

# Overview and Scrutiny Committee

Tuesday 26 September 2017

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A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 26 September 2017 at 6.00pm.

## Membership:

	Councillor Mrs Falp (Chairman)	
Councillor Bromley		Councillor Naimo
Councillor Mrs Cain		Councillor Parkins
Councillor Davison		Councillor Mrs Redford
Councillor Miss Grainger		Councillor Shilton
Councillor Mrs Knight		Vacancy (Lib Dem)

## 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 30 August 2017.

**(Item 3/Page 1)**

4. **Comments from the Executive**

To consider a report from Democratic Services.

**(Item 4/Page 1)**

5. **Development Services – Portfolio Holder Update**

To consider a report from Councillor Rhead – Portfolio Holder for Development Services.

**(Item 5/Page 1)**

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

To consider a report from Democratic Services.

**(Item 6/Page 1)**

- Update from the Deputy Chief Executive (AJ) outlining the progress made to-date on the recommendations on Houses in Multiple Occupation.
- Learning Points from the Task & Finish Groups.

7. **Executive Agenda (Non-confidential Items and Reports) – Wednesday 27 September 2017**

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 27 September 2017**

To consider the confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting.

**You are requested to bring your copy of that agenda to this meeting.**

**(Circulated separately)**

**(\*Denotes those items upon which decisions will be made under delegated powers, as previously granted by the Council).**

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](mailto: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](mailto: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 Wednesday 30 August 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Mrs Falp (Chairman); Councillors Bromley, Mrs Cain, Davison, Miss Grainger, Mrs Knight, Naimo, Shilton, Mrs Stevens and Weed.

**Also Present:** Councillors Butler, Coker, Gill, Grainger and Mobbs.

## 31. Apologies and Substitutes

- (a) There were no apologies.
- (b) Councillor Mrs Stevens substituted for Councillor Mrs Redford; and Councillor Weed substituted for Councillor Parkins.

## 32. Declarations of Interest

Minute 35 Executive Agenda (Non-confidential items and reports – Thursday 31 August 2017) – Item 10 – Disposal of WDC land off The Holt / Cubbington Road, Lillington, Leamington Spa

Councillor Mrs Stevens declared a prejudicial interest because she lived close to the surgery mentioned in the report. She left the room whilst this item was discussed.

## 33. Minutes

The minutes of the meeting held on 25 July 2017 were taken as read and signed by the Chairman as a correct record.

## 34. Cultural Services – Portfolio Holder Update

The Committee considered a briefing note from Councillor Coker, Portfolio Holder, Cultural Services, giving an update on his portfolio.

In response to questions from Members, Councillor Coker explained that:

- He was pleased with the response from the public in respect of Newbold Comyn Leisure Centre and the numbers of people taking up membership or expressing interest. So far 818 people had become members.
- The number of people enrolling for swimming lessons had stayed the same despite lessons now rolling over 52 weeks of the year, instead of just in school term time.
- There had been some problems and this had meant that the leisure centre had not fully opened. But temporary structures had been brought in to act as changing facilities in the interim. It was hoped to address the issue of family changing facilities at the end of the build.

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

- Proper bicycle storage had been overlooked at the temporary facilities, but an order would be placed for a temporary unit imminently.
- The delays had been caused by issues outside of the Council's control; the problems were mostly concerned with utility services. Water services had not yet been completed and advice that works at Newbold Comyn could continue without the water supply being connected had proven mistaken, leading to plans having to be re-thought and delays. The Council was seeking legal advice over the delays.
- The swimming pool at Warwick was opening in the next couple of days<sup>1</sup> and the other two were expected to be completed in the spring.
- The Council would look at provision of a subsidy to improve the Spa Centre. The pantomime had proven to be very successful and the cinema was also attracting more visitors. More people needed to be made aware of the events happening at the Spa Centre.
- The box office had been moved to the Pump Rooms so now it was open five days a week. There was also an opportunity to sell more souvenirs from the shop.
- The timetable for Phase 2 was still flexible until Phase 1 had been completed, but Members would be informed once there was something to report. It was hoped to hold a workshop in October to start the process.
- Work would also be ongoing in parallel during the next 12 to 14 months on refreshing indoor leisure facilities and outdoor sports facilities. Section 106 funding helped with putting forward a case for the works. However, there were constraints that had to be borne in mind at the facilities themselves.
- A record had been kept of the lessons that had been learnt. Top of the list was not to underestimate the impact of utility services supply.
- The cultural quarter would directly impact the future use of the Pump Rooms. It was already known that artwork could get damaged by the risk of flooding at the Pump Rooms. The future use of the Town Hall was a work in progress.
- There would be full consultation on plans in respect of the open air swimming pool in Kenilworth.

The Chairman thanked Councillor Coker for answering the questions.

(Councillor Coker left the meeting.)

### **35. Executive Agenda (Non-confidential items and reports) – Thursday 31 August 2017**

The Committee considered the following items which would be discussed at the meeting of the Executive on Thursday 31 August 2017.

Item 12 – Delivery of the proposed Hotel forming part of the St Mary's Lands Masterplan, Warwick

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<sup>1</sup> Following the meeting, the Head of Cultural Services confirmed that the pool would open on 21 September.

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

The Committee supported the recommendations in the report.

(Councillor Mobbs left the meeting.)

### **Item 8 – 12 Month Waste Container Charging Update**

The Committee supported the recommendations in the report.

### **Item 10 – Disposal of WDC land off The Holt / Cubbington Road, Lillington, Leamington Spa**

The Committee accepted the recommendations in principle but formally recommended that these were subject to a public consultation if it transpired that this was a legal requirement when disposing of open space public land.

(Councillor Grainger left the meeting.)

## **36. Events Review 2017**

The Committee considered a briefing note from the Policy and Projects Manager which set out the Terms of Reference for the Events Review 2017, providing an update on progress and identifying some of the issues the Events Review was expected to address.

In response to questions from Members, the Business Portfolio Holder, Councillor Butler, explained that:

- The Events Review had started as an internal exercise because the Council did not hold any data on events happening in the District, and pressure on budgets meant that the Council could not be as generous. It was therefore necessary to have more data, and after the re-structure when the management of events moved from Cultural Services to Development Services, it was felt that the perfect time had come to collect the data and information. With reduced budgets, there was a need to prioritise.
- The Events Review would allow the Council to give more notice about cutbacks in funding for events so that organisers could adjust their plans and budgets.
- When the information phase was completed, then the team would contact stakeholders, who would include town and parish councils, and consultation/presentations was the next planned phase.
- The team had a full understanding of which departments within the Council were affected by events running in the District.
- The Council had very little control over traffic issues caused by events held on private land.
- The terms of reference for the Events Review did not include a review of Council policies but, if necessary, these could be reviewed later or in parallel.

The Chairman thanked Councillor Butler for answering the questions.

(Councillor Butler left the meeting.)

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

### **37. Comments from the Executive**

The Committee considered a report from Democratic Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in July 2017. The report also included the comments made by the Executive in response to the report submitted by the Task & Finish Group – Off-Street Car Parking Charges Review report submitted in June.

**Resolved** that the report be noted.

### **38. Review of the Work Programme & Forward Plan**

The Committee considered its work programme for 2017 and the Forward Plan. The latest copy of the forward Plan for September to December 2017 was circulated to Members.

