

# Overview and Scrutiny Committee

Wednesday 1 June 2016

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A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 1 June 2016 at 6.00pm.

## Membership:

Councillor Boad  
Councillor Bromley  
Councillor Mrs Cain  
Councillor D'Arcy  
Councillor Davison  
Councillor Edgington

Councillor Miss Grainger  
Councillor Margrave  
Councillor Naimo  
Councillor Parkins  
Councillor Mrs Redford

## 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. Appointment of Chair

To appoint the Chair of the Committee for the ensuing municipal year.

### 3. 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.

4. **Minutes**

- (a) to confirm the minutes of the meeting held on 5 April 2016; and
- (b) to confirm the minutes of the meeting of the Joint Finance & Audit Scrutiny and Overview & Scrutiny Committees held on 19 April 2016.

**(Item 4/Page 1)**

5. **Comments from the Executive**

To consider a report from Democratic 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)**

7. **Task & Finish Group(s)**

- (a) Off-Street Car Parking Charges Review

To receive a verbal update from either Councillor Boad or the Chairman of the Task & Finish Group.

- (b) Houses in Multiple Occupancy (HMO's)

To agree the Scope Document

**(To Follow)**

8. **Health Scrutiny Sub Committee**

- (a) To appoint Members to the Health Scrutiny Sub Committee; and
- (b) To appoint substitutes to the Health Scrutiny Sub Committee.

9. **Children's Champions – End of Year Report**

To consider a report from the Deputy Chief Executive (BH) **(To Follow)**

10. **Executive Agenda (Non-confidential Items and Reports) – Thursday 2 June 2016**

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)**

11. **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.

12. **Executive Agenda (Confidential Items and Reports) – Thursday 2 June 2016**

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).**

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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)

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)

**Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.**

**The agenda is also available in large print, on request, prior to the meeting by calling  
01926 456114.**

# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 5 April 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Boad (Chairman); Councillors Bromley, Mrs Cain, Davison, Edgington, Miss Grainger, Margrave, Naimo, Parkins, Mrs Redford and Weed.

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

## 79. **Apologies and Substitutes**

Councillor Weed substituted for Councillor D'Arcy.

## 80. **Declarations of Interest**

There were no declarations of interest.

## 81. **Minutes**

The minutes of the meeting held on 8 March 2016 were taken as read and signed by the Chairman as a correct record.

## 82. **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 March 2016.

**Resolved** that the report be noted.

## 83. **Update from the Leader of the Council**

The Leader of the Council, Councillor Mobbs, gave the Committee a verbal update on his corporate and strategic leadership.

It had been a very busy municipal year, starting back in May 2015, with the Council elections. These elections had caused unprecedented work because not only had the Council elections been held, but also the Parliamentary elections and those for the parish and town councils within the District.

Following on from the Council elections, an extensive training programme had been undertaken to help the new Membership understand their roles and duties.

Following on from the elections, there had been a change in the Executive membership which had in turn, led to different working relationships with officers.

Work following on from the previous Membership had continued and the Council had progressed with a modified Local Plan.

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

The Leader was hopeful for the future. The Council had balanced its budget and it was possible that it could see a surplus in funds. But it was always necessary to remain cautious, and the Fit for the Future programme was ongoing to improve services.

In response to questions, Councillor Mobbs replied that:

- The process for publishing reports ahead of meetings did need speeding up because Members were not always given adequate time to fully examine the reports' contents. Part of the problem was the report deadline process itself which involved several stages of sign-off before the final report could be issued. He was considering whether reports should be circulated to Members in their "draft" phase.
- He noted the Committee's willingness to be called by the Executive to help develop policies.
- He did welcome positive and helpful feedback from the public. Today, after receiving about 50 to 60 very courteous emails from the public with comments about Champion Hills, he had made the decision to stop that report going ahead. He welcomed petitions if they were done based on the true facts of the matter.

### **84. Coventry & Warwickshire Local Enterprise Partnership Update**

The Leader of the Council, Councillor Mobbs, gave a progress report on the work being done by the CWLEP. Members were handed the minutes from the C&W LEP Board meetings of 25 January and 14 March 2015 and briefly summarised some of the items contained therein.

