

OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the meeting held on Tuesday 25 January 2011 at the Town Hall, Royal Leamington Spa at 6.00p.m.

PRESENT: Councillor Gifford (Chair), Mrs Blacklock, Boad, Mrs Bromley, Crowther, Davies, Dhillon, Ms Dean, Mrs Higgins, Mrs Mellor, Weed and Wilkinson.

Councillor Ms Dean substituted for Councillor Gill.

Apologies were received from Councillors Copping and Ms Del-Lara-Bond.

75. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

76. **MINUTES**

The minutes of the meeting held on 5 January 2011 were taken as read and signed by the Chair as a correct record.

77. **COMMENTS FROM THE EXECUTIVE**

The Committee considered a report from Members' Services which detailed the responses the Executive gave to the Committees' comments on the reports submitted to the Executive on 6 January 2011.

The report was produced to create a dialogue between the Executive and the Overview and Scrutiny Committee and it ensured that the Overview and Scrutiny Committee were formally made aware of the Executive's responses.

The Committee were pleased with the more detailed responses being received from Executive.

RESOLVED that the report be noted.

78. **EXECUTIVE AGENDA (NON- CONFIDENTIAL ITEMS AND REPORTS) – THURSDAY 26 JANUARY 2011**

Item 4 – Declaration of Air Quality Management Area in Coventry Road, Warwick

The Committee asked for officers to investigate if there was any money available to Warwickshire County Council for works at this section of road from section 106 agreements that had been negotiated when the planning application for Tesco was agreed.

The Committee expressed their concern regarding the time allowed for the Air Quality Action Plan to be produced and asked for this to be brought forward at an earlier date if possible. They did however understand that 12

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

months had been detailed in the report to allow officers time to communicate with Warwickshire County Council.

The Committee also asked that the Executive put pressure on Warwickshire County Council to take notice of the Air Quality Action plans already in place in the District.

Item 5 – Customer Service Centre Performance & Co-location Review

The Committee felt that to agree recommendation 2.1 the performance of the CSC needed benchmarking against other Local Authority's performance and asked that a mystery shopper type exercise be undertaken by Councillors who could then report back the results to the Committee.

The Committee asked that the Service Level Agreement be made to a high standard expected by Warwick District Council but must also be flexible due to the number of calls that may be lost upon changes being made to Housing Benefits and Council Tax.

The Committee felt that the business case should take into account the success of the One Stop Shops and learn from employing staff who are slightly more senior and that measures should be put in place to encourage staff to stay in the job posts for a longer period of time keeping a high level of knowledge within the service area.

Item 6 – Article 4 direction in Respect of Small HMOs in Leamington Spa

The Committee agreed that the report that had been submitted was excellent and they thanked the officers for their work undertaken. Concern was expressed regarding the time of the length of notice given and would have liked for this to be shorter, however they were aware of the risks that the Council would be under if this was reduced.

79. DISCRETIONARY TRAVEL SCHEME

The Committee received a report from the Discretionary Travel Scheme Task and Finish Group which outlined three recommendations that would be put to Executive in March 2011.

In February 2010 the Overview and Scrutiny Committee received a scoping document which asked a Task and Finish Group to be formed to try and establish whether it was possible to introduce a single community transport scheme.

A draft report from the Task and Finish Group was submitted to the Committee on 26 October 2010, minute number 53, which outlined a number of recommendations. The Committee made comments on the report and asked for the Task and Finish Group to make a number of changes, which had since been incorporated in the final report.

The Committee accepted the report and thanked Councillor Barrott and the Task and Finish Group for their work and asked for a number of recommendations to be made in a report to the March Executive.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

RESOLVED that the report be noted and the Executive considers the Task and Finish Group's report and the following recommendations from Overview and Scrutiny Committee:

- (1) that any funding for discretionary travel should be used for two additional flexibus routes;
- (2) recommendation 2 of the report be agreed; and
- (3) recommendation 3 to be agreed with the inclusion of funding being given for advertising up to the value of £1500.

80. FORWARD PLAN

The Committee considered the Forward Plan which had been published for February 2011 to May 2011.

The Committee agreed that there had been an improvement in the information provided for late reports since the previous meeting.

RESOLVED that the report be noted.

81. REVIEW OF THE WORK PROGRAMME

The Committee considered a report from Members' Services on the Committees' work programme for 2011.

RESOLVED that the report be noted.

82. ECONOMIC DEVELOPMENT STRATEGY

The Committee received a verbal update from Councillor Alan Wilkinson regarding the work of the Economic Development & Regeneration team within Development Services

At the Committees meeting in October 2010 the Committee had expressed their concern that the Economic Development Strategy report listed on the Forward Plan had not been submitted to Executive. To enable them to get an update on the current situation regarding economic development the Committee nominated Councillor Wilkinson to speak with officers and provide verbal feedback report back to the Committee.

He explained to the Committee that the Economic Development & Regeneration team are working with a range of partners in the district and sub-regionally to bring businesses into Warwick District and that a range of projects are being developed to provide affordable business premises, assist with business start-up and support local people in starting new businesses. Inward investment is handled at a sub-regional level but the team has strong links to ensure opportunities within the district are widely promoted.

The Committee agreed that the Economic Development & Regeneration team should be thanked for helping to bring new businesses to the District.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

**83. EXECUTIVE AGENDA (CONFIDENTIAL ITEMS AND REPORTS) –
THURSDAY 26 JANUARY 2011**

There were no confidential Executive items brought forward for discussion.

(The meeting finished at 8.00pm)