The Deputy Chief Executive (AJ) explained that in respect of recommendations on HMOs, a report would be produced in 12 months' time, but this would leave a substantial period without any further information. Therefore, he proposed to bring interim reports giving updates to Members. An Officer Working Group had been established to take the proposals for HMOs forward. The Deputy Chief Executive (AJ) would present bi-monthly reports to Overview & Scrutiny.


**Resolved** that

- (1) Bi-monthly reports from the Deputy Chief Executive (AJ) be added to the Work Programme, with a 12 month report in April 2018;
- (2) Advice be sought on when a report giving an update on Forward Plan reference 880 – Policy on Regulating the Private Sector can be delivered;
- (3) An update on the public consultation phase of the Car Parking Displacement Plan be delivered October/November time;
- (4) An update subsequent to the report delivered 30 August 2017 be given on the Events Review be given in December<sup>2</sup>; and
- (5) Advice is sought on what the report on Revisions to the Constitution/Delegation Agreement – Forward Plan Reference 819 will entail.

(The meeting finished at 8.11 pm)

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<sup>2</sup> Put on Work Programme for 3 January 2018 because there was not a meeting in December.

	<b>Overview and Scrutiny Committee – 26 September 2017</b>	<b>Agenda Item No. 4</b>
<b>Title</b>	Comments from the Executive	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Democratic Services	
<b>Wards of the District directly affected</b>	N/A	
<b>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</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	30 August 2017	
<b>Background Papers</b>	Executive Minutes – 31 August 2017	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No

<b>Officer/Councillor Approval</b>		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
	<b>Date</b>	<b>Name</b>
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

<b>Consultation Undertaken</b>	
N/A	
<b>Final Decision?</b>	Yes
<b>Suggested next steps (if not final decision please set out below)</b>	



## 1. **Summary**

- 1.1 This report informs the Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive 31 August 2017.

## 2. **Recommendation**

- 2.1 The responses made by the Executive are noted.

## 3. **Reasons for the Recommendation**

- 3.1 This report is produced to create a dialogue between the Executive and the Overview and Scrutiny Committee. It ensures that the Overview and Scrutiny Committee are formally made aware of the Executive's responses.
- 3.2 Where the Overview & Scrutiny Committee have made a recommendation as opposed to a comment the Executive are required to respond to the recommendation(s) made, including whether or not they accept the recommendation(s).

## 4. **Alternative Option considered**

- 4.1 This report is not produced and presented to the Committee.

## 5. **Budgetary Framework**

- 5.1 All work for the Committee has to be carried out within existing resources.

## 6. **Policy Framework**

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

## 8. **Background**

- 7.1 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 7.2 On the day of publication of the Executive agenda all Councillors are sent an e-mail asking them to contact Committee Services, by 09.00am on the day of the Overview and Scrutiny Committee meeting to advise which Executive items they would like the Committee to consider.
- 7.3 As a result the Committee considered the items detailed in appendix 1. The response the Executive gave on each item is also shown.
- 7.4 In reviewing these responses Committee can identify any issues for which they would like a progress report. A future report, for example on how the decision has been implemented, would then be submitted to the Committee at an agreed date which would then be incorporated within the work programme.

**Response from the meetings of the Executive on Overview and Scrutiny Committee Comments – 30 August 2017**

<b>Items no.</b>	8	<b>Title</b>	12 Month Waste Container Charging Update	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	Issues regarding justification for charging.				
<b>Scrutiny Comment</b>	The Overview & Scrutiny Committee supported the recommendations in the report.				
<b>Executive Response</b>	The recommendations in the report were approved.				

<b>Items no.</b>	10	<b>Title</b>	Disposal of WDC land off the Holt / Cubbington Road, Lillington, Leamington Spa	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	Detailed justification for no public consultation.				
<b>Scrutiny Comment</b>	The Overview and Scrutiny Committee accepted the recommendations in principle but formally recommend that these are subject to a public consultation if it transpires that this is a legal requirement when disposing of open space public land.				
<b>Executive Response</b>	<p>The recommendations in the report were approved subject to recommendation 2.1 being amended, taking into consideration the recommendation of the Overview &amp; Scrutiny Committee, to read as follows:</p> <p>“That Executive approves, the “in-principle” disposal of land as set out on the terms contained in the Private and Confidential Appendix One, with agreement to the ultimate sale of the land being delegated to Deputy Chief Executive (AJ), in consultation with the Portfolio Holder for Neighbourhood Services, who will among other things, ensure that Section 123 of the Local Government Act 1972 is adhered to.”</p>				

<b>Items no.</b>	12	<b>Title</b>	Delivery of the proposed Hotel forming part of the St Mary's Lands Masterplan, Warwick	<b>Requested by</b>	Green party Labour Group
<b>Reason considered</b>	<p>Green Party:  Questions raised:  (a) why the brief in Appendix 1 is so broad/vague;  (b) the potential bias associated with the "success fee"; and  (c) why there is no timeline with decision points for potential phases after the completion of the feasibility study.</p> <p>Labour Group:  Legality and justification of 21 year lease and land valuation.</p>				
<b>Scrutiny Comment</b>	The Overview & Scrutiny Committee supported the recommendations in the report.				
<b>Executive Response</b>	<p>The recommendations in the report were approved subject to recommendation being amended so that it read:</p> <p>"That the proposal at Appendix 1 is agreed as the way to bring the hotel forward and that further reports be brought back to Executive at the end of stages 1-2 and 3."</p>				

## **Overview & Scrutiny Committee**

**September 2017**

### **Development Services - Policy and Development Portfolio Holder Update**

#### Service Plan Performance

##### Development Management

The service area is continuing to perform at a high level with regard to planning application performance with the number of planning applications determined within the statutory time scale again remaining at over 90%. There also continues to be significant schemes submitted resulting in sustained high levels of fee income, which is a pattern that has continued over the last few years.

The proportion of successful appeals against officer and committee decisions has reduced slightly from the previous year. Since 1<sup>st</sup> April 2017 there have been 15 appeals, of which 9 have been dismissed. This may be in part because officers are now more proactive in tracking those decisions and learning from them. Officers prepare regular reports to planning committee to give an opportunity for officers and members to review and learn from the decisions and hopefully reduce the number further.

The number of enforcement cases on hand throughout the year has reduced from an average of approximately 160 open investigations to an average of 130. Officers are proactively working to ensure that cases are handled as speedily and effectively as possible and where cases require no action are responded to quickly.

The householder 'drop in' service which provides free pre-application advice on domestic extensions, etc. and was introduced 2 years ago continues to be well received and predominantly fully booked on a weekly basis. We are also exploring the opportunity of extending this and providing a similar service for businesses in Leamington town centre.

The charging regime for the provision of non-householder pre-application enquiries has now been adopted permanently after a successful trial last year and an additional permanent full time Planning Officer is now in post to lead on this area of work. The income received is currently just exceeding the cost of providing the service and this is being closely monitored.

The Land Charges Kiosk service continues to operate from the Riverside House reception area which enables personal search providers to access the relevant information themselves without any input from officers. As expected, the demand and take up of this service remains high.

The Government is continuing to press ahead with proposals to move land charges to become the responsibility of the Land Registry and officers are in ongoing preliminary discussions with the Land Registry to bring this forward as speedily and smoothly as possible in 2018.

Officers are continuing to review processes and procedures to ensure that all areas of work are undertaken as effectively and efficiently as possible whilst also ensuring a continuing high level of customer service. In particular the procedure for publicising planning applications has been brought into line with statutory requirements and the Council's website is being updated to ensure that this is clearly explained for customers.