He felt that the biggest conundrum facing the CWLEP currently was the Coventry & Warwickshire Growth Hub. Businesses that needed help were finding it very difficult to know where they needed to approach. The Growth Hub currently faced a £1.5 million funding gap and the Managing Director of the Growth Hub had been given authorisation to approach Local Authorities to fund this gap; but there were concerns that not all Local Authorities would pay a reasonable contribution.

### **85. Executive Agenda (Non-confidential items and reports) – Wednesday 6 April 2016**

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 6 April 2016. Other items the Committee had selected to discuss from the Executive agenda would be discussed later in the meeting.

#### **Item number 3 – Codes of Procurement Practice**

The Committee suggested that a higher loading/weighting should be placed against "Social Value" when evaluating quotes and tenders.

The Committee informed the Executive that it intended to monitor the outcomes of the proposed changes and urged the Executive to set up a monitoring and evaluation regime that clearly stated the strategic outcomes the Council aimed to achieve and how the achievement of these would be assessed. The Committee would be putting on its Work Programme an

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

action to review the impact of the changes 12 months after implementation.

### **86. Children's Champion End of Year Report**

This report was deferred until June with the Chairman's agreement.

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

The Committee considered its work programme for 2016 and the Forward Plan.

#### **Task & Finish Group – Off-street parking charges review**

The membership of this Task & Finish Group was confirmed as Councillors Ashford, Boad, Butler, Day, Quinney and Mrs Stevens. It was noted that there was not a representative for Kenilworth on the group, so Councillors were asked to bring this to their Party Group Leader's attention to see if this would encourage a councillor who represented a constituency in Kenilworth to volunteer to join.

#### **Task & Finish Group – HMO's**

The Committee reviewed the Scope document for a Task & Finish Group which would be looking at various aspects of Houses in Multiple Occupation (HMO's). It was felt that the Scope document was too wide ranging and needed narrowing down. It was suggested that the Scope document needed more detail on outputs, an example of which could be to make a recommendation to Council to extend licensing to include smaller HMO's. It was also suggested that the document should only specify HMO's and not other rented properties. Councillors Davison and Naimo were asked to re-present the Scope document to the Committee in June.

#### **Issues surrounding Waste Management – service and complaints report**

The Committee was informed that the Head of Neighbourhood Services was of the opinion that it was too soon to bring this report to Overview and Scrutiny Committee and it would therefore not be possible to make a sensible judgement as to whether the revised working arrangements adopted with Sita had made a material difference to the service and level of complaints.

The Committee requested that this report be brought to the next meeting in June, but failing that, they still would like a short report detailing what complaints (volume and type) had been received since Christmas so that they had a baseline against which to monitor future improvements. The Committee requested that either the Head of Service or the Portfolio Holder attended the next meeting.

#### **Resolved that:**

- (1) the membership of the Task & Finish Group for off-street car parking charges is Councillors Ashford, Boad, Butler, Day, Quinney and Mrs Stevens. Group Leaders would be approached

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

to request a volunteer who represented a Kenilworth constituency;

- (2) Councillors Davison and Naimo will amend the Scope document for a Task & Finish Group on HMO's to narrow its scope to just HMO's and to provide outputs; and
- (3) a report on the issues surrounding waste management – service and complaints be provided to the June meeting; or if this was not possible, then a short report detailing what complaints (volume and type) had been received since Christmas.

### **88. Executive Agenda (Non-confidential items and reports) – Wednesday 6 April 2016**

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 6 April 2016.

#### **Item 5 – Gypsy & Traveller Site Identification Update**

This item was cancelled following an instruction from the Leader of the Council, Councillor Mobbs. He had been impressed by the constructive arguments against the proposals he had received from members of the public.

#### **Item 7 – Support for Government Syrian Vulnerable Persons Relocation Scheme**

The Committee recommended that recommendation 2.1 was amended so that the pledge was to assist in resettling **at least** five families within the district, within the life of the current scheme.

#### **Item 9 – Master-planning of housing site allocations south of Coventry**

The Overview & Scrutiny Committee noted the report.

