

Overview and Scrutiny Committee

Wednesday 30 August 2017

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 30 August 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 25 July 2017.

(Item 3/Page 1)

4. **Comments from the Executive**

To consider a report from Democratic Services.

(Item 4/Page 1)

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

To consider a report from Councillor Coker – Portfolio Holder for Culture.

(Item 5/Page 1)

6. **Events Review 2017**

To consider a briefing note from the Policy & Projects Manager.

(Item 6/Page 1)

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

To consider a report from Democratic Services.

(Item 8/Page 1)

- Update from the Deputy Chief Executive (AJ) outlining the progress made to-date on the recommendations on Houses in Multiple Occupation.
- Waste Container Charging Review – See report to Executive 31 August 2017 “12 Month Waste Container Charging Update”.

8. **Executive Agenda (Non-confidential Items and Reports) – Thursday 31 August 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)

9. **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.

10. **Executive Agenda (Confidential Items and Reports) – Thursday 31 August 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).

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Enquiries about specific reports: Please contact the officers named in the reports.

You can e-mail the members of the this Committee at
o&scommittee@warwickdc.gov.uk

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

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 25 July 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Ashford, Mrs Cain, D'Arcy, Mrs Knight, Naimo, Parkins and Shilton.

Also Present: Councillors Gill, Grainger, Mobbs, and Phillips.

21. Apologies and Substitutes

- (a) An apology for absence was received from Councillor Davison.
- (b) Councillor Ashford substituted for Councillor Miss Grainger, and Councillor D'Arcy substituted for Councillor Bromley.

22. Declarations of Interest

Minute 25 Executive Agenda (Non-confidential items and reports – Wednesday 26 July 2017) – Item 4 – Fire Safety in High-Rise Buildings

Councillor Shilton declared an interest when this item was introduced, because he was a Member of Warwickshire County Council and a retired member of the Fire Service.

Minute 27 Executive Agenda (Non-confidential items and reports – Wednesday 26 July 2017) – Item 7 – Environmental Enforcement Service Delivery Options

Councillors Mrs Falp declared and interest when this item was introduced because her son worked in Neighbourhood Services at the District Council.

Minute 26 – Royal Leamington Spa Car Parking Displacement Plan

Councillors Mrs Falp and Shilton declared an interest when this item was introduced because they were both Members of Warwickshire County Council.

23. Minutes

- (a) The minutes of the meeting held on 27 June 2017 were taken as read and signed by the Chairman as a correct record.
- (b) The draft minutes of the Health Scrutiny Sub-Committee were noted.

24. 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 June 2017.

Resolved that the report be noted.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

25. Executive Agenda (Non-confidential items and reports) – Wednesday 26 July 2017

The Committee considered the following item which would be discussed at the meeting of the Executive on Wednesday 26 July 2017.

Item 4 – Fire Safety in High Rise Buildings

The Committee supported the recommendations in the report and praised the actions taken so far. The Committee looked forward to the next report and seeing the timescales.

26. HomeChoice Allocation Scheme

Members had requested a briefing about the HomeChoice Allocation Scheme so that they would know what the scheme was and how it operated prior to a report going to the Executive in November. This would facilitate better scrutiny of the report in November.

Ahead of the briefing, the Housing Strategy & Development Manager had supplied the Members with the Council's booklet "Warwick District Council HomeChoice Allocation Scheme". This booklet explained the scheme.

Councillor Davison had asked for some statistical information about the number of households on the waiting list, and this information had been provided to all Members ahead of the meeting, and was included in an addendum report, loaded onto the Council's website.

In response to questions asked at the meeting, the Housing Strategy & Development Manager responded that:

- There were several factors taken into account when determining where people fell within bandings. People moved up and down on the lists depending on who else joined the list and what their needs assessments were. New applicants joined the list on a daily basis.
- Parish Councils were consulted about housing needs in rural areas.
- There was an annual review of the lists to see if there were any applications that were no longer current.
- If applicants notified the Council of a change in circumstances, then their banding was reviewed.

The Chairman thanked the Housing Strategy & Development Manager for the information session.

(Councillor Phillips left the meeting.)

27. Executive Agenda (Non-confidential items and reports) – Wednesday 26 July 2017

The Committee considered the following item which would be discussed at the meeting of the Executive on Wednesday 26 July 2017.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Item 7 – Environment Enforcement Service Delivery Options

The Committee supported Option 2 in the report recommendations.

The Committee strongly recommended that enforcement through the Courts should be looked at, something that would be welcomed by residents. It also stressed that enforcement should not focus solely on South Leamington, but was required across the whole District.

28. Royal Leamington Spa Car Parking Displacement Plan

The Committee considered a verbal report from Neighbourhood Services on the progress made on the redevelopment of Covent Garden Car Park and Leamington displacement plan to provide extra parking spaces arising from the loss of the car park. In addition, at the request of the Chairman, the Project Manager – Car Parks, had supplied a short briefing note emailed to Members ahead of the meeting, the contents of which were also loaded onto the Council's website as an addendum.