The revised procedure to monitor section 106 agreements and contributions is working well with those procedures being kept under review and fine-tuned particularly in respect of the level of collaborative working that is required with the County Council and other partners. Work is continuing apace to prepare for the introduction of CIL later this year, the income from which will be monitored in a similar way and which is likely to significantly reduce the proportion of contributions being received through section 106 agreements.

### Building Control

Warwick Building Control is now an established joint service with Rugby and Daventry Councils. The workload remains at a fairly constant level, with strong competition from Approved Inspector's, Warwick Building Control continues to receive positive feedback from clients responding to the customer satisfaction questionnaire, with a very high level of satisfaction. Income is currently up by 7% higher than this time last year.

### Policy and Projects

The Local Plan has now been given the green light by the Inspector. His report finds that, with modifications, our Plan is sound and can be adopted. This provides the framework to deliver around 17,000 dwellings between 2011 and 2029 as well as around 140 hectares of additional employment land. A report for adoption will be considered by Council on 20<sup>th</sup> September. Alongside this, the Council can now make the case that it has a 6.62 year supply of housing land which may be used in supporting the refusal of applications for housing on sites that are not allocated in the Plan.

The 2017 annual monitoring showed that a record 1098 dwellings were completed during 2016/17. This continues the trends from recent years that has seen a steady increase in the rate of housebuilding across the District in support of the delivery of the Local Plan.

Allied to this, the service has continued to evolve and improve the Infrastructure Delivery Plan (IDP). The Local Plan inspector has indicated that he is satisfied that the IDP provides a clear basis for planning infrastructure to support the proposed development. The service is now moving towards ensuring this is delivered and putting in place a number of steps to achieve this including a focus on infrastructure that is needed within the next 5 years, the introduction of a CIL charging schedule to sit alongside Section 106 funding and direct work with infrastructure providers to ensure projects are funded and delivered in a timely manner.

The delivery of the Local Plan and the IDP is also being supported by the appointment of two Site Delivery Officers one of whom is focused on working with infrastructure

providers, developers and communities to the south of Warwick and Leamington and the other to start similar work in Kenilworth.

Two Neighbourhood Plans have now been “made” (adopted) in the District – Whitnash and Barford. A number of other neighbourhood plans are progressing well including Kenilworth, Leamington, Budbrooke and Leek Wootton.

The HS2 Project Officer has set up a formal process to deal with applications for related works. Warwick District was the first designated authority in the country and is also the first authority to start to receive those submissions. We also continue to assist areas that are significantly affected by HS2 by liaising with the public and parish councils and ensuring that they understand the process.

### Risks

Risks to the service area are as follows:

Local Plan not being adopted will impact on our ability to defend appeals or resist applications outside the green belt and inability to progress needed development in the green belt (it should be noted that this risk is now significantly reduced due to the local plan being found sound)

Failure to allocate Gypsy and Traveller sites resulting in potential for G&T sites being set up in inappropriate locations

Failure to adopt a Community Infrastructure Levy charging schedule thereby restricting the funding options we have to support infrastructure

Lack of marketing Building Control service resulting in further loss of business to Approved Inspector’s

Volume of work – increase in number of planning and building regulation applications

Difficulty in recruiting professional experienced staff generally

Work Volumes: The volume of work generally remains at a high level and whilst all staff continue to work as effectively and efficiently as possible and are fully supported by managers in doing so, there is a risk of increased levels of health and well-being impacts that managers are monitoring closely. Furthermore, there is currently a restructure in Development Management taking place to address some capacity issues.

### Workforce Planning

During 2017 there were significant difficulties in recruiting experienced professional staff. Whilst this has changed more recently, we are considering ways of developing staff so that we ‘grow our own’ expertise in the service areas. One example of this has been with a member of staff in Development Management, who was appointed in a trainee role, and has developed into a Senior Planning Officer having recently achieved a professional qualification supported by the Authority. Another example is the recruitment on an annual basis of a gap year student to assist with specific areas of work where they can gain experience of working within a Planning Team with the hope

that they may decide to pursue a planning career. This initiative is now in its second year.

**Succession Planning:** Historically, Development Services have had some difficult experiences with the lack of succession planning severely impacting on the service, and therefore we are trying to ensure that we have plans in place by training and developing staff to assist in their career development. It is hoped that we will have staff eligible for more senior roles when they become available. For example, Assistant Building Consultants in Building Control have commenced a training programme through the Local Authority Building Control body, and the officers at Building Consultant grade are pursuing full membership of an approved body such as CABE or RICS. This should then put Warwick Building Control in a suitable position for succession planning as it is known that there is a shortage of qualified surveyors in the industry

**Skills, Training and Competency Needs:** Officers are developing a service area training plan following on from staff appraisals, which will provide generic training as well as specialist planning and building control training.

### Finance

Development Services achieved the required 2.5% saving on discretionary budgets in 2015/16, and for 2016/17.

The additional work to progress the local plan has required the Planning Reserves being topped up. There has been a need to carry out some short pieces of work to strengthen our evidence for the local plan examination.

**Budget:** Officers have been involved in additional finance training throughout the year.

**Procurement:** As part of the training stated above, officers are working closely with the Procurement team to ensure that procedures are improved.

**Contract management:** Through a significant amount of work and scrutiny of the Contracts Register for the service area by Finance and Audit, the data held is now much clearer and has helped us as a service area understand what needs to be included in the Contracts Register. An up-to-date contracts register is being maintained

**Audits:** We have had a number of recent audits which have all had satisfactory or substantial ratings. Warwick Building Control Audit January 2017 actions have been progressed. They have been recorded on August 2017 Highlight report which will now be produced quarterly in preparation for Project Board Meetings. Conservation and Design audit and Planning Policy audit actions are also being progressed.

**Risk Register:** This is regularly reviewed for the service area. This is also a standing item on our team meetings and meetings with our Portfolio Holder.

## Work Streams and Projects

### Warwick Building Control:

During the year, we have progressed the new structure for Building Control following the merger of the three Councils services. We have transferred Rugby and Daventry ICT systems onto WDC's IDOX system, which was a major migration process, which has been very time consuming and costly. This project has required further actions and should be completed October 2017.

The Building Control service is established and well recognised by local Architects and Builders, who continue to use the service as we are competitive, cost neutral and reactive. We have a strong relationship with Warwick University and the Developers where we have secured the contract to provide the BC Service for the Sherbourne Residential Blocks, the conference centre which is under construction, Sports Hall Hub, 6no extensions to the Art Block, Radcliffe House, and further pre application discussions on 12 new residential blocks. We have established relationships with NAC and securing repeat business. . Rugby School has over £30 million to spend over the next few years and we are working closely with them. We have established good relations with Stratford District Council BC and have pursued projects under cross boundary working which has retained the work and avoided the project going to an Approved Inspector. To promote the service we have put on seminars for local clients and re-launched WBC in June 2017 and presented WBC to local business forum. Staff are encouraged to chase new business and WBC always attends pre application meetings.

Finally, we have been improving performance information systems to monitor the allocation of work more effectively.

### Development Management:

Development Management is currently going through a re-structure to provide a structure that is able to meet the increasing demands on the service, in particular the increase in number of planning applications. The new structure will be done in two phases and provides growth in the service.

There is a need to continually improve the electronic delivery of the services we offer in Development Management as it is a very customer facing service.