(The meeting finished at 7.10 pm)

# Joint meeting of the Finance & Audit and Overview & Scrutiny Committees

Minutes of a joint meeting of the Finance and Audit and Overview & Scrutiny Committees held on Tuesday 19 April 2016, at the Town Hall, Royal Leamington Spa at 6.00pm.

**Present:** Councillors Barrott, Boad, Bromley, Butler, D'Arcy, Davison, Edgington, Gifford, Miss Grainger, Harrington, Heath, Illingworth, Mann, Margrave, Naimo, Parkins, Quinney, Mrs Redford, Rhead, Mrs Stevens and Thompson.

**Also present observing:** Councillors Cross, Gill, Phillips and Whiting.

An apology for absence was received from Councillor Mrs Cain.

## 11. **Appointment of Chairman**

It was proposed and duly seconded that Councillor Barrott be appointed as Chairman for the meeting.

**Resolved** that Councillor Barrott be appointed as Chairman for the meeting.

## 12. **Substitutes**

Councillor Mrs Stevens substituted for Councillor Day.

## 13. **Declarations of Interest**

There were no declarations of interest.

## 14. **Executive Agenda (Non Confidential Items and Reports) – Wednesday 20 April 2016**

The Committees considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 20 April 2016.

Item 2 – Council HQ Relocation and replacement Covent Garden Car Park Project – Part A

The Committees considered a report from the Deputy Chief Executive (BH), resulting from a directive from Executive in September 2015 that its preferred site to relocate the Council's HQ was to the current site of the Council's Covent Garden car parks.

Following the Chairman's casting vote in favour, after a vote of nine votes all, on a proposal made by Councillor Boad and seconded by Councillor Gifford, it was



**Recommended** to the Executive that we maximise the amount of affordable housing up to 40% before any disbursement of profit to the two partners.

The Committees also voted to support all of the recommendations in the report.

(Councillor Boad left the meeting immediately following the vote on his motion.)

15. **Public and Press**

**Resolved** that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

16. **Executive Agenda (Confidential Items and Reports) – Wednesday 20 April 2016**

Item 4 – Council HQ Relocation and new Covent Garden Car Park Project – Part B


The Committees considered the following confidential item which would be discussed at the meeting of the Executive on Wednesday 20 April 2016.

The report for the Council HQ relocation was split into a public (Part A) section, and a Part B section which contained legally privileged or commercially sensitive financial information.

Members noted that in the Risk Register set out as Appendix 4 to the Part A report; any risks that were commercially sensitive had been omitted. It was agreed that these would be listed in a separate report under Part B ahead of the Executive meeting.

The Committees voted to support the recommendations in the report.

(The meeting ended at 7.52 pm)

 <b>Overview and Scrutiny Committee – 1 June 2016</b>		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>5</b></div>
<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>	5 April 2016 & 19 April 2016	
<b>Background Papers</b>	Executive Minutes – 6 April 2016 and 20 April 2016	

<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 at the start of April and to the response the Executive gave to the comments from the Joint Finance & Audit Overview and Scrutiny Committees regarding the report submitted to the Executive on 20 April 2016.

## 2. **Recommendation**

- 2.1 The responses made by the Executive are noted.

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

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

## 4. **Alternative Option considered**

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

## 5. **Budgetary Framework**

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

## 6. **Policy Framework**

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

## 7. **Background**

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

**Response from the meetings of the Executive on Overview and Scrutiny  
Committee Comments and Joint Finance & Audit Sand Overview and Scrutiny  
Committees – 6 April 2016 and 20 April 2016**