In response to questions from Members, the Project Manager – Car Parks and the Head of Neighbourhood Services, informed Members that:

- The Council would consider whether to approach Stagecoach about pricing and increasing capacity.
- Any loss of parking for the disabled would be replaced.
- Planning Permission for Campion Hill would be sought once the detailed designs had been completed.
- 440 vehicles would be displaced during the working week and 570 at the weekend.
- There was some spare capacity in other car parks and on-street parking.

The Chairman thanked the officers for their report.

29. Leisure Centre Management Contract Update

The Committee considered a briefing note from Cultural Services that gave an update on progress since Sports and Leisure Management, operating as Everyone Active (EA), had been awarded the contract to run four Council owned facilities plus the dual use facilities at Kenilworth School and Myton School from 1 June 2017.

At the meeting, the Sports & Leisure Contract Manager and the Programme Manager, gave Members a presentation showing a time-lapse film of the building works at St Nicholas' Fields and Castle Farm Leisure Centres.

In response to questions from Members, the officers responded that:

- Following the new contracts, 50 to 60 people had requested refunds of their remaining memberships.
- It was not possible to give categorical reasons why people might have decided to end their memberships because some had simply cancelled their direct debit payments.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- The problems encountered with pricing at Kenilworth facilities had been resolved subsequent to staff receiving training.
- Direct Debit was considered a flexible and preferred payment method by many customers because it allowed membership to be spread over the year, instead of lump sum payments for each set of training sessions.
- Currently swimming training sessions were not fully booked so there was opportunity for people to stop sessions, and then re-join a later programme.
- There had not been a wave of complaints following the transfer of responsibility, but any concerns were dealt with straight away by EA. If this did not resolve the issue, then concerns could be directed to the Client Team.
- Figures on facility usage would form part of the Portfolio Holder's annual report to Overview & Scrutiny Committee. Usage figures were provided to the Council on a monthly, quarterly and annual basis.
- When the leisure centres had closed, any direct debit payments for membership had been frozen; these customers would be contacted and prices would be held until March 2018.

The Deputy Chief Executive (AJ) would supply Members with the specification in respect of Children Safeguarding training.

The Chairman thanked the officers for the progress report.

30. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2017 and the Forward Plan.

Members' attention was drawn to an email sent by Councillor Butler in which he explained that 30 August might be too early to undertake pre-scrutiny work on a report listed on the Forward Plan "Planned review of Event Services". He gave timescales of stages before the report would be published and provided a Terms of Reference document for Members to examine. He also advised when might be the best time to undertake the pre-scrutiny work. Members felt that it was important that pre-scrutiny work still be done on 30 August, given the time the report had been planned, and requested that they be provided with a briefing note and a verbal report. This could, in part, focus on the Terms of Reference document that had been provided.

Attention was drawn to the fact that feedback from the Executive on the Task & Finish Group's - Off-street Car Parking Charges Review report was missing from the "Comments from the Executive" report. The Deputy Chief Executive (AJ) and the Committee Services Officer would address this issue and provide the information to Members.

Councillor Naimo reported that she had not received much feedback in response to her request to Members to comment on lessons they felt should be learnt from both recent Task & Finish Groups. It was decided to postpone delivery of this report until September, and Councillor Naimo would make a second request to Members for information.


OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Members asked for a "Mystery Shopper" item to be put on the Work Programme to scrutinise the Council's customer service. The last "Mystery Shopper" exercise had been conducted over ten years ago.

Resolved that

- (1) a briefing note and verbal report on "Planned review of Event Services" is to be delivered on 30 August 2017;
- (2) the Deputy Chief Executive (AJ) and the Committee Services Officer will provide feedback from the Executive meeting held in June on the report produced by the Task 7 Finish Group – Off-street Car Parking Charges Review;
- (3) the Learning Points from the Task & Finish Groups item on the Work Programme will be moved back to September 2017, and Councillor Naimo will approach Members again for information; and
- (4) a "Mystery Shopper" item will be added to the Work Programme, a date to be decided.

(The meeting finished at 8.40 pm)

 Overview and Scrutiny Committee – 30 August 2017		Agenda Item No. 4
Title	Comments from the Executive	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	25 July 2017	
Background Papers	Executive Minutes – 28 June 2017 and 26 July 2017	

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

Officer/Councillor Approval		
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).		
	Date	Name
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

Consultation Undertaken	
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 the response the Executive gave to their comments regarding the reports submitted to the Executive 26 July 2017.
- 1.2 Due to an oversight at the last Overview & Scrutiny Committee meeting, information about comments made by the Executive at its meeting 28 June 2017 on the Task & Finish Group's Off-Road Car Parking Charges Review report were missing from the "Comments from the Executive" report to Overview & Scrutiny Committee. These comments from the Executive are now included in this report.

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 the Task & Finish Group –
Off-Street Car parking Charges Review Report – 28 June 2017**

Items no.	8	Title	Task & Finish Group – Off-street car parking charges review	Requested by	O&S
Reason considered	A report from a Task & Finish Group was approved by O&S at its meeting 31 May 2017 for consideration by the Executive.				
Executive Response	The Executive noted the report and would consider it in more detail in conjunction with the results from the consultation arising from the Draft Car Parking Strategy. The Executive thanked the Task and Finish Group for the work done which would be very useful.				

