	+117	+8%
<i>Violence without injury</i>	2,564	3,019	+455	+18%

Acquisitive Crime Local Indicators	2016/17 Baseline	Apr-Mar 2017/18	No. difference Year End 17/18 compared to 16/17	% change Year End 17/18 compared to 16/17
Serious Acquisitive Crime	2,295	2,805	+510	+22%
<i>Residential burglary - dwelling*</i>	704	974	+270	+38%
<i>Robbery</i>	105	152	+47	+45%
<i>Theft from vehicle</i>	1,155	1,293	+138	+12%
<i>Theft of vehicle</i>	331	386	+55	+17%

Anti-Social Behaviour (ASB) Local Indicators	2016/17 Baseline	Apr-Mar 2017/18	No. difference Year End 17/18 compared to 16/17	% change Year End 17/18 compared to 16/17
Total ASB	6,706	6,897	+191	+3%
<i>Personal</i>	1,198	920	-278	-23%
<i>Nuisance</i>	4,896	5,156	+260	+5%
<i>Environmental</i>	612	821	+209	+34%

Source: Crime Information System, STORM Incident System, Warwickshire Police

Green = greater than 5% reduction
Amber = within +/- 5%
Red = greater than 5% increase

*The category of 'burglary residential – dwelling' came into effect in April 2017, it is comparable to the old 'domestic burglary' measure.

Personal ASB

The reduction in personal ASB is very positive. This category is related to the targeting of individuals and in some cases involves vulnerable members of the community.

Environmental ASB

The increases in environmental ASB were largely down to a spike at the start of the year. From April through to July there were on average 118 environmental incidents per month compared to 44 from August through to March.

Insight analysis into this category indicated that incidents with a 'drugs' service code had been a significant factor in the increase. A dip sample of these incidents supported this with a number of sightings of drug use being reported and recorded under environmental ASB.

A police report is also being put together exploring the increases in greater detail.



1b. Performance – Stratford-on-Avon District

Violent Crime Local Indicators	2016/17 Baseline	Apr-Mar 2017/18	No. difference Year End 17/18 compared to 16/17	% change Year End 17/18 compared to 16/17
Violence against the person and sexual offences	1,944	2,107	+163	+8%
<i>Violence with injury</i>	571	611	+40	+7%
<i>Violence without injury</i>	1,127	1,209	+82	+7%

Acquisitive Crime Local Indicators	2016/17 Baseline	Apr-Mar 2017/18	No. difference Year End 17/18 compared to 16/17	% change Year End 17/18 compared to 16/17
Serious Acquisitive Crime	939	1,191	+252	+27%
<i>Residential burglary - dwelling</i>	308	445	+137	+44%
<i>Robbery</i>	44	50	+6	+14%
<i>Theft from vehicle</i>	460	521	+61	+13%
<i>Theft of vehicle</i>	127	175	+48	+38%

Theft of Vehicle

Theft of vehicles has seen a 38% increase compared to the previous year. For comparison, Warwick District saw a 3% increase (although still has a larger volume of offences at 211).

Anti-Social Behaviour (ASB) Local Indicators	2016/17 Baseline	Apr-Mar 2017/18	No. difference Year End 17/18 compared to 16/17	% change Year End 17/18 compared to 16/17
Total ASB	2,641	2,597	-44	-2%
<i>Personal</i>	525	387	-138	-26%
<i>Nuisance</i>	1,868	1,891	+23	+1%
<i>Environmental</i>	248	319	+71	+29%

Source: Crime Information System, STORM Incident System, Warwickshire Police



1c. Performance - Warwick District

Violent Crime Local Indicators	2016/17 Baseline	Apr-Mar 2017/18	No. difference Year End 17/18 compared to 16/17	% change Year End 17/18 compared to 16/17
Violence against the person and sexual offences	2,766	3,244	+478	+17%
<i>Violence with injury</i>	988	1,065	+77	+8%
<i>Violence without injury</i>	1,437	1,810	+373	+26%

Acquisitive Crime Local Indicators	2016/17 Baseline	Apr-Mar 2017/18	No. difference Year End 17/18 compared to 16/17	% change Year End 17/18 compared to 16/17
Serious Acquisitive Crime	1,356	1,614	+258	+19%
<i>Residential burglary - dwelling</i>	396	529	+133	+34%
<i>Robbery</i>	61	102	+41	+67%
<i>Theft from vehicle</i>	695	772	+77	+11%
<i>Theft of vehicle</i>	204	211	+7	+3%

Anti-Social Behaviour (ASB) Local Indicators	2016/17 Baseline	Apr-Mar 2017/18	No. difference Year End 17/18 compared to 16/17	% change Year End 17/18 compared to 16/17
Total ASB	4,065	4,300	+235	+6%
<i>Personal</i>	673	533	-140	-21%
<i>Nuisance</i>	3,028	3,265	+237	+8%
<i>Environmental</i>	364	502	+138	+38%

Source: Crime Information System, STORM Incident System, Warwickshire Police

Violence Without Injury

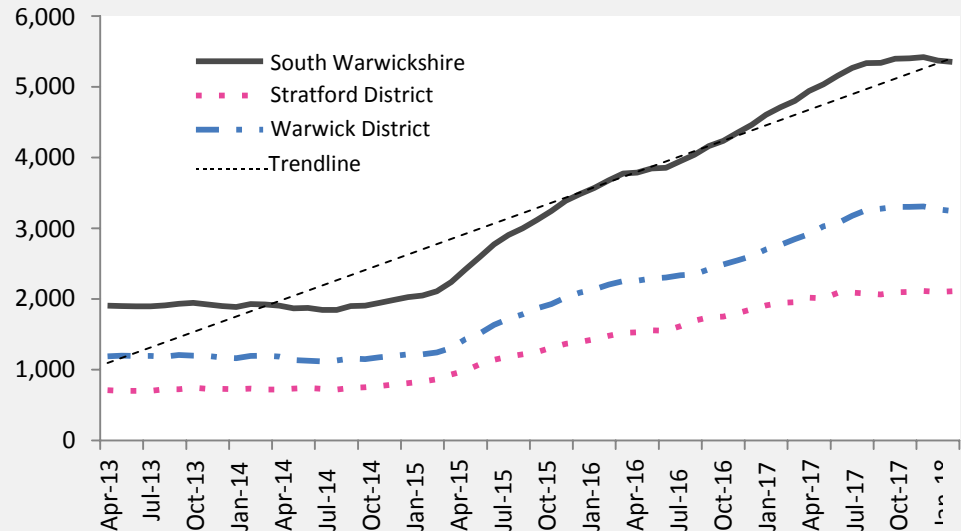
Warwick District saw an additional 373 violence without injury offences compared to last year, equivalent to a 26% increase. For context, the county experienced a 16% increase in this category.

Recommendation: the Insight Service to carry out some further analysis to determine which categories within violence without injury have seen the highest growth.