**6 April 2016:**

<b>Items no.</b>		<b>Title</b>	<b>Requested by</b>
3		Codes of Procurement Practice	Green Party
<b>Reason considered</b>		<p>This is in regard to appendices 2, 3 and 4 that cover ethical, sustainable and social value issues (see below).</p> <p>Overall, I'm delighted that the council is including ethical, sustainability and social value criteria into procurement of council goods and services. For example, consideration of life-cycle costing and supporting SMEs and voluntary organisations within the District is to be applauded.</p> <p>The main issues I'd like discussed are what these policies will mean in practice, how can their impact be measured, and what evaluations are to be undertaken. This is particularly true for:</p> <ul style="list-style-type: none"> <li>• Ethics, page 1 bottom 4 bullets</li> <li>• Sustainability: Annex B (although I've not seen it) and section 4.9</li> <li>• Social value: the scope on page 2</li> </ul> <p><b>Other points</b></p> <p>Sustainability</p> <ul style="list-style-type: none"> <li>• Economic growth to me cannot be sustainable. I hope most agree that there is a tension between sustainability and economic growth, and that the last bullet in 2.1 can be re-written to reflect this e.g. by splitting into two "Maintenance of high and stable levels of employment" and "Without impacting unduly upon economic growth".</li> <li>• 4.1 line 3 seems to be missing a word: add 'during' or similar.</li> <li>• 4.2. What does being 'proportionate' mean, here?</li> <li>• 4.3. Can you re-word so that it (and 4.2) will be correct when EU thresholds change e.g. "below the EU threshold (this is currently £164,176.00) ... "</li> </ul> <p>Social value</p> <ul style="list-style-type: none"> <li>• Page 1 last bullet, can; <b>and</b> be deleted?</li> <li>• Page 2, delete <b>3</b> that is just above 'The scope'</li> <li>• Add <b>s</b> after Warwick District Council'</li> </ul>	
<b>Scrutiny Comment</b>		<p>The Overview &amp; Scrutiny Committee suggests that a higher loading/weighting should be placed against "Social Value" when evaluating quotes and tenders.</p> <p>The Overview &amp; Scrutiny Committee intends to monitor the outcomes of the proposed changes and would urge Executive to set up a monitoring and evaluation regime that clearly states the strategic outcomes the Council aims to achieve and how the achievement of these will be assessed. The Committee will be putting on its Work Programme an action to review the impact of the changes 12 months after implementation.</p>	

<b>Executive Response</b>	Whilst the Portfolio Holder for Finance, Councillor Whiting, recognised the comments of the Overview & Scrutiny Committee, he felt there was a need for this Council to balance social value against the guardianship of the money from our community and this balance needed to be set at the right level. He welcomed that the Overview and Scrutiny Committee would be looking at this in 12 months.
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<b>Items no.</b>	7	<b>Title</b>	Support for Government Syrian Vulnerable Persons Relocation Scheme	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	Question the scale and breadth of the Council's response to the Syrian Refugee situation.				
<b>Scrutiny Comment</b>	The Overview & Scrutiny Committee recommends that recommendation 2.1 is amended so that the pledge is to assist in resettling <b>at least</b> five families within the district, within the life of the current scheme.				
<b>Executive Response</b>	<p>Councillor Shilton supported the recommendation from the Overview &amp; Scrutiny Committee because in his view this Council should be doing as much as possible to support as many families as possible caught in this conflict.</p> <p>In response to these points the Portfolio Holder explained that it was important not just to home these families but ensure that they were resettled within the community with appropriate support, so that they could become part of it. At this time, the Council was being asked for a firm commitment of numbers and not offering an "at least". The Executive needed to be mindful that there were over 3,000 people waiting for Council houses in Warwick District and they needed to provide consideration of this and the wider community in the District at the same time.</p> <p>Councillor Mobbs explained that this Council was committed to ensuring that the right quality of support was provided to these families and by increasing the number could impact on this. He therefore proposed that the recommendation be amended to remove the words up to in recommendation 2.1 and rejecting the recommendation of the Overview &amp; Scrutiny Committee on this basis.</p>				

<b>Items no.</b>	9	<b>Title</b>	Master-planning of housing site allocations south of Coventry	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	To understand the specific assumptions made about the timescale and numbers of dwellings proposed.				
<b>Scrutiny Comment</b>	The report was noted.				
<b>Executive Response</b>	The recommendations in the report were agreed.				