**Response from the meetings of the Executive on Overview and Scrutiny
Committee Comments – 26 July 2017**

Items no.	4	Title	Fire Safety in High-Rise Buildings	Requested by	Labour Group
Reason considered	To find out more about WDC's actions and timescales in relation to implementation of the recommendation.				
Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report and praised the actions taken so far. The Committee looks forward to the next report and seeing the timescales.				
A suggested amendment to the report issued prior to consideration by the Executive, but following the meeting of Overview & Scrutiny Committee	<p>The Head of Finance revisited Item 4 Fire Safety in High-Rise Buildings, due to be considered by the Executive. On reflection due to the value of the additional works being proposed, in accordance with the Council's Code of Financial Practice, the increased budget requires the approval of Council.</p> <p>Therefore recommendation 2.2 should be amended to read as follows:</p> <p><i>"That Council delegates authority to the Deputy Chief Executive (BH) in consultation with the Housing Portfolio Holder, to agree additional expenditure in 2017/18 for fire safety works to Housing Revenue Account (HRA) properties, utilising the unallocated balances on the Major Repairs Reserve."</i></p> <p>If approved by the Executive this evening this aspect of the report will be referred to Council for consideration on 9 August 2017.</p> <p>Recommendation 2.1, 2.3 and 2.4 within the report remain as decisions for the Executive to take.</p>				

<p>Executive Response</p>	<p>The Executive confirmed that the next report was expected to come forward in November 2017.</p> <p>The Executive recommended to Council that authority was delegated to the DCX (BH) in consultation with the Housing Portfolio Holder, to agree additional expenditure in 2017/18 for fire safety works to Housing Revenue Account properties, utilising the unallocated balances on the Major Repairs Reserve.</p> <p>The Executive resolved that</p> <ol style="list-style-type: none"> (1) the contents of this report be noted; (2) subject to agreement of Council, above, that fire safety works to front doors to, and fire detection equipment within, leasehold flats within the nine designated blocks, listed at Appendix One, will 'in principle' be funded by the HRA; and (3) a further report will be presented to the Executive when WFRS have re-inspected the Council's nine designated blocks of six-storeys or above.
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Items no.	7	Title	Environmental Enforcement Service Delivery Options	Requested by	Labour Group
Reason considered		To understand further the rationale behind the recommendations and how option 2 was chosen as the way forward.			
Scrutiny Comment		<p>The Overview & Scrutiny Committee supported Option 2 in the report recommendations.</p> <p>The Committee strongly recommended that enforcement through the Courts should be looked at, something that would be welcomed by residents.</p> <p>The Committee stressed that enforcement should not focus solely on South Leamington, but was required across the whole District.</p>			
Executive Response		<p>The Executive agreed with the recommendations from O&S and resolved the following:</p> <ol style="list-style-type: none"> (1) a shared service with a neighbouring local authority, is adopted as the preferred method of managing environmental enforcement, and to investigate this option further; (2) a further report be brought in September 2017 which provides full details of the cost, time scale for implementation, and scope of service; and (3) enforcement through the courts be looked at; along with enforcement should relate to the whole of the District. 			

Cultural Services – Portfolio Holder Update (Aug 2017)

Service Plan Performance 2017/18 – July update

1. Leisure Development Programme

External operator – Following a comprehensive OJEU procurement process, the Council appointed Sports and Leisure Management Ltd/Everyone Active (EA) to manage the Council's leisure facilities. The contract commenced on 3rd June 2017 and as reported to O&S on 25th July, the contract is progressing well with a smooth handover achieved and very little negative feedback from customers or members of staff.

Eighty members of staff transferred from the Council to EA on 1st June. In the lead up to the transfer and since, these staff have benefitted from a comprehensive training programme to introduce them to EA ways of working. A number of staff have recently applied for and been successful in being appointed to new more senior roles within this contract.

EA have been working closely with WDC officers to ensure that preparations for the re-opening of Phase I of Newbold Comyn and St Nicholas Park leisure centres are underway and communications to all customers and stakeholders are as comprehensive as possible prior to the re-opening.

Construction projects (Newbold Comyn and St Nicholas Park) – as reported to all Councillors in May 2017, both projects have experienced delays as a result of unforeseen problems with infrastructure which were outside of the control of the Project team. Group Leaders and the Leisure Development Working Group were briefed on the detail of these difficulties, but Members will appreciate that until the Council's litigation lawyers have concluded their consideration of the matter it would not be appropriate to share the full details beyond this small group of Councillors.

There are financial implications to these delays which are being reported as part of the Budget report being taken to the Executive at this cycle. These include payments to the construction contractor who have been unable to complete the construction due to the infrastructure issues, and also to EA who are able to claim for loss of income under the terms of the contract.

WDC officers and Everyone Active have been working closely with Mace Ltd (Project Managers) and Speller Metcalfe (construction contractors) to get Phase I of the 2 leisure centres ready for re-opening to the public. Newbold Comyn Leisure Centre is due to re-open w/c 21st August with the swimming pool, new 100 station gym, 2 of the 3 fitness studios, and new "dryside" changing rooms available. The new "village changing rooms" will not be available until Phase II of the works (Spring 2018) and therefore some temporary changing provision is being provided to supplement the "dryside" changing rooms. It is recognised that this is not an ideal situation but allows the pool to be re-open for customers as soon as possible. EA are currently in the throes of mobilising the staff and facilities in advance of re-opening.