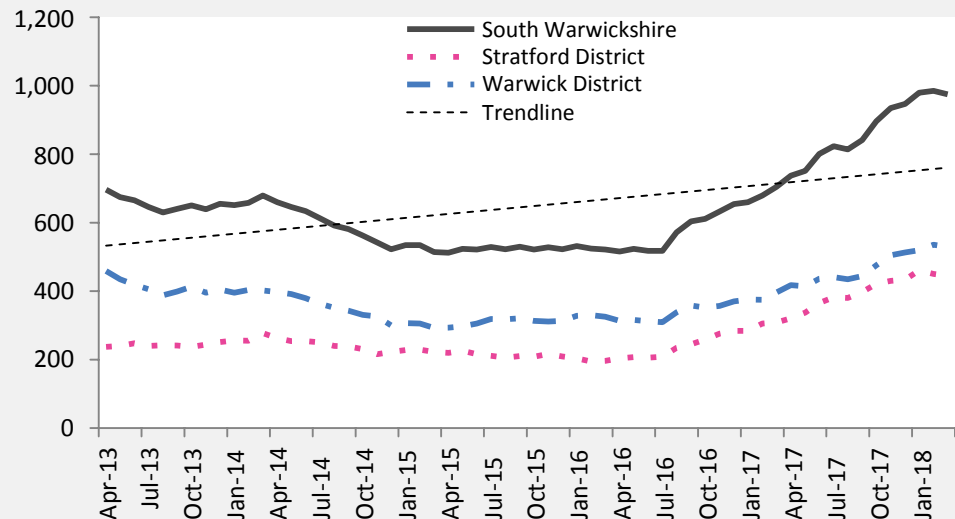


South Warwickshire Violence Against the Person and Sexual Offences 12 Month Rolling Trend Chart

The changes to crime recording from April 2015 precipitated large increases within this category which have been well documented. The graph indicates that we may now be seeing a levelling out with potential for a new baseline to be set.

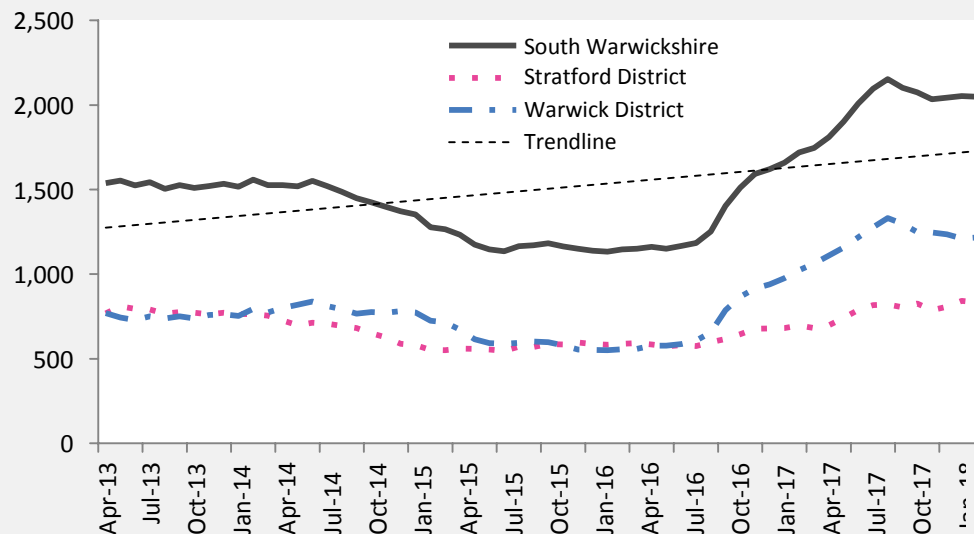


South Warwickshire Residential Burglary (Dwelling) Offences 12 Month Rolling Trend Chart

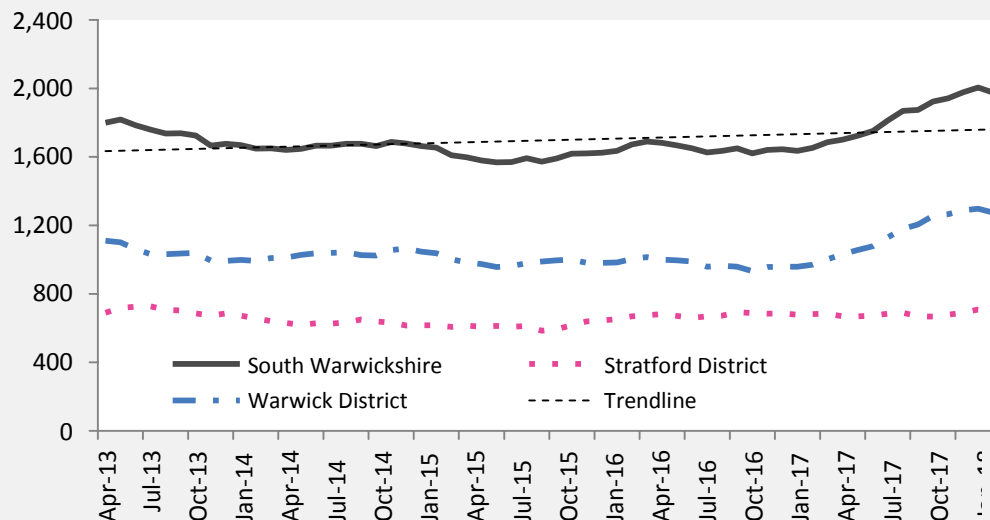




South Warwickshire Vehicle Crime Offences 12 Month Rolling Trend Chart



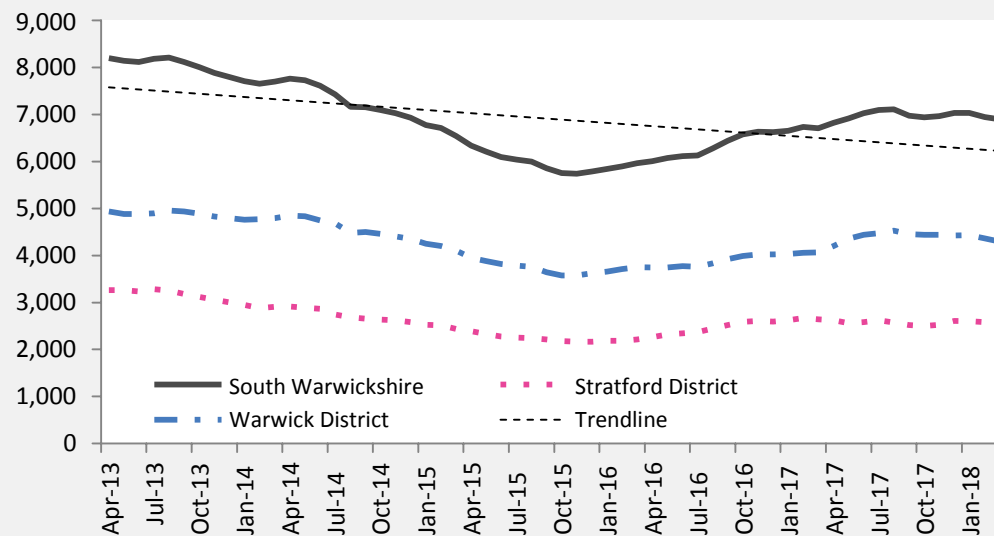
South Warwickshire Criminal Damage & Arson 12 Month Rolling Trend Chart



2. Anti-Social Behaviour

Anti-Social Behaviour (ASB) Local Indicators	2016/17 Baseline	Apr-Mar 2017/18	No. difference Year End 17/18 compared to 16/17	% change Year End 17/18 compared to 16/17
Total ASB	6,706	6,897	+191	+3%
<i>Personal</i>	1,198	920	-278	-23%
<i>Nuisance</i>	4,896	5,156	+260	+5%
<i>Environmental</i>	612	821	+209	+34%

**South Warwickshire
Total Anti-Social Behaviour
12 Month Rolling Trend Chart**



Source: STORM Incident System, Warwickshire Police



3. iQuanta – Benchmarking Performance

Comparison to Most Similar Groups - iQuanta

The iQuanta system provides ranking by crime category using the measure of crime rates per 1,000 population. South Warwickshire CSP sits in a group with 14 other members which in theory are areas with similar characteristics. The table below provides the latest South Warwickshire group ranking across a range of crime categories, 1st being the best performing in the group and 15th being the worst performing.