Alternative Service Providers within Development Management: The Housing and Planning Act 2016 has introduced the trialling of alternative providers for a period of up to five years for key elements of the development management service which will add a significant level of complexity into the process and potentially reduce workloads by a substantial amount. However, this also means choice to customers, so we will be in direct competition. If we are to shape the service so that it is more efficient and effective, we need to be streamlining what we do so that we are competitive for the future changes.

Although the future of this national initiative is unclear, we are nevertheless mindful that should it come forward, we would wish to be in a position to secure as large a share of the market as possible and potentially tender for work in other nearby Council



areas. For that reason, work to develop the effectiveness of the service is and will remain a priority.

Work will also commence shortly on the designation of the canal Conservation area. We are currently recruiting to the post.


#### Policy and Projects:

A number of neighbourhood plans are expected to reach adoption during the year including Kenilworth, Budbrooke and Leek Wootton.

In terms of the Local Plan, the focus in the year ahead will be on delivery including supporting the comprehensive delivery of major sites, the funding and delivery of infrastructure and progressing Supplementary Planning Documents. Specifically, it is expected that progress will be made on the delivery of sites to the south of Warwick, the preparation of a Development Brief for land East of Kenilworth. Support for the preparation of planning applications for sites to the south of Coventry and adjacent to growth villages will also be provided. In terms of infrastructure, examples of projects which officers will be actively involved with over the next year are: plans to improve to the Europa Way corridor, improvements to the A46/Stoneleigh junction, the relocation of Kenilworth School and the delivery of the Tach Brook Country Park. Linked to this we will be seeking to adopt the Community Infrastructure Levy Work to allocate sites for Gypsy and Traveller pitches is also an important focus. Work to introduce Supplementary Planning Documents (SPDs) is also underway and/or planned including parking standards, affordable housing SPD, a review of the Residential Design Guide, Open Space SPD and the Canal-side Development Plan Document.

#### Any Changes Required to Service Area Plan

None at this stage

 <b>Overview and Scrutiny Committee – 26 September 2017</b>		<b>Agenda Item No. 6</b>
<b>Title</b>	Review of the Work Programme & Forward Plan	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Democratic Services	
<b>Wards of the District directly affected</b>	N/A	
<b>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</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	30 August 2017	
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality and Sustainability Impact Assessment Undertaken</b>	No
n/a	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
<b>Consultation &amp; Community Engagement</b>		
n/a		
<b>Final Decision?</b>	Yes	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2017/2018 (Appendix 1) and of the current Forward Plan August to November 2017 (Appendix 2).
- 1.2 Appendix 3 details comments received back from officers and Councillors involved in the two latest Task & Finish Groups (T&F Groups). These comments reflect both positive and negative feedback on the way the T&F groups operated, and the third column suggests lessons that can be learnt for future T&F Group work.
- 1.3 Appendix 4 is the Action Plan the Officer Working Group (HMOs) is working to and the progress to-date. The Deputy Chief Executive (AJ) will explain this to Councillors at Overview & Scrutiny 26 September 2017.

## 2. **Recommendations**

- 2.1 The report be noted;
- 2.2 Any amendments suggested at the meeting for the Work Programme, be made accordingly;
- 2.3 The Committee to identify any future Executive decisions to be made, or future policies to be adopted, which members wish to have an input into before the Executive take the decision, and either:
  - 1. nominate one member to investigate that future decision/policy and report back to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
  - 2. request an officer report to be submitted to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
- 2.4 The Committee review Appendix 3, determine if all lessons that can be learnt have been identified, and discuss a way forward to embed lessons learnt into the process for future T&F Group work.

## 3. **Reasons for the Recommendations**

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

Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.

- 3.4 When the two Task & Finish Groups were in operation, Members and officers alike noted that certain aspects of the process worked well and other aspects held up the process or caused additional work. It is important to learn from experience and ensure that good practice is embedded into the process as routine, and problems previously experienced are not repeated.

#### 4. **Policy Framework**

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

#### 5. **Budgetary Framework**

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

#### 6. **Risks**

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

#### 7. **Alternative Options Considered**

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

#### 8. **Background**

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

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

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

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

- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 8.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.
- 8.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.
- 8.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.
- 8.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.

**Overview and Scrutiny Committee  
Work Programme 2017/2018**

**26 September 2017**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer/ Councillor</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Update from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	25 July 2017	Written report	Andy Jones			
Learning Points from the Task & Finish Groups	4 April 2017	To be decided	Cllr Naimo			
Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Rhead		Late Aug/Early Sept 2018	Annually

## 31 October 2017

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Car Parking Displacement Plan – Public Consultation Update	O&S 30 August 2017	Written report followed by Q&A at meeting	Paul Garrison			
Holding Portfolio Holders to account – Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Oct / Early Nov 2018	Annually
Outside Bodies Annual Report	Standing Annual Item	O&S Report for Council	All councillors representing WDC on Outside Bodies. (Report collated by Committee Services)		Late Oct / Early Nov 2018	Annually

**28 November 2017**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late November 2018	Annually
12 Month Review of New Housing Allocations Policy (Ref 858)	27 June 2017	Report to Executive to be scrutinised by O&S	Ken Bruno			28 November 2017
Update from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	25 July 2017	Written report	Andy Jones			
Current Arrangements for South Warwickshire Crime and Disorder Scrutiny	Mandatory	Written report followed by Q&A at meeting	Pete Cutts		Late Nov / Early Dec 2018	Annually
Progress report on the HEART service	Email request from Ken Bruno 27 Jan 2017	Written report followed by Q&A at meeting	Mark Lingard			



**3 January 2018**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer/ Councillor</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Events Review 2017 Update subsequent to the report given to O&S in August 2017	O&S 30 August 2017	Written report followed by Q&A at meeting	Rose Winship			
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Thompson		January 2019	Annually

**6 February 2018**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer/ Councillor</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Update from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	25 July 2017	Written report	Andy Jones			
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		February 2019	Annually

**6 March 2018**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer/ Councillor</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2019	Annually
Shakespeare’s England	Request from Report Author	Written Briefing Note followed by Q&A at meeting	David Butler		March 2019	September 2019

**4 April 2018**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer/ Councillor</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
12 month report from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	Executive April 2017	Written report	Andy Jones			4 April 2018
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		April 2019	Annually
Update from the Leader of the Council on his corporate and strategic leadership	Standing Annual Item	Verbal report followed by Q&A at meeting	Councillor Mobbs		April 2019	Annually

Member Children's Champions: End of Year Report	Standing Annual Item	Written report followed by Q&A at meeting	Andrew Jones		April 2019	Annually
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**TBA**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer/ Councillor</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Policy on Regulating the Private Rented Sector - Update(Ref 880)	30 August 2017	TBA	Ken Bruno			
Revisions to the Constitution/Delegation Agreement (Ref 819)	30 August 2017	TBA	Tracey Darke/Gary Fisher			
"Mystery Shopper" – testing customer service at the Council	25 July 2017	TBA	TBA			
Housing & Homelessness Strategy	27 September 2016	Written report followed by Q&A at meeting	Charlotte Lancaster			
Phase 2 Leisure Development in Kenilworth	1 June 2016	Verbal Update	Rose Winship		C. Servs to notify when the report can be presented	
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available

Council Development Company (Forward Plan Ref 727)	February 2016	Written report followed by Q&A at meeting	Head of Housing		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	
Emergency Planning in light of Grenfell Tower and other major incidents (To include: <ul style="list-style-type: none"> <li>• What this Council has done,</li> <li>• Capacity</li> <li>• Staff Learning)</li> </ul>	27 June 2017	Written report followed by Q&A at meeting	Marianne Rolfe		When the results from the Government enquiry into Grenfell Tower are known	
Local Plan Infrastructure Delivery Plan	30 June 2015	Written report followed by Q&A at meeting	Tony Ward/Dave Barber			Quarterly Update once the Local Plan has been agreed.