St Nicholas Park Leisure Centre swimming pool will re-open in mid September along with the new village changing facilities and redecorated sports hall. The gym and new studios at this site will be completed and open in Spring 2018.

A timeline for work on Phase II of the Leisure Development Programme (Kenilworth) has been agreed and will be reported to Members in September.

Alongside the procurement of the management and construction contracts for this work, a review was been undertaken of the staffing structure required to manage the leisure centre and golf contracts, deliver the active communities and outdoor sports services, and lead on the strategic partnerships that are so vital to ensuring that local residents have the best possible opportunities to participate in sport and physical activity in the future. This new structure has been in place since January 2017, with the final post of Contract Officer joining the team in April 2017 ahead of the start of the EA contract.

2. Arts Review and integration of Visitor Information Centre

The Arts review was approved by Employment Committee and the Executive in December 2016 and the new team structure was implemented in February 2017. The new integrated Arts team is now well embedded and the teams are working effectively across the 3 venues (Royal Pump Rooms, Royal Spa Centre and Town Hall). In January 2017 members approved the return of the Visitor Information service, previously run by Warwick Town Council, to Warwick District Council. A review has been underway in recent months to bring the Visitor Information (VIC) team into the Arts team, with a report coming to the Employment Committee in September to confirm the new structure. Alongside the integration of the team, plans are being developed to refresh the concourse to the Royal Pump Rooms and make the services in that venue more coordinated and visible for customers. The Executive approved the funding for this project in July and work shall begin from September onwards, once the new team that will work in that area is in place.

3. Other Strategic projects – the team continue to work with partners to progress a number of strategic projects including:

- Kenilworth Wardens relocation to Castle Farm subject to the outcome of the Local Plan and the development of Wardens current site at Thickthorn.
- Europa Way and the delivery of a community stadium in partnership with Leamington FC.

Service Delivery:

Art Gallery & Museum - the Art Gallery & Museum continues to be a popular destination for local people and visitors alike with over 138,700 visitors in 2016/17. The first 6 months of this year suggest that attendance figures have risen again. Highlights since April have included the biennial OPEN exhibition for which submissions of work were invited from professional artists based in the West Midlands. A panel of external judges selected the works to be displayed during the exhibition which took place between 13 April to 25 June 2017. The two winners, Nicola Durrant and Wendy Campbell-Briggs, split the £1,000 prize. Visitors to the exhibition were also given the chance to vote for their favourite artwork, with a prize of £500 on offer. Annabel Rainbow won this award with her quilt 'Self Portrait in the Third Person'. This exhibition attracts a lot of attention from across the Midlands region and helps to raise the profile of the gallery in the sector.

The current exhibition, 'Drawn from Life: People on Paper', runs until 17th September and is already proving to be one of the most popular for a number of years. It is touring exhibition showing items from the Arts Council Collection, including work by some of the biggest names in 20th and 21st

century British art, including David Hockney, Henry Moore, Barbara Hepworth and LS Lowry. This exhibition provides local residents with the opportunity to view works by major artists which they would otherwise have to travel large distances to access.

Arts Development – the service, now integrated into the “Collections and Engagement team” within the Arts team, continues to support a wide range of arts projects ranging from national arts organisations based in the district (eg Motionhouse and Armonico) to local community arts groups. The service provides professional support for these organisations, small scale financial support through the Arts Grants scheme, and advocacy for the role of “the Arts” and how it can make a significant contribution to the quality of life for local residents. Highlights of the current year include the planning and delivery of the “SPLAT” an arts event planned, managed and delivered for young people that took place in the Jephson Gardens in July as a result of the Arts Active project involving a number of primary schools in partnership with Warwick Arts Centre.

Royal Spa Centre - the venue attracted over 102,800 visitors in 2016/17 and enjoyed the most financially successful pantomime seasons ever, with over 22,700 people attending Beauty & The Beast and attracting some of the best feedback ever received. As a result advance sales for this year’s pantomime (Sleeping Beauty) are already higher than ever before. The team have begun to build on the success of last year and have concentrated on reaching new audiences through targeted marketing, The cinema continues to perform well with the live screenings from the RSC, Australian Ballet, and the National Theatre attracting large audiences. The venue hosted 41 community events between April and July, which have been equally successful. Some of the performances of note were the musical Legally Blonde (Leamington & Warwick Musical Society), Fiery Feet’s annual dance showcase, the Punjabi Concert and the Warwickshire Book Awards. Attendance for the weekly ‘Senior Citizens Activity Group’ is also growing. There have been several sell-out performances already this year including Pasha Kovalev, That’ll Be The Day, Reginald D Hunter, Ian Waite & Natalie Lowe and Juan Martin’s Arte Flamenco Puro.

Both the Art Gallery and Museum and the Royal Spa Centre have recently been awarded the TripAdvisor Certificate of excellence (for the third year running), which reflects the hard work of the teams and their focus on improving the customer experience. In 2016/17 the Royal Spa Centre achieved a 78% positive feedback rate.