Crime Type	iQuanta Rank (YE 16/17)	Rate per 1,000 Pop (YE 16/17)	iQuanta Rank (Mar 17 - Feb 18)	Rate per 1,000 Pop (Mar 17 - Feb 18)	Avg of Most Similar Group
Criminal damage & arson	5th	6.28	10th	8.05	7.32
Robbery	12th	0.4	14th	0.57	0.29
Serious acquisitive crime	12th	8.76	13th	7.95	5.25
Vehicle offences	12th	6.57	13th	9.29	5.61
Violence against the person	12th	18.14	10th	21.79	18.76
Total recorded crime	14th	59.56	15th	72.21	56.13

Source: iQuanta

While the iQuanta system is useful for viewing the changes in crime rate per 1,000 population, attempts to benchmark with the best performing groups have revealed a lack of similarity to South Warwickshire CSP (in particular around geography and crime profiles).

4. Further Information

This is the latest overview of recorded crime and disorder statistics. The report is produced for the use of Warwickshire Community Safety Partnerships and the agencies within those partnerships. The figures should not be reproduced outside of the partnerships without permission from the owners of the statistics. Report produced by Warwickshire Insight Service.

Community Safety Partnership Performance Sep

South Warwickshire CSP Performance 2018/19

	Indicator	2017/18 Total	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total to date	Performance vs same period 17/18
Priority Theme: Violent Crime	Violence Against the person and sexual offences	5,350	436	459	481	548	513	444	0	0	0	0	0	0	2,881	0.4%
	Violence with injury	1,680	109	158	138	159	156	115	0	0	0	0	0	0	835	-9.8%
	Violence with injury - drug/alcohol flag	480	28	21	31	36	34	14	0	0	0	0	0	0	164	-55.9%
	Violence with injury - domestic abuse flag	477	42	44	55	50	46	26	0	0	0	0	0	0	263	-4.4%
	Violence without injury	3,021	278	257	288	333	305	284	0	0	0	0	0	0	1,745	9.0%
	Rape	229	13	17	22	19	17	8	0	0	0	0	0	0	96	-27.3%
	Other sexual offences	418	36	27	32	37	35	37	0	0	0	0	0	0	204	-2.9%
	MARAC - Number of cases discussed	290	27	22	20	21	33	15	0	0	0	0	0	0	138	
	Outcomes % Removed	4%	7%	18%	0%	5%	3%	13%	0%	0%	0%	0%	0%	0%	7%	
	Outcomes % Avoided	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	Outcomes % Reduced	17%	74%	77%	85%	76%	67%	80%	0%	0%	0%	0%	0%	0%	75%	
	Outcomes % Accepted	73%	19%	5%	15%	19%	27%	7%	0%	0%	0%	0%	0%	0%	17%	
Priority Theme: Anti-Social Behaviour	Total Anti-Social Behaviour Incidents	6,897	518	545	579	620	593	521	0	0	0	0	0	0	3,376	-15.3%
	Personal	920	79	106	98	93	85	100	0	0	0	0	0	0	561	10.4%
	Nuisance	5,156	399	402	439	484	452	382	0	0	0	0	0	0	2,558	-11.1%
	Environmental	821	40	37	42	43	56	39	0	0	0	0	0	0	257	-57.3%
	Deliberate small fire Incidents (WFRS)	70	2	6	6	15	5	4	0	0	0	0	0	0	38	-13.6%
	Criminal Damage & Arson	1,975	189	148	182	172	203	171	0	0	0	0	0	0	1,065	4.9%
	Hate offences and crimed incidents	313	36	55	30	28	33	34	0	0	0	0	0	0	216	18.7%
Additional Indicators: Acquisitive Crime Business Crime	Serious acquisitive crime	3,044	206	214	182	194	286	289	0	0	0	0	0	0	1,371	-14.4%
	Burglary Residential	1,531	110	119	93	92	159	98	0	0	0	0	0	0	671	-7.6%
	Burglary residential dwelling	974	74	90	71	69	132	65	0	0	0	0	0	0	501	8.0%
	Robbery (Personal)	112	15	9	9	12	6	12	0	0	0	0	0	0	63	3.3%
	Robbery (Business)	40	1	1	0	1	4	1	0	0	0	0	0	0	8	-68.0%
	Theft from vehicle	1,294	92	84	78	78	100	175	0	0	0	0	0	0	607	-16.2%
	Theft of vehicle	385	24	30	24	34	44	36	0	0	0	0	0	0	192	-5.4%
	Shoplifting	1,645	156	124	153	172	125	137	0	0	0	0	0	0	867	3.1%
Additional Indicator: Road Safety	People killed or seriously injured in road traffic accidents	118	12	14	18	6	TBC	TBC	0	0	0	0	0	0	50	-19.4%
	Fatal	15	1	0	0	2	TBC	TBC	0	0	0	0	0	0	3	-57.1%
	Serious	104	11	14	18	4	TBC	TBC	0	0	0	0	0	0	47	-14.5%

Sources: STORM Incident System, Warwickshire Police
 Crime Information System, Warwickshire Police
 MARAC Performance Data
 Deliberate Small Fires, Warwickshire Fire and Rescue
 KSI data, Road Safety Team WCC
 Athena Warwickshire Police Reporting System, From October 2017

Produced by Warwickshire Insight Service

Community Safety Partnership Performance Sep

Stratford-on-Avon District Performance 2018/19

	Indicator	2017/18 Total	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total to date	Performance vs same period 17/18
Priority Theme: Violent Crime	Violence Against the person and sexual offences	2,109	164	190	180	244	205	186	0	0	0	0	0	0	1,169	5.2%
	Violence with injury	614	37	68	52	66	58	41	0	0	0	0	0	0	322	-4.5%
	Violence with injury - drug/alcohol flag	159	6	11	15	16	14	1	0	0	0	0	0	0	63	-49.2%
	Violence with injury - domestic abuse flag	197	10	15	23	26	12	11	0	0	0	0	0	0	97	-15.7%
	Violence without injury	1,211	107	102	106	157	124	120	0	0	0	0	0	0	716	15.7%
	Rape	94	5	10	10	5	6	3	0	0	0	0	0	0	39	-29.1%
	Other sexual offences	189	15	10	12	16	17	22	0	0	0	0	0	0	92	-8.0%
Priority Theme: Anti-Social Behaviour	Total Anti-Social Behaviour Incidents	2,597	203	252	276	248	224	212	0	0	0	0	0	0	1,415	-1.7%
	Personal	387	33	47	54	36	41	47	0	0	0	0	0	0	258	32.3%
	Nuisance	1,891	158	189	203	190	161	152	0	0	0	0	0	0	1,053	2.8%
	Environmental	319	12	16	19	22	22	13	0	0	0	0	0	0	104	-52.7%
	Deliberate small fire Incidents (WFRS)	23	1	3	0	7	2	0	0	0	0	0	0	0	13	44.4%
	Criminal Damage & Arson	700	57	52	75	61	69	59	0	0	0	0	0	0	373	6.6%
	Hate offences and crimed incidents	98	11	20	4	12	7	8	0	0	0	0	0	0	62	19.2%
Additional Indicator: Acquisitive Crime Burglary Rural Crime	Serious Acquisitive Crime	1,431	112	123	98	109	139	118	0	0	0	0	0	0	699	-8.0%
	Burglary Residential	685	62	64	49	50	87	40	0	0	0	0	0	0	352	0.9%
	Burglary residential dwelling	446	37	46	37	33	70	22	0	0	0	0	0	0	245	9.4%
	Robbery (Personal)	42	3	5	4	2	2	4	0	0	0	0	0	0	20	-4.8%
	Robbery (Business)	8	0	1	0	1	1	0	0	0	0	0	0	0	3	0.0%
	Theft from Vehicle	522	41	37	38	37	32	57	0	0	0	0	0	0	242	-20.9%
	Theft of Vehicle	174	6	16	7	19	17	17	0	0	0	0	0	0	82	1.2%
	Business															
	Burglary Business and Community	259	29	24	24	16	26	28	0	0	0	0	0	0	147	9.7%
	ShopLifting	554	45	33	31	52	41	37	0	0	0	0	0	0	239	-18.7%
Additional Indicator: Road Safety	People killed or seriously injured in road traffic accidents	64	9	7	10	5	TBC	TBC	0	0	0	0	0	0	31	3.3%
	Fatal	10	1	0	0	1	TBC	TBC	0	0	0	0	0	0	2	-33.3%
	Serious	55	8	7	10	4	TBC	TBC	0	0	0	0	0	0	29	7.4%