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			
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## Warwick District Council Forward Plan September to December 2017

**Councillor Andrew Mobbs  
Leader of the Executive**

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

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

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

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 456114. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

**(902)**

**Section 1 – The Forward Plan September to December 2017**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
<b>20 September 2017</b>						
Local Plan Adoption (ref 895)	To consider adopting the Local Plan for Warwick District.		Executive 20/9/2017	12/9/2017	Dave Barber Cllr Rhead	Residents, Developers  Statutory Consultees, consulted as set out in Planning Regs. Background papers Inspectors Local Plan Report (still to be published)
<b>27 September 2017</b>						
Fees and Charges (Ref 849)	To propose the level of fees and charges to be levied from 2 January 2018.		Executive 27/09/2017	19/09/2017	Andy Crump Cllr Whiting	
Exemption to Code of Procurement Practice – Mace Ltd (Ref 881)	To seek approval for the extension of the contract to accommodate the extended build programme for Phase I of the Leisure Development Programme.		Executive 27/09/2017	19/09/2017	Padraig Herlihy Cllr Coker	
Shared Environmental Enforcement with Rugby Borough Council (Ref 893)	Following approval on 26 July 2017, of the recommendation within the Executive Report entitled "Environmental Enforcement Service Delivery Options" to adopt a shared service with Rugby Borough		Executive 27/09/2017	19/09/2017	Graham Folkes-Skinner  Cllr Grainger	

	Council; this report provides a Service Assessment and Business Case for the approach.					
Europa Way Update (Ref 898)	To update members of progress and to seek authority to progress the next stage of the project		Executive 27/09/2017	19/09/2017	Chris Elliott Cllr Phillips	Reports to Council & Executive in April 2017; January and March 2015. The next stage will involve further consultation
Business Improvement District (BID) Leamington (Ref 899)	To inform members of the renewal process for BID Leamington and to approve/delegate authority to approve the relevant agreements.		Executive 27/09/2017	19/09/2017	Suzee Laxton Cllr Butler	
Weston Close, Warwick, Parking arrangements (Ref 900)	To receive the outcome of the survey of residents of Weston Close and to consider the proposed actions as a result of this survey.		Executive 27/09/2017	19/09/2017	Simon Brooke Cllr Phillips	Survey of all residents within Weston Close.
<b>October 2017</b> - No scheduled Executive meetings at this time.						
<b>1 November 2017</b>						
Community Infrastructure Levy Adoption (Ref 901)	To consider adopting the Community Infrastructure Levy for Warwick District		Executive 1/11/2017	24/10/2017	David Barber  Cllr Rhead	Residents, Developers  Statutory Consultees, consulted as set out in CIL Regs. Background Inspectors CIL Report (still to be published)
Tachbrook Country Park (Ref 896)	To provide an update on progress and to seek approval to procure the design of the Country Park		Executive <del>27/09/2017</del> Awaiting reason	24/10/2017	David Anderson Cllrs Grainger & Rhead	Draft Local Plan; Previous report to Executive 3/12/2014



29 November 2017						
12 Month Review of New Housing Allocations Policy (Ref 858)	To review the working of the new Housing Allocations Policy.		Executive 29/11/2017	21/11/2017	Ken Bruno Cllr Phillips	
General Fund Base Budgets 2018/19 to include Budget Review for the current year and FFF update (Ref 877)	To consider the following year revenue budgets for the General Fund and update Members on the latest Budgets for 2017/18 and Fit for the Future (FFF) update.		Executive 29/11/2017	21/11/2017	Marcus Miskinis Cllr Whiting	
HRA Base Budgets 2018/19 (Ref 878)	To consider the following year revenue budgets for the HRA and update Members on the latest position for the current year.		Executive 29/11/2017	21/11/2017	Andrew Rollins Cllr Phillips	
Consideration of a Hackney Carriage Vehicle Limitation Policy (Ref 851)	To update members on the results of the WDC Hackney Carriage Unmet Demand Survey and: <b>Meeting 1</b> – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey. <b>Meeting 2</b> – Update on the consultation & determine any change to policy, following the consultation.		Executive 29/11/2017	21/11/2017	Lorna Hudson Cllr Thompson	Taxi trade, local business, safer communities, disability, equality and other local group representatives, Town Councils, Police. Questionnaire on website/email. CTS Traffic & Transportation Final Report - July 2016 Licensing & regulatory Committee 25/9/2017

**Section 2 Key decisions which are anticipated to be considered by the Council between January and March 2018**

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
<b>December 2017</b> – No scheduled Executive meetings at this time						
<b>4 January 2018</b> – No items planned for consideration at this time						
Re-commissioning of services provided by the Voluntary and Community Sector 2018-2021 and review of VCS investment (Ref 884)	<p>For members to approve the tender specification for the re-commissioning of VCS services for 2018-2021 and to approve the recommendations for savings relating to the Council’s investment in the VCS within the H&amp;CP budget for 2018 – 19.</p> <p><b>(It is anticipated that part or all of this report will be considered in confidential session by the Executive because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information))</b></p>		Executive 29/11/2017 Reason 5 4/1/2018		Liz Young Cllr Thompson	To follow

<b>7 February 2018</b>						
General Fund 2018/19 Budgets & Council Tax (Ref 885)	To update Members on the overall financial position of the Council, consider the General Fund Revenue and Capital Budgets for the following financial Year. To propose the Council Tax for the following year		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Whiting	
HRA Rent Setting 2018/19 (Ref 886)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Phillips	
Heating, Lighting and Water Charges 2018/19 – Council Tenants (Ref 887)	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting and water supply		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Phillips	
Treasury Management Strategy (Ref 888)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forth coming year		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Whiting	
<b>7 March 2018</b>						
One Stop Shop Business Case (Ref 894)	Provide a Business Case to ensure that the shared One Stop Shop Service is in line with Warwick District Council's ICT & Digital Strategy 2015-19		Executive 7/3/2018	27/2/2018	Graham Folkes- Skinner  Cllr Grainger	
Car Park Strategy (Ref 895)	To seek approval for the proposed car parking strategy 2018-2028		Executive 7/3/2018	27/2/2018	Paul Garrison Cllr Grainger	

**Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is to be confirmed**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>History of Committee Dates &amp; Reason code for deferment</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>Expansion on Reasons for Deferment</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>	<b>Request for attendance by Committee</b>
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company.	Executive 9/3/2016 2/6/2016 29/6/2016 Reasons 1 & 2	Bill Hunt Cllr Phillips	Awaiting further information on the implications of the Housing & Planning Act.		
Revisions to the Constitution/ Delegation Agreement (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications.		Tracy Darke/Gary Fisher  Cllr Rhead	This is the subject of on-going discussion with key members.		
Leisure Development – Phase II (Kenilworth) (Ref 803)	To agree the scope of Phase II.	Executive 28/9/2016 Reason 5	Rose Winship  Cllr Coker			
HRA Asset Management and Development Policy (Ref 829)			Bill Hunt Cllr Phillips			
Recording and Broadcasting of Public Meetings (Ref 840)	To inform members of the research into the potential to record and broadcast all Council meetings as per the Notice of Motion to Council.	Council 29/6/2016 Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Currently being investigated in tandem with Council Chamber PA issues.		
Councillors IT (Ref 841)	To report back on the work of the Councillor IT Working Party.	Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Awaiting the outcome of Members' Allowances Review.		