Leisure Centres – the teams at the leisure centres worked hard leading up to the handover to Everyone Active to provide quality sports and leisure services across the Councils facilities. This was a challenging time for the teams with the uncertainty associated with the handover, and with the temporary closure of some of the leisure facilities while construction work was underway. Despite the closures, attendances at the leisure centres that remained open were strong, and many of the customers from Newbold Comyn Leisure Centre made use of St Nicholas Park and Castle Farm gyms and Abbey Fields pool.

Active Communities/ Sports Development - The Active Communities officer continues to develop opportunities to increase participation and support local club’s and group’s in the district. Recent allocation of Sport and Physical Activity Grants have included awards to Sydenham Neighbourhood Initiative funded to deliver sports sessions for young people in their local park, Brunswick Healthy Living Centre funded to deliver sequence dance for adults aged 55+ and Warwickshire Racial Equality Partnership funded to deliver physical activity sessions for BME women in the district in partnership

with the local Sri Krishna Ladies Group. Grants were also made for summer holiday coaching activities for young people at Lillington Youth Centre and funding to local sports clubs to increase memberships, purchase equipment and training of local volunteers. Subsidised sports play activities have been provided in Whitnash, Warwick Gates, Barford and Bubbenhall. A contribution was made to the Central Warwickshire School Sports Partnership to support the local School Games competitions that have taken place across school in the district, resulting in local representation at the Coventry Solihull & Warwickshire School Games Finals at The University of Warwick in July 2017.

Risk Management

The key service risks are currently considered to be:

Building risks at Royal Pump Rooms – flood risk and roof leaks continue to be a concern at this venue. Housing and Property Services are aware of the roof leaks and are developing a strategy that can be implemented once the long term future of the building has been confirmed. Periods of heightened flood risks are managed through the implementation of emergency flood protection procedures. The possibility of protecting the art collection from flood risk by creating a store at another suitable property continues to be investigated. In the meantime the flood barriers, which would prevent flood water entering the stores and gallery spaces, have recently been replaced.

Plant Failure – this risk has significantly reduced as a result of investment in the dimmers and motors at the Royal Spa Centre and the transfer of the leisure centres to Everyone Active (along with the risks associated with plant and machinery).

Golf Contract – Dialogue with the golf contractor in the last 12 months has resulted in a greater confidence in the long term future of the golf course. Robust contract management procedures are now embedded with regular monthly contract meetings.

The latest Cultural Services Risk Register is being reported to F&A Scrutiny in February 2018.

Looking ahead and Strategic Plans

There are 2 key areas that will have a significant impact on the future shape of this service.

The Leisure Development Programme is now well underway and by Spring 2018 will have resulted in the district having 2 modern and extensive leisure centres in Newbold Comyn Leisure Centre and St Nicholas Park Leisure Centre that will make them appropriate for the growing population of the district, and protect the provision of sports and leisure in the district for the next 30 years or so. The award of the management contract to Everyone Active has meant that the leisure centres no longer require a subsidy from the Council, and averaged out over the 10 years of the contract, Everyone Active will be paying the Council £767,347 pa. There will be additional savings of approx. £328,000 generated through a reduction in support service costs.

The second key area is the ongoing debate around the **future use of our assets**. The Royal Pump Rooms and Town Hall are challenging assets to maintain, and are therefore costly for the Council to retain. Decisions around their future use will have a significant impact on the delivery of our Arts and Heritage service, and to the role of the Town Hall. The decision to progress the new Council HQ has provided some clarity around the future civic demands on the Town Hall and work is progressing to

consider alternative uses for this asset. The future of the Royal Pump Rooms is linked to decisions made on the Creative Quarter project, but the recent decisions about the refreshing of the concourse area and the 12 month extension of the Kudos catering contract were taken in the context of the Creative Quarter project.

In the meantime work is ongoing across the service to respond to the following key drivers:

Income generation:

The box office income at the Royal Spa Centre continues to over perform. The 2016/17 programme was particularly popular as the variety of performances was diversified. The annual pantomime continues to be a crucial income stream – accounting for 27% of all tickets sold. Efforts to attract headline comedy acts to Leamington continue, as stand-up comedy creates the largest financial return. The annual Comedy Festival has helped to build positive relationships with the larger comedy promoters. However, it is the variety of the programme that will ensure that audiences continue to purchase tickets and income continues to increase - which includes the cinema and community hires. The decision to relocate the box office to the Royal Pump Rooms was made on the basis that the increased footfall will benefit sales generally. However, it also strengthens the business case for the box office acting as a central box office agency for the District – as the Royal Pump Rooms is a prominent location and has an annual footfall of over 500,000. It is the intention to proactively approach organisations and venues within the District to provide a box office solution. This will increase that revenue stream, but also strengthen the Arts section's marketing ability and widen the exposure of our own events.

The integration of the box office and information service offers the opportunity to better promote the performances, screenings and events of the arts section as well as the District and the wide range of activities taking place. This is a central element of the Arts section's marketing strategy.