## 20 April 2016

<b>Items no.</b>	2	<b>Title</b>	Council HQ Relocation and replacement Covent Garden Car Park Project – Part A	<b>Requested by</b>	
<b>Reason considered</b>	The significant importance of the decisions.				
<b>Scrutiny Comment</b>	Recommended that we maximised the amount of affordable housing up to 40% before any disbursement of profit to the two partners.				
<b>Executive Response</b>	<p>The Executive did not accept the recommendation because:</p> <ul style="list-style-type: none"> <li>• there was adequate protection on the affordable housing issue already;</li> <li>• Recommendation 2.8 proposed establishing a Member Reference Group on which all groups would be represented;</li> <li>• Recommendation 2.9 delegated authority to officers, in consultation with the Member Reference Group, to agree the terms of the planning applications the LLP would submit;</li> <li>• the Member Reference Group would be fully aware of the Council's policy position on affordable housing and would make its judgements in light of it;</li> <li>• the planning applications would be determined before the Council made a decision on committing to phase 2;</li> <li>• Planning Committee would make a decision on any applications, approved by the Member Reference Group, submitted with less than 40% affordable housing, as normal;</li> <li>• the LLP was committed to delivering a policy compliant scheme and the intention of the phase 1 work would be to examine whether this was possible and viable;</li> <li>• part of this examination would be to determine whether the Council foregoing its final profit share would assist in delivering a higher proportion of affordable housing; and</li> <li>• It was therefore unwise to fetter the LLP's discretion by adopting this recommendation given that this protection was already in place.</li> </ul>				

<b>Items no.</b>	4	<b>Title</b>	Council HQ Relocation and replacement Covent Garden Car Park Project – Part B (Confidential Report)	<b>Requested by</b>	
<b>Reason considered</b>	The significant importance of the decisions.				
<b>Scrutiny Comment</b>	Supported the recommendations in the report.				
<b>Executive Response</b>	The recommendations in the report were agreed.				

 <b>Overview and Scrutiny Committee – 1 June 2016</b>		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>6</b></div>
<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>	5 April 2016	
<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	

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

## 1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2016 (Appendix 1) and of the current Forward Plan June 2016 to August 2016 (Appendix 2).

## 2. **Recommendations**

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

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

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

## 4. **Policy Framework**

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

## 5. **Budgetary Framework**

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



## 6. **Risks**

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

## 7. **Alternative Options Considered**

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

## 8. **Background**

- 8.1 There are five main roles of overview and scrutiny in local government. These being:
- Holding to account
  - Performance management
  - Policy review
  - Policy development
  - External scrutiny
- 8.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.
- 8.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.
- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 8.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.
- 8.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.
- 8.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report

detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.

- 8.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.

**Overview and Scrutiny Committee  
Work Programme 2016**

**1 June 2016**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Task & Finish Group – HMO's – <i>To agree the Scope document</i>	8 March 2016	Scope document review at meeting	Councillors Naimo and Davison		TBA	TBA
Children's Champions – End of Year Report	Council recommendation	Written report	Bill Hunt and Member Children Champions		April/May 2017	

## 28 June 2016

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Recruitment and Retention of Staff – what analysis is being done and options. “Grow your own” and feasibility. What work is being done and examples where difficulties have been encountered	Feb 2016	Written Report	Tracy Dolphin			
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke			Every three months
Issues surrounding Waste Management – service and complaints. Review of progress.	February 2016	Written report / Q&A	Rob Hoof		TBA	

**Future Items or Dates to be Agreed 2016 onwards**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Housing Strategy 2014-2017	February 2016	TBA	TBA		TBA once the changes to the Act have been published.	
HS2 Planning Applications (Forward Plan reference 782) – pre-scrutiny of consideration of the process for handling planning applications related to HS2	5 April 2016	TBA	TBA			
Council Development Company (Forward Plan Ref 727) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	February 2016	TBA	TBA		TBA	
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	Report	Councillor Coker		TBA	

National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker		TBA	
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber		TBA	Quarterly update once the Local Plan has been agreed.
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
Holding Portfolio Holders to account – Development Services	30 June 2015	Report / Q & A	Councillor Cross		Early September 2016	Annually
Holding Portfolio Holders to account - Finance	30 June 2015	Report / Q & A	Councillor Whiting		Late September 2016	Annually
Holding Portfolio Holders to account – Cultural Services	30 June 2015	Report / Q & A	Councillor Coker		November 2016	Annually
Health Scrutiny – Review of the work undertaken by the Sub-Committee since inception and decide whether to continue with the sub-committee.		Written Report			3 <sup>rd</sup> Quarter of municipal year 2016/2017	Annually