WDC Enterprise – New Trading Arm (Ref 817)	To seek approval to establish a Local Authority Trading Company, to expand support provision whilst capitalising on existing skills to maximise income.	Executive 2/11/2016 Reason5 5/1/2017 Reason5 8/2/2017 Reason 5	Gayle Spencer Cllr Butler			
Events Review (Ref 832)	To review the provision and support of events in the District.	Executive 8/3/2017 Reason 4	James DeVille Cllr Butler			
HQ Relocation Project – outcome of phase 1 work (Ref 801)	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for commencement of the phase 2 delivery works.	Executive 26/07/2017 Reason 3	Bill Hunt Cllrs Mobbs, Whiting, Rhead, Butler, Grainger	Timing is dependent on the completion of the planning, marketing and procurement processes.		
Proposed Relocation of Kenilworth School (Ref 869)	To agree the Council's level of support in enabling the school to take its proposals forward.	Executive 28/06/2017 Reason 3	Andrew Jones Cllr Mobbs			
Policy on Regulating the Private Rented Sector (Ref 880)	To adopt a revised policy on private rented sector regulation in light of new legislation and guidance.		Ken Bruno Cllr Phillips	Awaiting the publication of government guidance.		
Linen Street Car Park (Ref 861)	To consider recommendations for redevelopment for the Linen Street Car Park facility	Executive 28/06/2017 Reason 3	Paul Garrison Cllr Grainger			Ward Councillors
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.	Executive 4/4/2017 28/06/2017 31/08/2017 Reason 3	Rob Hoof Cllr Grainger			

Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.	Executive <del>29/6/2016</del> Reason 5 <del>1/9/16</del> Reasons 3 & 5 <del>5/1/2017</del> Reasons 3 & 5 <del>8/2/2017</del> Reasons 3 & 5 <del>26/07/2017</del> Reasons 3 & 5 <del>31/8/2017</del> Reason 3	Bill Hunt Cllrs Mobbs, Butler, Grainger, Coker & Whiting			
Leamington Spa Car Parking Displacement Plan (Ref 844)	To set out the options available should vehicles be displaced from Covent Garden car park and to consider alternative parking options within Leamington Town Centre.	Executive <del>4/4/2017</del> Reason 2 <del>31/08/2017</del> Reason 3 <del>27/9/2017</del> Reason 5	Gary Charlton  Cllr Grainger			

**Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
<b>27 September 2017</b> - No scheduled reports at this time.						
<b>October 2017</b> – No scheduled Executive meetings at this time.						
<b>1 November 2017</b>						
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 1/11/2017	24/10/2017	Richard Barr Cllr Mobbs	
Rural Urban Community Initiative Scheme Applications	To consider an application from Shrewley Village Hall for a Rural and Urban Initiative Grant.		Executive 1/11/2017	24/10/2017	Jon Dawson Cllr Whiting	
<b>29 November 2017</b>						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
Internal Audit Quarter 2 Progress Report	To review progress in achieving the Audit Plan.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
<b>December 2017</b> – No scheduled Executive meetings at this time.						
<b>4 January 2018</b>						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 4/1/2018	21/12/2017	Jon Dawson Cllr Whiting	

Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 4/1/2018	21/12/2017	Richard Barr Cllr Mobbs	
<b>7 February 2018</b>						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 7/2/2018	30/1/2018	Jon Dawson Cllr Whiting	
<b>7 March 2018</b> - No scheduled reports at this time.						

Delayed reports:

If a report is late, officers will establish the reason(s) for the delay from the list below and these will be included within the plan above:

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

**Details of all the Council's committees, Councillors and agenda papers are available via our website [www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)**

**The forward plan is also available, on request, in large print on request, by telephoning (01926) 456114**



**Task & Finish Group Feedback from Councillors on two Task & Finish groups during 2016/17 - Carparking and Houses of Multiple Occupation (HMOs)**

<b>Positive</b>	<b>Negative</b>	<b>Lessons Learnt</b>
<p>Having served on other T&amp;F groups in the past, I was very impressed with this last one on HMOs. This was mainly because it was led well. It was very comprehensive and convincing with the amount of evidence gathered and taken forward... The group was reasonably cohesive, especially when some were absent!</p> <p>The general desire not to let Party differences get in the way and the desire to have consensus were quite remarkable. So choice of participants is important but because it is voluntary of course there isn't actually a choice! But ground rules can be set.</p>		<p>I think it would be good to appoint a coordinator if the group decides to revolve the chairing. I do think you had a disproportionate amount of work to do bringing it together. So maybe 2 coordinators to work together.</p> <p>Also we should make sure there is monitoring of the outcomes when the recommendations have gone forward.</p>
	<p>Based on a number of years sitting on these groups and if done right can be both rewarding and beneficial, it can however be disappointing for what has not been achieved and these latest T&amp;Fs fall in to the latter.</p> <p>The timings of these meetings leave a lot to be desired as they usually fall into office hours and for those that work is sometimes difficult to attend? Making improvements to the subject matter can sometimes be officer driven and therefore the councillor can sometimes feel that they haven't achieved what they have wanted to and have sometimes felt railroaded into the final decision? Making improvements to working practices is fine if that is what a T&amp;F is looking at particularly with HMOs but where there is a big financial element to be considered it can be difficult given the financial constraints that councils have to comply with and you are limited in scope of what you can do to improve things in the types of</p>	<p>So the things that need looking at are:</p> <ol style="list-style-type: none"> <li>1 Timings of meetings should be later?</li> <li>2 Final Recommendations should be more towards councillor driven and not officer driven?</li> <li>3 The need to understand the financial constraints a group is working under and what is wanted from the group to make improvements and efficiencies?</li> </ol>

	recommendations you put forward?	
<p>Given the way the (HMO) report was praised, we can't have done badly! Rotating chairs could have been a disaster, but probably meant greater ownership across the group. Different people took on different tasks, with particular praise for Colin (and officers) going to Durham conference, phoning other councils etc and so finding out so much about best practice, elsewhere I'm delighted that as a group we managed to resolve issues by continuing to discuss (some would say excessively) until a consensus was reached that everyone could sign up to. Often this led to decisions that were better than either of the original opposing views.</p>		<p>Tacit ways of working that we didn't know were: officers are much more likely to attend meetings before 5pm minutes taken by officers for several meetings were never circulated... I never found out why not, but presumably this is something about them needing to be of a high standard before being circulated. After Andrew sent brief action points immediately after a meeting, this became the standard including with officers and it worked well</p>
<p>The Car Parking Charges, were helpful in that all our work has now gone towards, WDC Car Parking Strategy, as it not only highlighted the charging regime, and how the charges were arrived at, but also brought to our attention the views of various groups and what they felt raising the charges would mean to them ,as well as looking at repairs and maintenance, to existing car parks.</p> <p>The other important thing was that it made us look at Car Parking in the context of the Local Plan, which is very far reaching.</p> <p>The HMO T and F was considerably larger, and let people see I think for the first time, how many HMOS were in the towns, but also made us aware that we could get access to very useful mapping systems. Again the views of many people were taken in to account, which I think was most important. Also it highlighted many areas that needed looking into more closely, as well as letting us see how these reports are put together, working with the officers.</p> <p>Also a good mix of ages and backgrounds on this group proved</p>		<p>Could we do better? Yes probably, perhaps breaking the work down into bite size pieces, so that everyone does a fair share of the work?</p>