Service Improvement:

Managers continue to focus on the development of an improved "Customer service" culture in all our facilities, providing staff with the skills to improve the customer experience and make them more likely to return.

Clear performance targets for teams are being developed which will contribute to the overall quality of service delivery.

There has been a growth of community engagement activities at the Art Gallery & Museum with notable partnerships with ILEAP and the NHS (arts therapy).

Cllr Michael Coker (Portfolio Holder for Culture)

August 2017

Events Review 2017

Note for Overview and Scrutiny Committee (O&S)

30th August 2017

1 Introduction

This note, which has been requested by O&S, sets out the Terms of Reference for the Events Review 2017, provides an update on progress and identifies some of the issues the events review is expected to address.

2 Terms of Reference

The Terms of Reference (see appendix 1) for the Events Review were agreed with the Business Portfolio Holder in May 2017 and have since provided the basis for the work to progress the review. This document was circulated to O&S members prior to its last meeting.

The terms of reference set out four broad phases for the Review:

- Phase 1: Agree priority outcomes
- Phase 2: Data and intelligence collection
- Phase 3: Identification of issues, opportunities and potential improvements
- Phase 4: Preparation of report and recommendations

3 Progress to date

Phase 1 of the review is complete. The priority outcomes and measures were agreed as follows:

- Understand and manage total cost of events
- Understand and manage time commitments from Business Support and Events Team
- Assess impact of events (eg attendance; number of stalls)
- Understand and manage impacts of events (such as impacts/opportunities on local businesses, impacts on parks etc)
- Understand and manage risks associated with events of different types
- Collect feedback from event organisers to understand qualitative issues from their perspective (including charges and other costs)
- Identify opportunities to improve future events
- Overview of different types of events and their impact to help prioritise future events

Phase 2 of the review is underway. Data and intelligence is being collected and recorded for the events taking place during the summer of 2017. This includes costs, assessment of impacts/attendance, risks, issues, feedback and contextual data (such as the weather)

Phase 3 will commence in September 2017, although data collection will be ongoing until the end of September, so a complete picture to inform Phase 3 will not be in place until then. Following phase 3 stakeholder consultation will take place to inform the preparation of the final review report.

At present the review is still meeting the timescales set out in the Terms of Reference.

4 Emerging Issues

Below is a summary of some of the issues that have been identified from previous discussions and experience. It should be noted that this is not an exhaustive list and that the content of the review

will be driven by an analysis of the data that is currently being collected. It is therefore likely that the final review report will have a different scope.

Waste

The provision of waste – and their associated costs - for all events this is currently covered by the Business Support and Events team. Over the last couple of years some of our larger events have grown substantially, and this has had a knock-on effect on waste. This combined with annual price increases by the refuse companies means that the events waste budget is under strain.

Late plans

Although the majority of organisers for our largest events in the District send in their plans within plenty of time, it is clear that some organisers do not understand the organisational implications on the Council of late submissions of events plans and documents. This puts additional strain on the Events team

Costs

We have budgets to cover waste, but not for the street cleansing and toilets. However, we do pay for this, should it be required above the normal planned cleans.

Parks

There has been an increase in the issues surrounding the District's parks, in particular the need to balance environmental impacts with the specific needs of events.

Licences

There are a number of organisers who struggle with the licences they need for their events from different parts of the organisation and this has a knock on effect on the Events team

5 Summary

The review is currently running as planned and the report is expected to be available for the Executive in December 2017.

Author : Dave Barber, Policy and Projects Manager

Date: 16 August 2017

Events Review: Terms of Reference

May 2017

1 Background and Context

The Service Redesign, implemented in April 2016, brought together a new team to provide a holistic approach to the Council's role in supporting events across the District. In relation to events, the Business Support and Events Team is responsible for strategic planning of events throughout the year and throughout the District, for the operational management of District Council-led, and for the facilitation of third-party led events ensuring events:

- Have assessed and effectively managed risk so that they are conducted safely
- Maximise benefits for residents, visitors and businesses in the District
- Support the Council's aim of making the District's towns great places to do business
- Minimise impacts on residents and businesses
- Ensure environmental impacts are minimised and appropriate restoration is undertaken following the completion of the event

To do this the team needs to work effectively with a range of stakeholders including

- Event organisers
- The Police and other service providers
- Providers of facilities and services for events
- Other Council departments
- Ward Councillors and Town/Parish Councils
- Community Groups
- Local Businesses

All this means that supporting events requires excellent communication and adherence to clear processes.

This review will use the events that are planned and delivered over the summer season of 2017 to collect intelligence and identify opportunities and issues. This will be used to assess the potential for improved processes and practices during the Autumn 2017. It is intended to complete the events by December 2017 so that new practices and processes are in place as 2018 events are planned.