Appendix 1 – O& S Work Programme

Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		November 2016	Annually
Holding Portfolio Holders to account – Housing & Property Services	30 June 2015	Report / Q & A	Councillor Philips		December 2016	Annually
Scrutiny of South Warwickshire Crime and Disorder Partnership	Mandatory	Verbal briefing and discussion	Pete Cutts		December 2016	Annually
Holding Portfolio Holders to account – Neighbourhood Services	30 June 2015	Report / Q & A	Councillor Shilton		January 2017	Annually
Letting Boards – Update against the position 12 months ago and the trend	9 February 2016	Report / Q & A	Councillor Shilton		February 2017	
Waste Container Charging Review – In light of monitoring of figures of numbers of bins/boxes bought / supplied and whether recycling has increased/decreased	9 February 2016	Report / Q & A	Councillor Shilton		February 2017	
Holding Portfolio Holders to account – Health & Community Protection	30 June 2015	Report / Q & A	Councillor Grainger		February 2017	Annually

Social Value in Procurement – 12 month review of changes since implementation	5 April 2016	Report	Mike Snow		June 2017	
Holding Portfolio Holders to account – Business	30 June 2015	Report / Q & A	Councillor Butler		March 2017	Annually
Update from the Leader of the Council on his corporate and strategic leadership	30 June 2015	Verbal report / Q & A	Councillor Mobbs		April 2017	Annually
Procurement – 12 month review of the impact of the changes to the Code of Procurement Practice	April 2016	Report	John Roberts		April 2017	
Elect an Overview and Scrutiny Committee Chairman					1st meeting of Municipal Year 2016/17	Annually
Heath Scrutiny Sub-Committee – Appoint members and substitutes					1st meeting of Municipal Year 2016/17	Annually





## **FORWARD PLAN**

### **Forward Plan June 2016 to August 2016**

**COUNCILLOR ANDREW MOBBS**  
**LEADER OF THE EXECUTIVE**

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

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

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

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 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.

**(803)**

## Section 1 – The Forward Plan April 2016 to July 2016

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
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### 2 June 2016

Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive <del>03/09/15</del> <del>30/09/15</del> <del>02/12/2015</del> 6/4/2016 2/6/2016	24/5/2016	Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting, Cross & Gallagher	The Local Plan proposals have been subject to a number of public consultations and planning applications involved have also been subject to public consultation. The proposal has been the subject of discussion privately and confidentially with a number of agencies but especially with the County Council. Submission version of Local Plan; Planning Application (W/14/1076); Planning Application (W/14/0967); Report
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Land at Sabin Drive Weston-Under-Wetherly. <b>It is anticipated that an appendix to this report will be confidential because of the relating to the financial or business affairs of any particular person (including the authority holding that information)</b> (Ref 786)	To consider the disposal of Council owned land adjacent to Sabin Drive, Weston-Under-Wetherly.		Executive 2/6/2016	24/5/2016		
Sexual Entertainment Premises Policy (Ref 787)	To recommend a revised Sexual Entertainment Premises Policy to Council.		Executive 2/6/2016	24/5/2016	Jayne bailey Cllr Grainger	Public Consultation – internet, letters to stake and licence holders
Hackney Carriage and Private Hire vehicle, Drivers and Operator policies review and consolidation (Ref 788)	To recommend revised policies for Hackney Carriage and Private Hire vehicle, drivers and operators.		Executive 2/6/2016	24/5/2016	Marianne Rolfe Cllr Grainger	Executive 3 <sup>rd</sup> September 2014
Fit for the Future Change Programme (Ref 793)	The report covers a number of areas: - Approval of the Council's Service Area Plans for 2016/17; - An updating of the Council's Fit For the Future Change Programme which has been developed to address the significant reduction in funding from central government;		Executive 2/6/2016	24/5/2016	Andrew Jones Cllr Coker Cllr Mobbs	