useful.		
Good – cross party working and broad scope meant the issues were explored from many different angles	Not so good - Understanding timescales (ie when to influence budget), commitments, time of officers to support	HMO T&F set (themselves?) a very punishing schedule of almost fortnightly meetings which was quite a lot of work for officers supporting as well as Councillors. Understanding which officers could help where. Perhaps more senior support/interventions at intervals? Committee services officer role needs properly defining. Have regular monitoring of progress against actions part of recommendations
Cross party pooling of opinion and ideas is healthy and constructive. We had strong officer support from Lesley and Chair support from Cllr Quinney. Officers whose remit includes parking provided detailed information which produced an invaluable evidence base. Stakeholders were consulted and provided useful input. Car parking is an important subject because of its impact on the local economy and it was appropriate for it to have been discussed by a T & F group. It is good to know that the Group's conclusions and recommendations will influence future policy.		T & F should be used sparingly and not seen as a panacea for every problem.
Enough enthusiastic members to attend/share the tasks (HMO)	Not enough members to attend/share the tasks (Carpark)	majority members of any T&F should have time, energy and commitment to share tasks
At least one member able to take rapid action notes for circulation and follow up after every meeting. Likewise to draft/redraft findings and conclusions.	Officer support not always available or timely.	rely mainly on member admin on action notes and report drafting
Much information shared with both Groups by Officers	Information often hard to store, control and access in systematic way - though admin support offered some useful initiatives on this Some information (mainly Carparks) was slow to obtain or obtain in written form; one parallel major piece of work was commissioned which duplicated/overlapped with	Agree information storage/control/access systems with Officers from the outset - ensure proper, full and timely information is available from Officers to minimise delay, gaps and overlaps

	T&F work without Group Member knowledge or involvement.	
Rotating chair of HMO did share responsibilities and approaches cross-party. Sole chair of Carpark Group made communications and admin simpler	On balance Single Chair is preferable - or no more than 2. However Chair of Carpark Group not being member of O&S was not ideal in terms of presentation to the Committee	No more than 2 rotating Chairs. Chair(s) should preferably be members of O&S
Good cross-party working across both Groups with unanimous agreed conclusions	Some members of the Carpark Group spoke out against conclusions after publication which was unexpected and led to confusion, delay and weakened its impact	Clear guidelines should be issued training members on how decision-making at a T&F Group may be handled - by unanimity, majority vote, minority report or whatever - and how each option then determines subsequent presentation and debate for Group members.
<p>Overall, I think that the Task and Finish Group on HMOs was successful in its operation, and benefitted hugely from a way of cross-Party working that allowed members to be open and transparent with each other behind closed doors; all councillors being friendly, courteous, and trusting of each other allowed much to be discussed in a positive way which helped with the investigations, whilst on a personal level it was great to build up friendships amongst councillors from across the Council.</p> <p>In terms of Officer support, we spoke to, saw in front of us, and commissioned the work of many officers. The regularity of meeting (once every two weeks) meant that information from previous meetings was still in mind, and the shorter time frame spurred members on to make sure their actions were complete.</p> <p>Rotation of Chair also helped with this, and gave everybody more responsibility which helped spur every member of the Task and Finish Group on – there was not just one person driving it, everybody was pushing it forward.</p>		<p>The care at the end of the investigation to make sure that the final report was as reader friendly to any member of the public, whilst it took a number of weeks, was extremely important, and well received; care over making sure that any member of the public could easily access such Council papers is something that other Task and Finish Groups should definitely take into consideration, and there may be a learning on this for the Council in general. (The different thought processes and ideas to laying out the report to produce an easy to understand narrative was also useful for pulling together the whole report, and making its recommendations much clearer to give direction to Officers).</p> <p>The (HMO) Task and Finish Group had been given a fairly large profile within the Council, with the support of the Executive in highlighting its importance to Senior Officers, meaning that many Officers were happy to engage with the questions, queries, and directions from the Task and</p>

Finish Group. However, this then did also lead to the Group acquiring more and more tasks and areas that it was looking into; there is perhaps a learning around more defined remits of Task and Finish Groups, with Executive and Senior Officers being mindful of what the remits of Groups were when they were commenced.

Whilst all Councillors were thankful for support from Committee Services in facilitating meetings, and writing notes, often the minutes took a long time to be put together, and perhaps did not capture all of the areas that the Group required; this led to the use of Action Lists by Group Members to keep track of what needed to be done outside of the meetings. For independent oversight there is clearly a need for members of Democratic Services to be involved in this way in Task and Finish Groups, so there either needs to be an understanding of the timeline in which minutes would be turned around, or the Group needs to have access to the draft notes (prioritising actions that need to be followed up in between meetings). For the public, it would also have been useful to have minutes and documents uploaded and available on the WDC website.

Recommendations	Lead Officer	Update
<p>2.1 Supports the draft Community Protection Notices (CPN) Waste Policy being developed by Neighbourhood Services. Following the approval of the Policy by the Portfolio Holder, there should be a cost-effective system developed to pilot this Policy, as soon as possible.</p>	GF-S	<p>A draft CPN policy has been produced. Discussion to be had with Rugby Borough Council about an Environmental Enforcement Service delivery model. We have some hot-spots already identified which could be used for trials. Further report to Executive in September to agree final business case and delivery model.</p>
<p>2.2 Asks officers to work with its existing waste contractors, and others, to develop a scheme for waste/recycling collection from HMO properties at peak end-of lease times, for use by landlords and tenants; in particular working with local charities and student organisations, as seen in other areas of the country.</p>		<p>Actions undertaken this year - Spoke with Uni. Who then e-mailed all 2<sup>nd</sup> and 3<sup>rd</sup> year students; social media campaign undertaken; wrote to all landlords; Rapid Response units regularly toured student areas; Officers will be reviewing social media impact. A number of suggestions put forward by residents have been tried previously. Mark suggested that a lot less complaints this year and that backing this up with CPN and red-bag approach (used by Sheffield Uni) next year may pay further dividends. Graham to consider the tenant / landlord CPN issue i.e. who legally can the CPN be served on.</p>