2 Aims of the Review

- a) To identify and deliver opportunities to enhance the strategic planning of events to maximise the economic and community benefits of events
- b) To ensure the operational management of events delivers safe, successful and vibrant events, which maximise economic and community benefits
- c) To ensure that the service delivered to customers is efficient, transparent and accessible aiding in delivering a diverse calendar of events

d) To consider the financial implications of supporting events both in terms of the Council's costs and resources and in terms of charges to event organisers

3 Scope

Included in scope

The scope of the review is as follows:

- Events directly organised by Warwick District Council
- Events that take place on the District Council's land (such as parks and open spaces) or other public spaces (such as highways)

The review will not only examine the processes and practices around events organisation and delivery, but will also consider the resources (staff and financial) required to support events to establish whether all events can be supported or whether support needs to be prioritised

Excluded from scope

The following areas are outside the scope of the review, albeit these areas have significant links with the business support function which may need to be explored:

- Events planned by other organisations that do not take place on District Council or in public spaces
- Events that take place indoors

3 Approach

Dave Barber will lead the Events Review. The review will focus on the work of the Business Support and Events Team as articulated in the Job Descriptions of the Team Manager and Officers. The key responsibilities relating to events are:

- strategic planning of events throughout the year and throughout the District
 - regularly review the benefits of the events programme to ensure it is meeting the Council's strategic aims
 - monitor the effective operation of the Safety Advisory Group
 - work with internal stakeholders and external partners to discuss new events
- operational management of events
 - ensure safe events and work closely with the Safety Advisory Group
 - ensure guidelines are met for each event
 - Work with other agencies and stakeholders such as the Police, Fire Service, and Ambulance Service,
 - undertake event evaluations and implement learning points
 - discharge Council's responsibilities as a category 1 responder
 - ensure well organised events and support the planning, management and delivery of events to ensure a consistent and safe approach
 - This will include, but is not restricted to,
 - § agreeing approaches to consultation,
 - § road closures,
 - § traffic management,
 - § crowd control,

- § emergency action plans
- § ensuring compliance with relevant legislation

The review will have four broad phases:

Phase 1: Agree priority outcomes for the District's events and consider how these should be measured and/or assessed as the review takes places.


Phase 2: Data and intelligence collection using the events planned and delivered during the summer of 2017

Phase 3: Identification of issues, opportunities and potential improvements arising from an analysis of Phase 2

Phase 4: Preparation of report and recommendations for approval, including consultations with key internal stakeholders and formal approval if required

4 Process and timescales

Date	Activity	Responsibility
w/c 8 th May	Agree review terms of reference	Dave Barber, Tracy Darke, Cllr Butler
w/c 15 th May	Workshops to undertake tasks associated with Phase 1	Dave Barber, David Butler, Stuart Poole, James Deville, Helen Williamson, Luke Campion
w/c 22 nd May	Agree how data and intelligence will be collected from the summer events programme	David Butler, Stuart Poole, James Deville, Helen Williamson, Luke Campion
27 th May to 10 th September	Collect and record data and intelligence relating to events undertaken	James Deville, Helen Williamson, Luke Campion
September/October	Review data and intelligence, identify improvement opportunities, consider cost and resource implications. Meetings and workshops to discuss options and issues with other stakeholders	Dave Barber, David Butler, James Deville, Helen Williamson, Luke Campion (with other stakeholder as identified above)
October/November	Prepare Draft Report and circulate for comments	Dave Barber
November/December	Review and comment on final report	Cllr Butler, Tracy Darke, David Butler, James Deville, Other stakeholders
December	Final Report and sign off and If required, report to Executive	Dave Barber, James Deville, Tracy Darke, Noel Butler

 Overview and Scrutiny Committee – 30 August 2017		Agenda Item No. 7
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	25 July 2017	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality and Sustainability Impact Assessment Undertaken	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 2017/2018 (Appendix 1) and of the current Forward Plan August to November 2017 (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 2017/2018**

30 August 2017

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Update from DCX (AJ) outlining the progress made to-date on the recommendations on the HMOs	25 July 2017	Verbal report	Andy Jones			31 October 2017
Waste Container Charging Review - Update subsequent to the last report February 2017 (to include a pie chart with updated figures as shown in paragraph 8.2 of the Waste Collection Service Update report, 7 Feb 2017.)	7 February 2017	Q&A arising from report to Executive 31 August 2017 - "12 month waste container charging update"	Becky Davies			25 July 2017

26 September 2017

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
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

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
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
Update from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	25 July 2017	Verbal report	Andy Jones			28 November 2017
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

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
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	Verbal report	Andy Jones			6 February 2018
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

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
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

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Update from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	25 July 2017	Verbal report	Andy Jones			4 April 2018
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

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
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

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
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

TBA

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
"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	
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.
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"> • What this Council has done, • Capacity • Staff Learning) 	27 June 2017	Written report followed by Q&A at meeting	Marianne Rolfe		When the results from the Government enquiry into Grenfell Tower are known	
Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Written report followed by Q&A at meeting	Councillor Phillips			



Warwick District Council Forward Plan August to November 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.