	<ul style="list-style-type: none"> <li>- Progress against the Sustainable Community Strategy's priorities;</li> <li>- The opportunity provided by central government for more certainty around funding for the next four years; and</li> <li>- An invitation to the Local Government Association to oversee a Corporate Peer Challenge of the Council's performance and planning thereby considering whether the Council is in a position to deliver its aspirations.</li> </ul>					
Fit for the Future 2015/16 Performance (Ref 794)	The report provides information on the performance of the Council's seven Service Areas over the previous financial year.		Executive 2/6/2016	24/5/2016	Andrew Jones Cllr Coker Cllr Mobbs	
Proposed Relocation of Kenilworth Wardens (Community Sports Club) to Castle Farm (Ref 795)	This report recommends Executive approval for the relocation of Kenilworth Wardens from its current base at Thickthorn to Castle Farm.		Executive 2/6/2016	24/5/2016	Andrew Jones Cllr Cross Cllr Mrs Gallagher	
Funding of repairs to Leamington multi-storey car parks (Ref 796)	To propose how the identified repairs to St. Peters and the temporary repairs to Covent Garden car parks are funded		Executive 2/6/2016	24/5/2016	Gary Charlton Cllr. Shilton	
WDC support for tourism (Ref 797)	To propose how WDC should support this element of the Prosperity strand of the Sustainable Community Strategy		Executive 2/6/2016	24/5/2016	David Butler Cllr. Cross	
HS2 Planning Applications (Ref 782)	Consideration of the process for handling planning applications related to HS2.		Executive 2/6/2016	24/5/2016	Gary Fisher  Cllr Cross	

Local Plan Budget (Ref 802)	To seek agreement to draw down additional money from the Planning Appeals Reserve to support the Local Plan Examination		Executive 2/6/2016	24/5/2016	Gary Fisher  Cllr Cross	
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## 29 June 2016

Final Accounts (Ref 762)	To report on the Council's outturn position for both revenue and capital		Executive 29/9/2016	21/6/2016	Jenny Clayton Cllr Whiting	
Rural Urban Community Initiative Scheme applications (Ref 761)	Consider applications for Rural and Urban Initiative Grants		Executive 29/6/2016	21/6/2016	Jon Dawson Cllr Whiting	
New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants		Executive <del>6/4/2016</del> Executive <del>02/06/16</del> Reason 1 Reason 1 29/6/2016	21/6/2016	Jacky Oughton  Cllr Phillips	
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company		Executive <del>9/3/2016</del> <del>2/6/2016</del> Reason 2 Reason 1 29/6/2016	21/6/2016	Andy Thompson Cllr Phillips	
Improved Fire Alarm Systems – Sheltered Housing (Ref 784)	To request approval to further upgrade fire alarm systems in sheltered housing		Executive <del>2/6/2016</del> Reason 1 29/6/2016	21/6/2016	Jacky Oughton Cllr Phillips	

Exercise of delegated powers: electrical Maintenance Contract (Ref 785)	<del>To request an exemption to the Code of Procurement</del> To advise Executive of the use of delegated powers to authorise an exemption to the Code of Procurement Practice		Executive 29/6/2016	21/6/2016	Matt Jones Cllr Phillips	
WDC Enforcement Policy appendix: Regulatory Section of Health and Community Protection (Ref 789)	To recommend to Council WDC Enforcement Policy appendix: Regulatory Section of Health and Community Protection		Executive 29/6/2016	21/6/2016	Marianne Rolfe Cllr Grainger	
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.		Executive 5/11/2014 <del>03/09/15</del> 2/6/2016 (Moved Reason 6) 29/6/2016	21/6/2016	Bill Hunt Cllrs Mobbs, Cross, Shilton, Gallagher, Whiting	
Proposed Acorn Close housing development scheme (Ref 798)	A consider a project to develop new council homes in Stoneleigh		Executive 29/6/2016	21/6/2016	Andy Thompson Cllr. Phillips	

## 27 July 2016

Rural Urban Community Initiative Scheme applications (Ref 763)	Consider applications for Rural and Urban Initiative Grants		Executive 27/7/2016	19/7/2016	Jon Dawson Cllr Whiting	
Budget Review Quarter 1 to include financial projections (Ref 764)	To Report on the latest financial prospects for the current and future 5 years		Executive 27/7/2016	19/7/2016	Andy Crump Cllr Whiting	