<p>2.3 makes improvements to the management of the noise nuisance service by:</p> <p>a) reviewing the current process to ensure that noise nuisance can be reported at the time of the nuisance, and that it is followed by prompt action</p> <p>b) ensuring the processes and procedures are clear and concise, making these publicly and easily accessible on the WDC website</p> <p>c) ensuring that the responsibilities of landlords within the HMO licensing regulations, for this issue, are enforced, for example through licensing conditions or curtailment</p> <p>d) ensuring appropriate powers are used for HMO noise nuisance by closer coordination</p>		<p>a. Currently reviewing night noise service. Only Friday and Saturday 9-1 at present. Pete and Matt to consider timescales for review.</p> <p>b. Review has been completed and website updated:  <a href="https://www.warwickdc.gov.uk/info/20109/crime_and_law_enforcement/109/noise_or_neighbour_nuisance">https://www.warwickdc.gov.uk/info/20109/crime_and_law_enforcement/109/noise_or_neighbour_nuisance</a></p> <p>c. Legal advice is clear that we cannot prosecute landlord for noise issues but the liaison between teams (see below) will ensure that matters relating to particular properties will be recorded by the Private Sector Housing team.</p> <p>d. Each Monday morning have a night noise meeting and any HMO noise issues will be fed back to the Licensing team.</p>
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between departments		
<p>2.4 ensures the H6 Planning Policy is consistently and fully applied, with immediate effect, as laid out; this is in particular respect of the following provisions:</p> <p>a) 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</p> <p>b) 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 (1<sup>ST</sup> June 2017 Executive report refers), as per recent legal advice arising from a</p>		<p>a. This is now done;</p> <p>b. Officers have received further training and fully appreciate the weight that needs to be given to the various considerations;</p> <p>c. This is being done;</p> <p>d. Agreed. Neighbourhood Services to provide a commentary on the specific application. Condition on any permissions that storage space must be retained in-perpetuity;</p> <p>e. There is a note on website clarifying this;</p> <p>f. Will be monitored and reported to O&amp;S after the 12 months.</p>



<p>Complaint</p> <p>c) 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> <p>d) applying clause e) in the H6 policy regarding the provision of adequate waste container storage</p> <p>e) clarifying how Purpose Built Student Accommodation should be counted when applying the '10% rule' for limiting concentrations of HMOs in the designated area</p> <p>f) 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</p>		
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and the Overview & Scrutiny Committee should review the position annually		
<p>2.5 supports and welcomes the Executive's decision to develop a Student Housing Strategy, and asks officers to urgently develop within this a Student Accommodation Policy to:</p> <ul style="list-style-type: none"> <li>a) facilitate the development of Purpose Built Student Accommodation (PBSA) distributed across suitable District locations, as a better way of meeting need than conversion of existing family properties to HMOs</li> <li>b) encourage all PBSAs to include on-site management</li> <li>c) review parking policies with PBSAs, in particular on student tenant vehicle use; and</li> </ul>		Executive has committed to developing a Student Housing Strategy and the scope of this work is being scoped by the Housing Strategy & Development Manager. A bid for support from the Local Government Association Housing Adviser Programme was made on 11 <sup>th</sup> September.

<p>provide both adequate off-street parking for all new HMO proposals and adequate, secure cycle parking in all cases.</p>		
<p>2.6 reviews and adjusts the current licensing and reporting arrangements for HMOs, in the lead up to the extension of statutory HMO licensing, due in 2017. This review should include:</p> <ul style="list-style-type: none"> <li>a) adding a condition on HMO licences that they are not operational until appropriate planning consents are in place;</li> <li>b) licensing inspections being given more weight, than at present, to issues that are regarded as unsatisfactory and unacceptable, but are not Category 1 Health and Safety issues, in the approval process;</li> </ul>		<p>Note: Government has not decided when extension will come into effect as yet but probably not until April 2018.</p> <ul style="list-style-type: none"> <li>a. Legal advice is that they must be treated as two separate pieces of legislation and so the Council can make two “contradictory” decisions. However, there are a number of unlicensed HMO’s that do not have a planning consent and have been referred for enforcement;</li> <li>b. The team is doing this;</li> <li>c. The team is doing this and within a specific timescale. Improvement notice is issued if not;</li> <li>d. Leases cover the responsibility of the tenant regarding nuisance etc. We cannot punish landlords whose tenants are not complying with the terms of the lease where the landlord is taking reasonable steps to deal with the problem.</li> <li>e. Recommendation to see whether it would be beneficial and practicable to operate.</li> </ul> <p>NB: a list of all non-licensable HMOs, updated quarterly is now published on the website.</p> <p><a href="https://www.warwickdc.gov.uk/info/20733/council_policies_and_plans/395/open_data">https://www.warwickdc.gov.uk/info/20733/council_policies_and_plans/395/open_data</a></p>

<p>c) requiring landlords to undertake remedial work within specified timeframes following inspections;</p> <p>d) requiring landlords to incorporate appropriate rules and penalties within their leases so that they can deal effectively with tenants who are causing serious Anti-Social Behaviour (ASB) issues, as identified by the Council and for which landlords are responsible under HMO regulations;</p> <p>e) introducing flexibility in the process by allowing shorter licence cycles and higher licence costs for landlords causing concern, and imposing formal conditions on landlords who do not take appropriate and timely action.</p>		
2.7 reviews the Council's Fit and Proper		<p>a. Definition of Fit and Proper to be taken from the legislation whenever this comes in;</p> <p>b. Will see what the regulations say. A bond is not an option;</p>

<p>Test for licensed HMO landlords, for both new applications and renewals, to include such requirements as:  a) definition of a fit and proper person;  b) financial suitability;  c) a valid formal Disclosure and Barring Service (DBS) check, the cost of which to be borne by the applicant;  d) honest disclosures of relevant information such as planning decisions;  e) a history of all breaches of regulations, such as those relating to management of waste, provision of waste containers, external condition of property and noise nuisances, whether at the property being licensed or other properties under the same agent/landlord.</p>		<ul style="list-style-type: none"> <li>c. Will see what regulations say and if not included will consider options;</li> <li>d. Group were unsure as to what this is getting at so clarification is required;</li> <li>e. This will be set out clearly in the legislation and so the Council will build up a picture of the landlord's behaviours/ actions.</li> </ul>
<p>2.8 asks officers to</p>		<ul style="list-style-type: none"> <li>a. Agreed and doing;</li> </ul>

<p>collect evidence, to enable a rational decision to be made in due course, whether to introduce additional licensing to all HMOs across the District, including:</p> <p>a) maintaining, for current and future years, their comprehensive database of inspections of all HMO and Private Sector rented properties, that includes address, name of landlord, type of property (whether it is a licensed or unlicensed HMO), reason for inspection, nature of issues and how quickly they were addressed;</p> <p>b) recording and reporting on the benefits and costs of extending statutory licensing to a further 250-300 premises during 2017;</p> <p>c) undertaking a</p>		<p>b. Agreed and will be doing;</p> <p>c. Not resource to do this but there is some funding for a survey of the private sector more generally. Team to consider what this survey covers.</p>
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<p>substantial questionnaire survey of all HMOs, that allows the results between licensed and unlicensed HMOs to be compared, randomly inspecting various HMO properties and recording results, and asking tenants and near neighbours to HMOs about their management.</p>		
<p>2.9 endorses the work by the Deputy Chief Executive &amp; Monitoring Officer to review enforcement work across the Council, and recommends that co-ordination across the relevant departments is improved to make full use of HMO licensing and regulatory powers.</p>		<p>Report to Executive; Marianne looking at Enforcement across the Council; One Council approach.</p>
<p>2.10 acknowledges the work of the Finance &amp; Audit Scrutiny Committee that is looking at implications of changing local</p>		<p>A report has already been submitted to F&amp;A describing the problems and without a change in Government policy and legislation there is nothing that can be done.</p>

government financial support to ensure that the Council Tax exemptions on properties continue to be fully funded by government.		
2.11 commends the roll out of the community map app to all Councillors including the full HMO mapping system.		Agreed.
2.12 In addition the Overview & Scrutiny Committee receives a report from officers in twelve months' time, outlining the progress made to date on the above recommendations.		Agreed and regular updates will be given to O&S by DCX (AJ) over the next twelve months.