Sources: STORM Incident System, Warwickshire Police
 Crime Information System, Warwickshire Police
 MARAC Performance Data
 Deliberate Small Fires, Warwickshire Fire and Rescue
 KSI data, Road Safety Team WCC
 Athena Warwickshire Police Reporting System, From October 2017

Produced by Warwickshire Insight Service

Community Safety Partnership Performance Sep

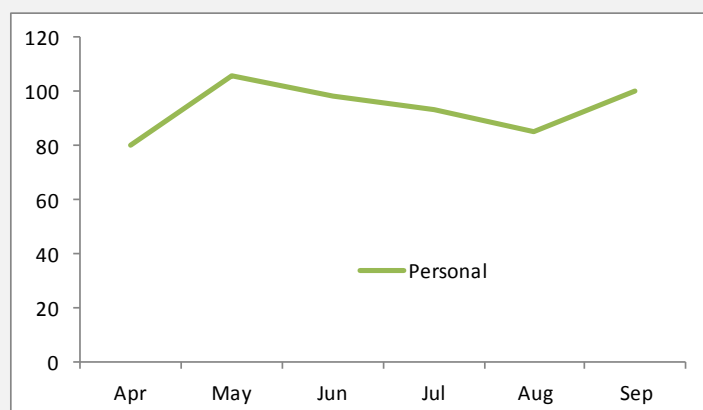
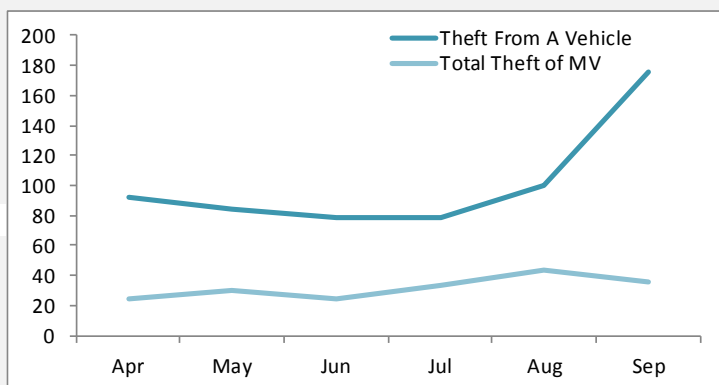
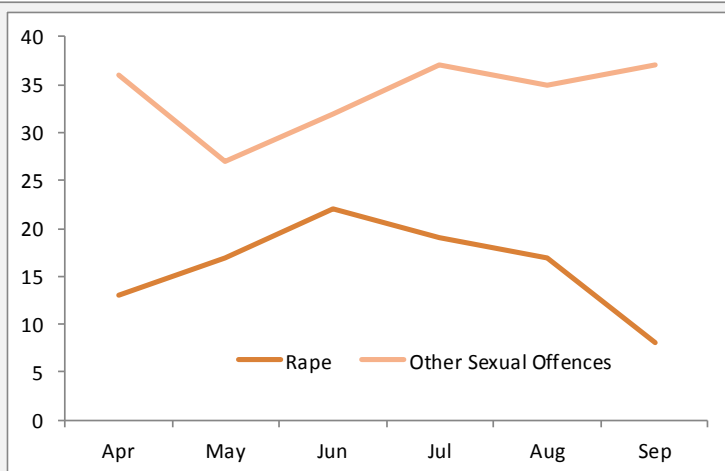
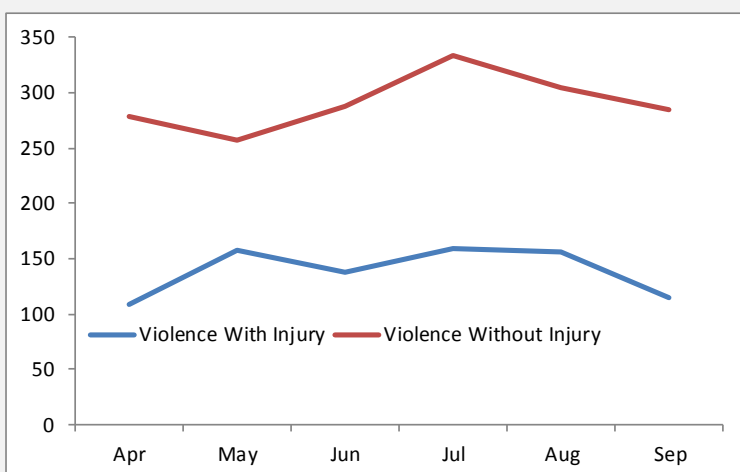
Warwick District Performance 2018/19

	Indicator	2017/18 Total	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total to date	Performance vs same period 17/18
Priority Theme: Violent Crime	Violence Against the person and sexual offences	3,241	272	269	301	304	308	258	0	0	0	0	0	0	1,712	-2.6%
	Violence with injury	1,066	72	90	86	93	98	74	0	0	0	0	0	0	513	-12.9%
	Violence with injury - drug/alcohol flag	321	22	10	16	20	20	13	0	0	0	0	0	0	101	-59.3%
	Violence with injury - domestic abuse flag	280	32	29	32	24	34	15	0	0	0	0	0	0	166	3.8%
	Violence without injury	1,810	171	155	182	176	181	164	0	0	0	0	0	0	1,029	4.8%
	Rape	135	8	7	12	14	11	5	0	0	0	0	0	0	57	-26.0%
	Other sexual offences	229	21	17	20	21	18	15	0	0	0	0	0	0	112	1.8%
Priority Theme: Anti-Social Behaviour	Total Anti-Social Behaviour Incidents	4,300	315	293	303	372	369	309	0	0	0	0	0	0	1,961	-23.1%
	Criminal Damage & Arson	1,275	132	96	107	111	134	112	0	0	0	0	0	0	692	4.1%
	Deliberate small fire Incidents (WFRS)	47	1	3	6	8	3	4	0	0	0	0	0	0	25	-28.6%
Additional Indicator: Acquisitive Crime	Serious Acquisitive Crime	1,613	119	109	96	102	164	189	0	0	0	0	0	0	779	-7.5%
	Burglary Residential	846	48	55	44	42	72	58	0	0	0	0	0	0	319	-
	Burglary residential dwelling	528	37	44	34	36	62	43	0	0	0	0	0	0	256	-
	Robbery (Personal)	70	12	4	5	10	4	8	0	0	0	0	0	0	43	7.5%
	Robbery (Business)	32	1	0	0	0	3	1	0	0	0	0	0	0	5	-77.3%
	Theft from Vehicle	772	51	47	40	41	68	118	0	0	0	0	0	0	365	-12.7%
	Theft of Vehicle	211	18	14	17	15	27	19	0	0	0	0	0	0	110	-9.8%

Sources: STORM Incident System, Warwickshire Police
 Crime Information System, Warwickshire Police
 MARAC Performance Data
 Deliberate Small Fires, Warwickshire Fire and Rescue
 KSI data, Road Safety Team WCC
 Athena Warwickshire Police Reporting System, From October 2017

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Trend Charts - Last 6 months