(895)

Section 1 – The Forward Plan August to November 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
August 2017						
Budget Review Quarter One to include Financial Projections (Ref 848)	To report on the latest financial prospects for the current and future 5 years.		Executive 31/08/2017	22/08/2017	Andy Crump Cllr Whiting	
12 Month Review of Waste Container Charging Policy (Ref 857)	To review the waste container charging policy after 12 months of it being in effect.		Executive 31/08/2017	22/08/2017	Becky Davies Cllr Grainger	Waste container charging paper: Executive meeting – 10 February 2016 - Agenda item no.3 and Council – 24 February 2016 8 month review of waste container charges: Finance and Audit Scrutiny Committee – 7 Feb 2017 Agenda item no.9 and Overview and Scrutiny Committee – 7 Feb 2017 Agenda item no.7

Car Park Fees and Charges (Ref 862)	To consider the recommendations for changes to car park fees and charges.		Executive 31/08/2017	22/08/2017	Gary Charlton Cllr Grainger	Warwick District Chambers of Trade and BID Leamington.
Neighbourhood Services Redesign (Ref 892)	To set out the proposed changes to the structure and posts within Neighbourhood Services and associated cost		Executive 31/08/2017	22/08/2017	Rob Hoof Cllr Grainger	Employment Cttee 13/9/2017
Request for Extension of VCS Contracts 2015 – 2018 (Ref 883)	To seek agreement for the extension of the current VCS contracts by 3 months (so to terminate on 30 June as opposed to 31 March 2018) as there has been slippage with starting the re-commissioning process and review of VCS spend due to procurement issues		Executive 31/8/2017	22/8/2017	Liz Young Cllr Thompson	VCS Commissioning and Grants Panel and report to Executive in March 2017 on the review of Forums and VCS spend.
Private Sector Housing Grants Policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents.		Executive 31/8/2017	22/8/2017	Ken Bruno Cllr Phillips	
Mallory Grange – affordable housing purchase (Ref 889)	To recommend the purchase of 10 affordable homes (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))		Executive 31/8/2017	22/8/2017	Ken Bruno Cllr Phillips	
Leisure Development Programme – extension of temporary contracts (Ref 890)	To seek approval for extension of temporary contracts		Executive 31/8/2017	22/8/2017	Rose Winship Cllr Coker	

Planning Development Brief for Kenilworth Local Plan Strategic Sites H06, H40, E2 and ED2 (Ref 891)	To seek approval for Planning Development Brief for Kenilworth Local Plan Strategic Sites H06, H40, E2 and ED2		Executive 31/8/2017	22/8/2017	Dave Barber Cllr Rhead	
Land at The Holt, Leamington Spa (Ref 872)	To consider the potential disposal of WDC owned land.		Executive 28/06/2017 Reason 5 31/8/2017	22/8/2017	Chris Makasis Cllr. Phillips	Ward Councillors

September 2017

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	
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 4/4/2017 Reason 2 31/08/2017 Reason 3 27/9/2017	19/09/2017	Gary Charlton Cllr Grainger	
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 Council; this report provides a Service Assessment and Business Case for the approach.		Executive 27/09/2017	19/09/2017	Graham Folkes-Skinner Cllr Grainger	

October 2017 - No scheduled Executive meetings at this time.

1 November 2017 – No key decisions scheduled for consideration at this time

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	
Budget Review Quarter Two (Ref 874)	To report on the latest financial prospects for the current and future 5 years.		Executive 29/11/2017	21/11/2017	Andy Crump Cllr Whiting	
General Fund Base Budgets 2018/19 to include Budget Review for the current year (Ref 877)	To consider the following year revenue budgets for the General Fund and update Members on the latest Budgets for 2017/18.		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	

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&CP budget for 2018 – 19.</p> <p>(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))</p>		Executive 29/11/2017	21/11/2017	Liz Young Cllr Thompson	To follow
Consideration of a Hackney Carriage Vehicle Limitation Policy (Ref 851)	<p>To update members on the results of the WDC Hackney Carriage Unmet Demand Survey and:</p> <p>Meeting1 – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey.</p> <p>Meeting 2 – Update on the consultation & determine any change to policy, following the consultation.</p>		Executive 29/11/2017	21/11/2017	Lorna Hudson Cllr Thompson	<p>Taxi trade, local business, safer communities, disability, equality and other local group representatives, Town Councils, Police.</p> <p>Questionnaire on website/email.</p> <p>CTS Traffic & Transportation Final Report - July 2016</p> <p>Licensing & regulatory Committee</p> <p>25/9/2017</p>

Section 2 Key decisions which are anticipated to be considered by the Council between December 2017 and February 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
December 2017 – No scheduled Executive meetings at this time						
4 January 2018 – No items planned for consideration at this time						

7 February 2018						
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	

Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is to be confirmed						
Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
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 29/6/2016 Reason 5 1/9/16 Reasons 3 & 5 5/1/2017 Reasons 3 & 5 8/2/2017 Reasons 3 & 5 26/07/2017 Reasons 3 & 5 31/8/2017 Reason 3	Bill Hunt Cllrs Mobbs, Butler, Grainger, Coker & Whiting			
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	7 Match 2018	Graham Folkes-Skinner Cllr Grainger			

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

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
August 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 31/08/2017	22/08/2017	Jon Dawson Cllr Whiting	
September 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 27/09/2017	19/09/2017	Jon Dawson Cllr Whiting	

October 2017 – No scheduled Executive meetings at this time.						
1 November 2017 – No scheduled reports at this time.						
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	
29 November 2017						
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	
December 2017 – No scheduled Executive meetings at this time.						
4 January 2018						
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	
7 February 2018						
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	

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

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