Investment in Leisure Centres (745)	To seek approval to commence enabling works for leisure centre investment at St Nicholas Park and Newbold Comyn Leisure Centres	Nov 4 <sup>th</sup> 2015	Executive 27/7/2016	19/7/2016	Rose Winship Cllr Mrs Gallagher	Consultation with users in Jan/Feb 2016, with clubs and national governing bodies of sport, and with the wider community through the Planning process and dialogue Various reports from June 2014 onwards.
Car Parking strategy (790)	To consider the future off-street car parking needs of Leamington, Warwick and Kenilworth and how these should be addressed		Executive <del>2/6/16</del> Reason 3 27/7/2016	19/7/2016	Rob Hoof  Cllr. Shilton	

There is no planned meeting of the Executive during August 2016.

## Section 2 Key decisions which are anticipated to be considered by the Council between September 2016 and March 2017

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>1 &amp; 28 September 2016</b>						
Annual Benefit Fraud Report (Ref 765)			Executive 1/9/2016	31/8/2016	Andrea Wyatt Cllr Whiting	
Rural Urban Community Initiative Scheme applications (Ref 766)	Consider applications for Rural and Urban Initiative Grants		Executive 28/9/2016	20/9/2016	Jon Dawson Cllr Whiting	
Fees and Charges (Ref 770)	To propose the level of fees and Charges to be levied from 2nd January 2016		Executive 28/9/2016	20/9/2016	Andy Crump Cllr Whiting	

## 2 & 30 November 2016

Rural Urban Community Initiative Scheme applications (Ref 779)	Consider applications for Rural and Urban Initiative Grants		Executive 2/11/2016	25/10/2016	Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications (Ref 778)	Consider applications for Rural and Urban Initiative Grants		Executive 30/11/2016	22/11/2016	Jon Dawson Cllr Whiting	
HRA Budgets 2016/17 (Ref 780)	To Consider the following year revenue budgets for the HRA.		Executive 30/11/2016	22/11/2016	Mike Snow Peter Phillips	



**5 January 2017** – No scheduled reports at this time.

**8 February 2017**

Appointment of leisure management operator  (It is anticipated that part of this report will be confidential)  (Ref 771)			Executive <del>30/11/2016</del> Reason 4 8/2/2017	31/1/2017	Rose Winship  Cllr Gallagher	Executive Nov 2015  Council and Executive 13/1/2016  Full OJEU procurement
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**8 March 2017** – No scheduled reports at this time.

**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 Housing Asset Management Policy (Ref 774)	To request approval of the 'Council Housing Asset Management Policy – Disposal of Property'	Executive 6/4/2016 Reasons: 2, 4, 5	Andy Thompson Cllr Phillips	Awaiting outcome of Housing & Planning Bill which may influence the design and implementation of property disposals		
Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Abigail Hay Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined		TBC
Housing Revenue Account Business Plan (Ref 775)	To propose revisions to the Housing Revenue Account Business Plan		Andy Thompson Cllr Phillips	This will come forward when the Housing & Planning Bill, and associated regulations, have been approved by Parliament		
Aids and Adaptations Services (Ref 776)	To propose a new approach to providing aids and adaptations services for the residents of Warwick District		Abigail Hay Cllr Phillips	This will come forward when the option for a Warwickshire-wide service is sufficiently well developed to warrant consideration.		
Housing Related Support Services (Ref 777)	To propose new Housing Related Support services for tenants of the Council		Jacky Oughton Cllr Phillips			

Street Trading Policy Review	To consider a draft Street Trading Policy for consultation.		Kathleen Rose Cllr Grainger		Public Consultation - internet, letters to stake and licence holders	
Review of Members Allowances (Ref 799)	To approve the remit for a review of the Council's Members Allowances Scheme		Graham Leach Cllr Mobbs			
Minor Amendments to the Constitution (Ref 800)	To recommend to Council some minor amendments to the Council's Constitution		Graham Leach Cllr Mobbs			
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		Bill Hunt  Cllrs. Mobbs, Whiting, Cross, Shilton			

<b>Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions</b>						
<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>
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 29/6/2016		Richard Barr Cllr Whiting	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 28/9/2016		Richard Barr Cllr Whiting	

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**