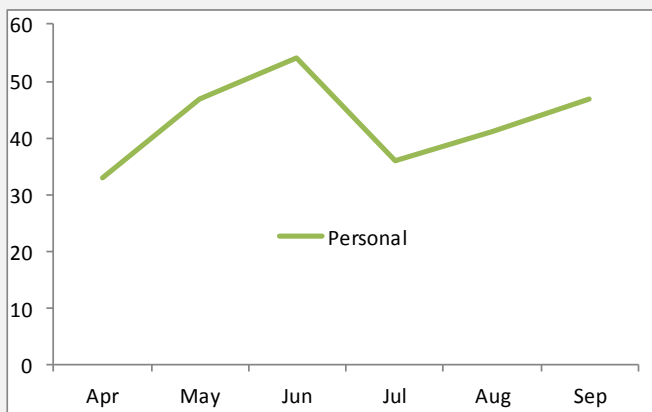
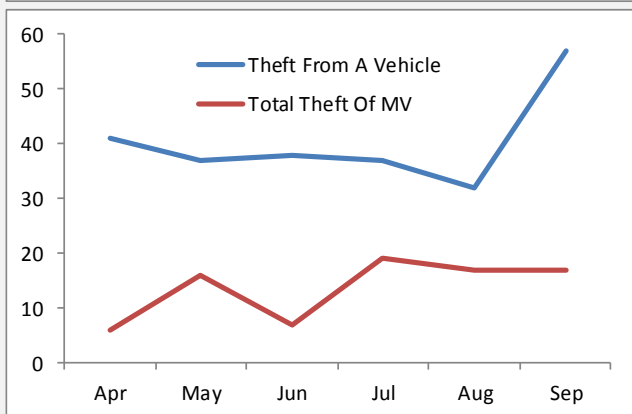
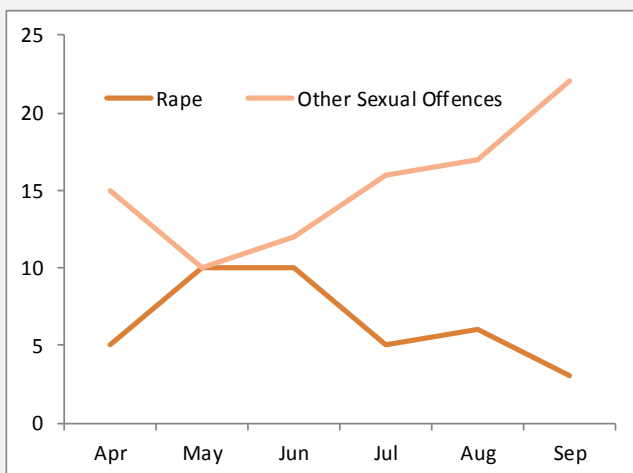
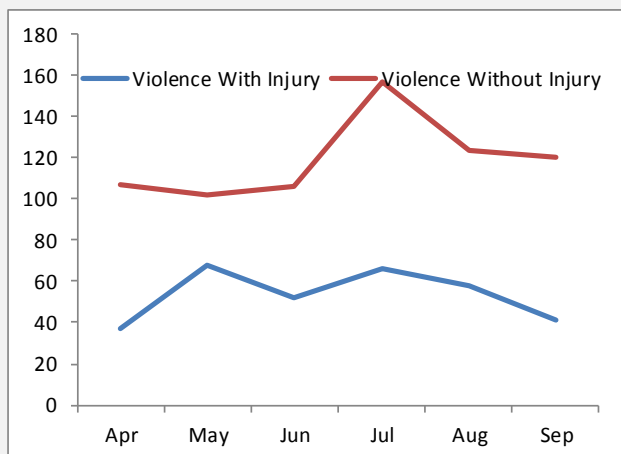


Trend Charts for South Warwickshire, September 2018

Sources: Athena Warwickshire Police Reporting System, STORM Incident Reporting System, Warwickshire Police

Produced by Warwickshire Insight Service

Trend Charts - Last 6 months

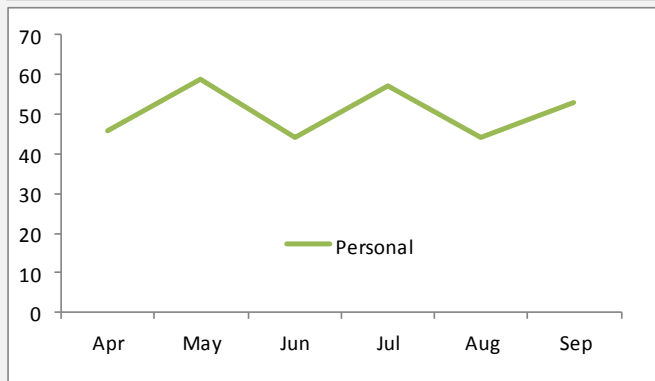
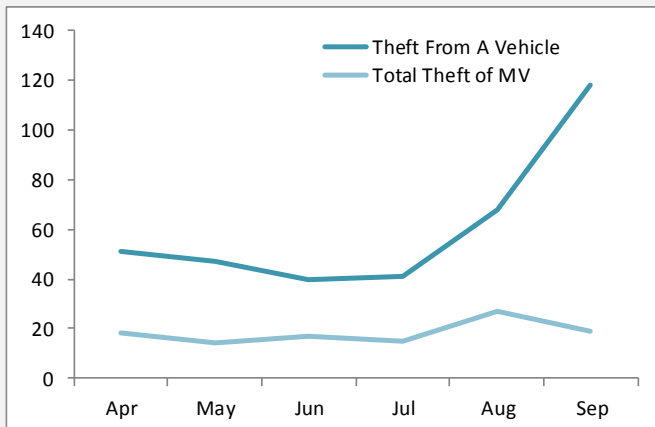
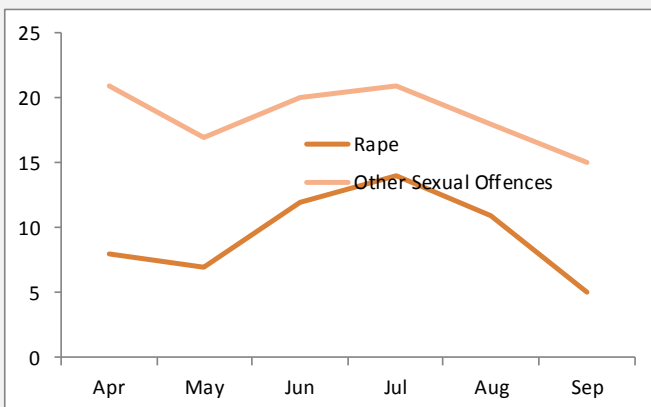
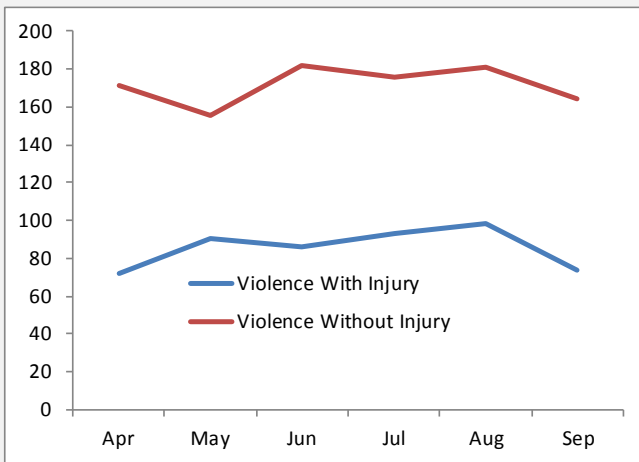


Trend Charts for Stratford District, September 2018

Sources: Athena Warwickshire Police
Reporting System, STORM Incident
Reporting System, Warwickshire
Police

Produced by Warwickshire Insight
Service

Trend Charts - Last 6 months



Trend Charts for Warwick District, September 2018

Sources: Athena Warwickshire Police Reporting System, STORM Incident Reporting System, Warwickshire Police

Produced by Warwickshire Insight Service

Update note for Overview and Scrutiny Committee
Local Plan Policy H6 (Task and Finish Group Recommendation 2.4)
30th October 2018

Prepared by

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and

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This note provides an update on recommendation 2.4 of the HMO Task and Finish Group.

The recommendation seeks to ensure “the H6 Planning Policy is consistently and fully applied, with immediate effect, as laid out; this is in particular respect of the following provisions:

1. providing the percentage of all HMOs within a 100m radius at the point of planning validation, and making it publicly visible on the Planning Portal
2. giving proper and significant weight to the overall objectives of the policy, notably with regard to the preventative approach to minimising community and longer-term harms specified in 4.61, 4.62 and 4.64, as per recent legal advice arising from a Complaint
3. where an exception to the policy is recommended by Officers, setting out the reasons and assumptions clearly and in detail (again following legal advice)
4. applying clause e) in the H6 policy regarding the provision of adequate waste container storage
5. clarifying how Purpose Built Student Accommodation should be counted when applying the ‘10% rule’ for limiting concentrations of HMOs in the designated area
6. noting that the concentration of HMOs in areas outside the designated Article 4 area is growing, but is not yet of the type and scale which justifies recommending immediate action; however trends should be carefully monitored and the Overview & Scrutiny Committee should review the position annually

Taking each of the six specific provisions of the recommendation, the table below provides an update:

	Recommendation Provision	Update 19/10/18
1	Providing the percentage of all HMOs within a 100m radius at the point of	This is now routinely part of the validation process for HMOs. A map showing the HMOs within a 100m radius of the application property

	planning validation, and making it publicly visible on the Planning Portal	<p>is provided to enable public scrutiny of the extent to which proposal are compliant with clause a) of Policy H6. A procedure note on calculating concentrations has been produced. This is published on the website and to ensure consistency is used by officers in assessing applications.</p> <p>Recent examples of maps are shown in appendix 1. Fine-tuning of the maps continues. In particular work is taking place with all case officers to ensure the standard map format is always used and work is underway with colleagues in Private Sector Housing and IT's GIS Manager to provide a key on the maps to aid clarity. It is interesting to note from the examples shown in Appendix 1 that three of the maps (17 Cobden Ave, 17 Gaveston Road and 4 Beauchamp Hill), whilst calculated correctly have not been produced in accordance with the standard approach (all assessed by the same case officer who has now left the Council). These maps have been used as examples to highlight to case officers the importance of producing the maps consistently and correctly.</p>
2	Giving proper and significant weight to the overall objectives of the policy, notably with regard to the preventative approach to minimising community and longer-term harms specified in 4.61, 4.62 and 4.64, as per recent legal advice arising from a Complaint	<p>The five criteria (a to e) set out in Policy H6 are now addressed clearly, specifically and consistently in officer and committee reports relating to HMOs. Planning managers carefully check reports to ensure the approach taken fully addresses the policy and allows the decision-takers to reach balanced planning judgements based on clear evidence. This ensures the purpose of policy H6 as set out in paragraph 4.64 of the Local Plan (as supported by paragraphs 4.61 and 4.62) is achieved.</p> <p>Recent examples of extracts from HMO case officer reports are shown in Appendix 2</p>
3	Where an exception to the policy is recommended by Officers, setting out the reasons and assumptions clearly and in detail (again following legal advice)	<p>In relation to the exceptions to criterion a) (as set out in the Policy) officers are now required to set out their assessments of the exception to demonstrate why a specific location accords with one of the two exceptions. This includes reference to the paragraph 4.65 of the supporting text which provides some further explanation.</p> <p>Recent examples of extracts from HMO case officer reports is shown in Appendix 2</p>
4	Applying clause e) in the H6 policy regarding the provision of adequate waste	This is applied consistently. See examples in Appendix 2

	container storage	
5	Clarifying how Purpose Built Student Accommodation should be counted when applying the '10% rule' for limiting concentrations of HMOs in the designated area	<p>This is set out in the Procedure Note for the calculation for the concentration of HMOs. Specifically, the Procedure Note states:</p> <p><i>"For the purposes of the calculation, each flat in a block of flats needs to be counted as one dwelling unit. Each HMO cluster (self-contained unit) within a student accommodation block needs to be counted as one HMO unit."</i></p>
6	Noting that the concentration of HMOs in areas outside the designated Article 4 area is growing, but is not yet of the type and scale which justifies recommending immediate action; however trends should be carefully monitored and the Overview & Scrutiny Committee should review the position annually	<p>Whilst numbers of HMOs outside Leamington have probably grown, they remain at a low level. To date, no monitoring of HMOs outside Leamington has therefore taken place. Looking ahead it is proposed that HMO applications are monitored as part of the annual development monitoring that takes place each May and June. This will be used to track changes and can inform decisions regarding the need for further decisions.</p>

Appendix 1: HMO Concentration Calculations and Maps

EXAMPLE 1: W/18/1571 – 222 Rugby Road

HMO Concentration Calculation

Planning application: W/18/1571

Location: 222 Rugby Road, Leamington Spa, CV32 6DZ

Number of existing HMOs within 100 metre radius of site: 1

Total number of dwellings within 100 metre radius of site: 35

Existing HMO concentration percentage: 2.86%

Number of HMOs proposed by application: 1

Proposed HMO concentration percentage: 5.71%



EXAMPLE 2: W/18/1352 – 12 Staunton Road

HMO Concentration Calculation

Planning application: W/18/1352

Location: 12 Staunton Road, Leamington Spa, CV31 2PN

Number of existing HMOs within 100 metre radius of site: 10

Total number of dwellings within 100 metre radius of site: 110

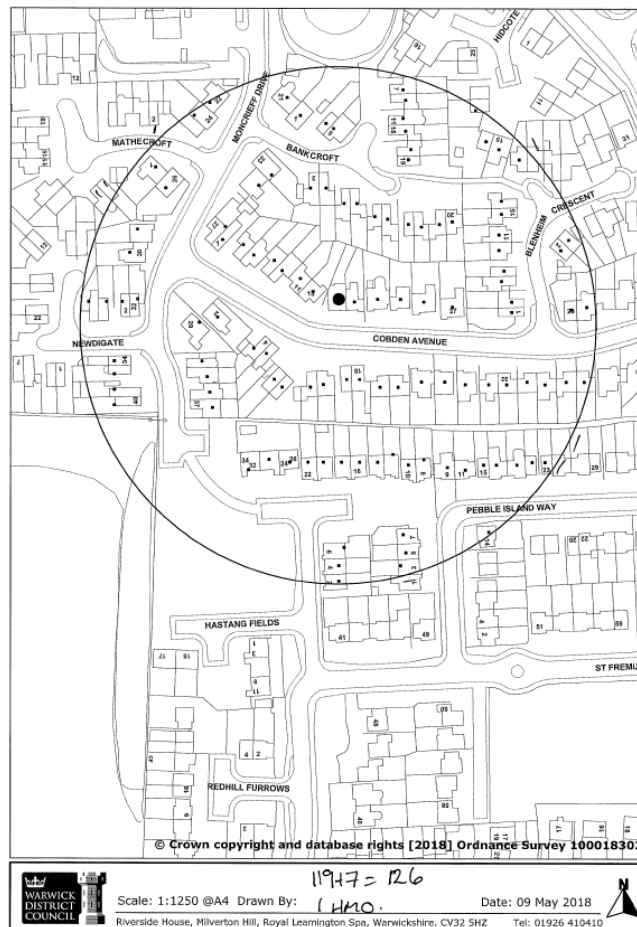
Existing HMO concentration percentage: 9.09%

Number of HMOs proposed by application: 1

Proposed HMO concentration percentage: 10%



EXAMPLE 3: W/18/0854 – 17 Cobden Ave



EXAMPLE 4: W/18/0803 – 17 Gaveston Road



EXAMPLE 5: W/18/1375 29 Grosvenor Road

HMO CALCULATION



Found: 118
properties

Of those 21 were
HMOs

And 97 were
dwellings

This results in an
18%
concentration of
HMOs in a 100m
radius of 29
Grosvenor Road

EXAMPLE 6: W/18/0691 4 Beauchamp Hill

HMO Concentration Calculation

Planning application: W/18/0691

Location: 4 Beauchamp Hill, Leamington Spa, CV32 5NS

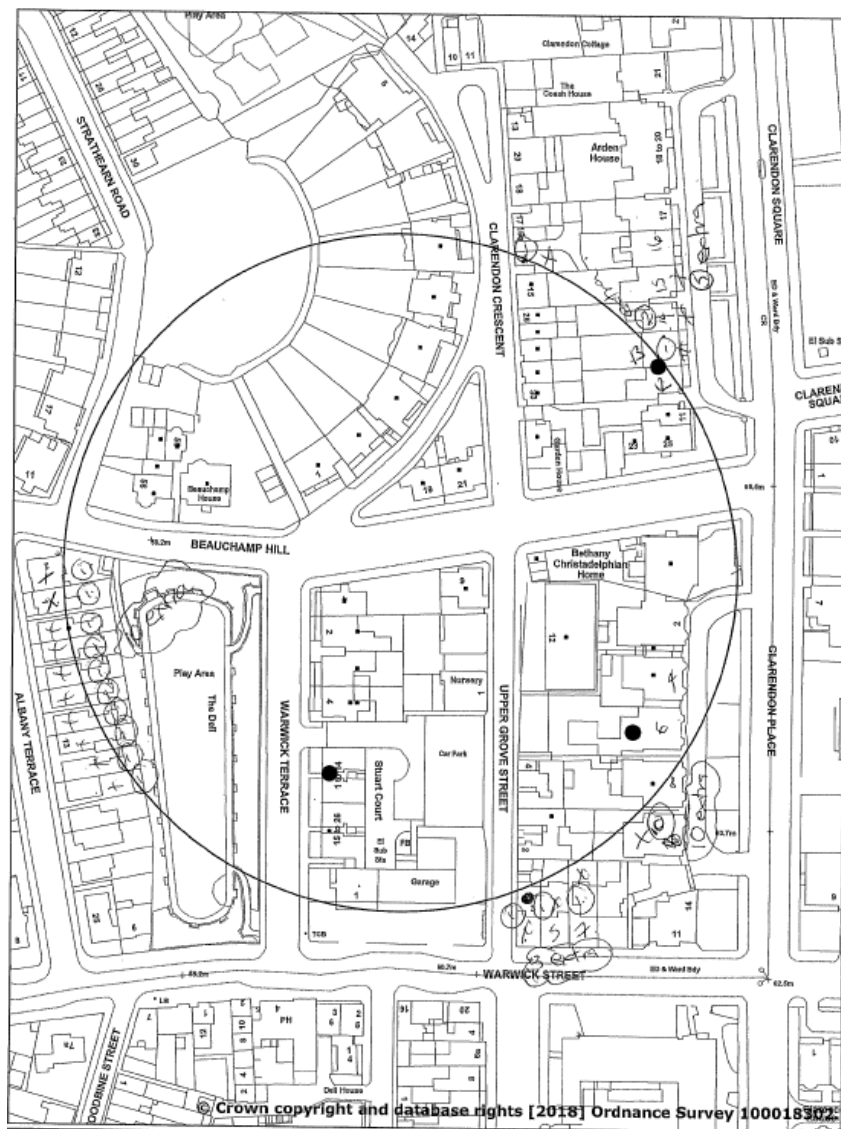
Number of existing HMOs within 100 metre radius of site: 6

Total number of dwellings within 100 metre radius of site: 160

Existing HMO concentration percentage: 4%

Number of HMOs proposed by application: 1

Proposed HMO concentration percentage: 4%



Appendix 2: HMO Assessments – Extracts from reports

EXAMPLE 1: W/18/1571 – 222 Rugby Road

1. **Description of Development:** Proposed change of use from C3 residential (existing 1no. one bedroom flat and 1no. two bedroom flat) into 6 bedroom House in Multiple Occupation (use class C4).

Approved by Planning Committee on 9th October 2018

2. **Officer Assessment Against Policy H6:** Local Plan Policy H6 for Houses in Multiple Occupation states that planning permission will only be granted for Houses in Multiple Occupation where:
 - a) the proportion of dwelling units in multiple occupation (including the proposal) within a 100 metre radius of the application site does not exceed 10% of total dwelling units;
 - b) the application site is within 400 metres walking distance of a bus stop;
 - c) the proposal does not result in a non-HMO dwelling being sandwiched between 2 HMO's;
 - d) the proposal does not lead to a continuous frontage of 3 or more HMOs; and
 - e) adequate provision is made for the storage of refuse containers whereby - the containers are not visible from an area accessible by the general public, and the containers can be moved to the collection point along an external route only.

Assessment

- a) the number of HMOs when including the application property within a 100 metre radius of the site would be 5.71%.
- b) The property is located within 400 metres of five bus stops.
- c) The proposal does not lead to sandwiching of a non HMO property between two HMOs
- d) The proposal does not lead to a continuous frontage of 3 or more HMOs.
- e) The property has a rear amenity/parking area which is where the bins would be located and then placed on the roadside for collection. The property is already serviced with a grey bin and alternative weekly collections, which will not change.

In conclusion, the principle of the development is considered to be acceptable and conforms with the NPPF and Policy H6.

EXAMPLE 2: W/18/1352 – 12 Staunton Road

1. **Description of Development:** Proposed change of use from dwellinghouse (Use Class C3) to a small 3 bedroomed HMO (Use Class C4).

Approved by Planning Committee on 11th September 2018

2. **Officer Assessment against H6:** Policy H6 of the adopted Local Plan states that planning permission will only be granted for Houses in Multiple Occupation where:-
 - a) the proportion of dwelling units in multiple occupation (including the proposal) within a 100 metre radius of the application site does not exceed 10% of total dwelling units;
 - b) the application site is within 400 metres walking distance of a bus stop;
 - c) the proposal does not result in a non-HMO dwelling being sandwiched between 2 HMOs;
 - d) the proposal does not lead to a continuous frontage of 3 or more HMOs; and

- e) adequate provision is made for the storage of refuse containers whereby - the containers are not visible from an area accessible by the general public, and the containers can be moved to the collection point along an external route only.

Assessment

There have been objections from members of the public that the proposal breaches the Council's policy on HMOs in terms of the percentage within a 100 metre radius.

- a) The existing property is a 2no bedroomed house. This application allows for up to a 3no. bedroomed HMO to be created. Under the previous application for the same description of development, Officers considered that the proposed change of use would take the concentration of HMOs within a 100 metre radius of the site to 10.9%, which is more than the Council's guidance of 10%. However, the Planning Inspectorate for the relevant appeal stated that as one of the properties which had been included as a HMO for the calculation purposes, was not a *lawful* HMO, that this should not have been included. Taking this approach forward, the existing percentage of HMOs within 100 metre radius of the site is currently 9.09%. The proposed change of use would increase this to 10%. This would therefore meet the requirements of point "a" of Local Plan policy H6 as it does not exceed 10%.
- b) The application property is located within 400 metres of a bus stop.
- c) The property would not sandwich a non-HMO between another HMO.
- d) The change of use would not lead to a continuous frontage of 3 or more HMOs
- e) The property benefits from side access to the rear garden where refuse could be stored out of sight of the general public.

Therefore, the development is considered to comply with adopted Local Plan Policy H6.

EXAMPLE 3: W/18/0854 – 17 Cobden Ave

1. **Description of Development:** Change of use from single dwellinghouse (Use Class C3) to a House in Multiple Occupation (HMO) (Use Class C4)
Approved by Planning Committee 19th June 2018
2. **Officer assessment against Policy H6:** Policy H6 of the Local Plan states that planning permission will only be granted for Houses in Multiple Occupation (HMOs) where:-
 - a) the proportion of dwelling units in multiple occupation (including the proposal) within a 100 metre radius of the application site does not exceed 10% of total dwelling units;
 - b) the application site is within 400 metres walking distance of a bus stop;
 - c) the proposal does not result in a non-HMO dwelling being sandwiched between it and another HMO;
 - d) the proposal does not lead to a continuous frontage of 3 HMOs; and
 - e) adequate provision is made for the storage of refuse containers whereby - the containers are not visible from an area accessible by the general public, and the containers can be moved to the collection point along an external route only.

Assessment

- a) Within a 100 metre radius there is only 1 other HMO out of 126 residential units. The existing concentration level is at 0.007%. The addition of one HMO would not breach the 10% limit of HMOs within a 100 metre radius (0.016%).
- b) The nearest bus stops are located on Chesterton Drive which is within 400 metres walking distance of the property.
- c) The existing property does not sandwich a non-HMO between another HMO.
- d) The proposal will not result in a continuous frontage of HMO's

- e) The property does not have a rear access way which means the bins cannot be stored in the rear garden and moved to the pavement on collection day. However, the property does have a garage, which, due to the size, cannot reasonably accommodate a car. The bins are shown to be stored within the garage which means they will not be visible from public vantage points. This can be secured by a suitably worded condition.

The objections received are noted. However, the proposal is considered to comply with all the criteria contained within Policy H6 of the Local Plan and will not lead to an over concentration of HMOs within the area which would cause demonstrable harm to the more settled residents of the area through increased noise and anti-social behaviour.

EXAMPLE 4: W/18/0803 – 17 Gaveston Road

1. **Description of Development:** Change of use from a single dwellinghouse (Use Class C3) to a House in Multiple Occupation (HMO) (Use Class C4).
Refused by Planning Committee 19th June 2018 (officer recommendation for approval)
2. **Officer assessment against Policy H6:** Policy H6 of the Local Plan states that planning permission will only be granted for Houses in Multiple Occupation (HMOs) where:-
 - a) the proportion of dwelling units in multiple occupation (including the proposal) within a 100 metre radius of the application site does not exceed 10% of total dwelling units;
 - b) the application site is within 400 metres walking distance of a bus stop;
 - c) the proposal does not result in a non-HMO dwelling being sandwiched between 2 HMOs;
 - d) the proposal does not lead to a continuous frontage of 3 or more HMOs; and
 - e) adequate provision is made for the storage of refuse containers whereby - the containers are not visible from an area accessible by the general public, and the containers can be moved to the collection point along an external route only.

Assessment

- a) Within a 100 metre radius there is only 1 other HMO out of 119 residential units. The existing concentration level is at 0.008%. The addition of one further HMO would not breach the 10% limit of HMOs within a 100 metre radius (0.017%).
- b) The nearest bus stop is located outside Stamford Gardens which is within 400 metres walking distance of the property.
- c) The existing property does not sandwich a non-HMO between another HMO.
- d) It does not lead to a continuous frontage of HMOs
- e) The property has a rear access way which means the bins can be stored in the rear garden and moved to Rugby Road on collection day.

The objections received are noted, however, the proposal complies with all of the criteria contained within Policy H6 of the Local Plan and therefore it is considered that the proposal will not lead to an over concentration of HMOs within the area and will not result in material harm to the more settled residents of the area through increased noise and anti-social behaviour.

EXAMPLE 5: W/18/1375 29 Grosvenor Road

1. **Description of Development:** Change of use from a single dwelling house (C3) to an 8 bed House in Multiple Occupation (HMO)(Sui-Generis)(retrospective).

Refused – delegated – 17th October 2018 (it should be noted that this application was not refused on the grounds of Policy H6)

2. Officer assessment against Policy H6 (delegated report):

Policy H6 of the Local Plan states that planning permission will only be granted for Houses in Multiple Occupation (HMOs) where:-

- a) the proportion of dwelling units in multiple occupation (including the proposal) within a 100 metre radius of the application site does not exceed 10% of total dwelling units;
- b) the application site is within 400 metres walking distance of a bus stop;
- c) the proposal does not result in a non-HMO dwelling being sandwiched between 2 HMOs;
- d) the proposal does not lead to a continuous frontage of 3 or more HMOs; and
- e) adequate provision is made for the storage of refuse containers whereby – the containers are not visible from an area accessible by the general public, and the containers can be moved to the collection point along an external route only.

Assessment

- a) Within a 100 metre radius there is 20 other HMO out of 118 residential units not including the application property. The existing concentration level is at 17%. The concentration is already over the 10% limit of HMOs within a 100m radius of this property and the addition of one further HMO would further breach the 10% limit (18%).
- b) The nearest bus stop is located opposite the site on Grosvenor Road which is within 400 metres walking distance of the property.
- c) The existing property does not sandwich a non-HMO between another HMO.
- d) It does not lead to a continuous frontage of HMOs
- e) The property has a rear access way which means the bins can be stored in the rear garden and moved to Northway on collection day.

Policy H6 allows for exceptions to point "a" above if the site is located on a main thoroughfare in a mixed use area where the proposal would not lead to an increase in activity along nearby residential streets. The application site is not located on a main thoroughfare and is not located in a mixed use area; the wider area is predominately residential and occupiers of the HMO would be required to walk through neighbouring residential streets in order to visit the town centre and to access other local amenities.

Therefore, the development is considered to conflict with adopted Local Plan Policy H6 as this would lead to an over concentration of HMOs at a localised level and would increase the harm which results from such concentrations as identified in the Local Plan. The proposal is not considered to meet any of the exceptions listed under the policy.

EXAMPLE 6: W/18/0691 4 Beauchamp Hill

1. **Description of Development:** Erection of detached house for use as a 5 bed House in Multiple Occupation (HMO) (Use Class C4)

Refused – delegated – 12th July 2018 (it should be noted that this application was not refused on the grounds of Policy H6)

2. Officer assessment against Policy H6 (delegated report):

Policy H6 of the Local Plan states that planning permission will only be granted for Houses in Multiple Occupation (HMOs) where:-

- a) the proportion of dwelling units in multiple occupation (including the proposal) within a 100 metre radius of the application site does not exceed 10% of total dwelling units;
- b) the application site is within 400 metres walking distance of a bus stop;
- c) the proposal does not result in a non-HMO dwelling being sandwiched between 2 HMOs;
- d) the proposal does not lead to a continuous frontage of 3 or more HMOs; and
- e) adequate provision is made for the storage of refuse containers whereby – the containers are not visible from an area accessible by the general public, and the containers can be moved to the collection point along an external route only.

Assessment

- a) Within a 100 metre radius there are 6 existing HMOs out of 160 residential units. The existing concentration level is at 4%. The addition of one further HMO would not breach the 10% limit of HMOs within a 100 metre radius (4%).
- b) The nearest bus stop is located on Dale Street which is within 400 metres walking distance of the property.
- c) The existing property does not sandwich a non-HMO between another HMO.
- d) It does not lead to a continuous frontage of HMOs
- e) The property has a facility which means the bins can be stored out of public view and moved to the side of the road on collection day.

Therefore the proposals comply with Policy H6 of the Local Plan.