

Overview and Scrutiny Committee

Tuesday 28 November 2017

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 28 November 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**

- (a) To confirm the minutes of the meeting held on 31 October 2017. **(Item 3a/Page 1)**
- (b) To confirm the minutes of the meeting of the Finance & Audit and Overview & Scrutiny Committees held on 13 November 2017. **(Item 3b/Page 1)**

4. **Comments from the Executive**

To consider a report from Democratic Services. **(Item 4/Page 1)**

5. **Housing & Property Services – Portfolio Holder Update**

To consider a report from Councillor Phillips – Portfolio Holder for Finance. **(Item 5/Page 1)**

6. **Summary of the role, responsibilities and work of the South Warwickshire Community Safety Partnership (SWCSP)**

To consider a report from Health & Community Protection. **(Item 6/Page 1)**

7. **Events Review Update**

To consider a report from Development Services. **(Item 7/Page 1)**

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

To consider a report from Democratic Services. **(Item 8/Page 1)**

9. **Annual Feedback on Outside Appointments**

To consider a report from the Chief Executive's Office. **(Item 9/Page 1)**

10. **Executive Agenda (Non-confidential Items and Reports) – Wednesday 29 November 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)

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) – Wednesday 29 November 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)**

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E-Mail: committee@warwickdc.gov.uk

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

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

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**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 31 October 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Ashford, Bromley, Mrs Cain, Davison, Miss Grainger, Mrs Knight, Naimo and Parkins.

Also Present: Councillor Whiting.

46. **Apologies and Substitutes**

- (a) Apologies for absence were received from Councillor Shilton; and
- (b) Councillor Ashford substituted for Councillor Mrs Redford.

47. **Declarations of Interest**

There were no Declarations of Interest made.

48. **Minutes**

The minutes of the meeting held on 26 September 2017 were taken as read and signed by the Chairman as a correct record.

48. **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 September 2017.

Resolved that the report be noted.

49. **Finance Portfolio Holder Update**

The Committee considered a briefing note from Councillor Whiting, Portfolio Holder, Finance, giving an update on his portfolio.

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

- the main risk was that while the Council had a balanced revenue budget this excluded depreciation and capital works required , therefore this created the significant issue of funding of rebuilding multi story car parks;
- the transition of call handling back to the Council, from the shared service with Warwickshire County Council had generally gone well. However there was a frustration that there was a larger than expected number of calls being made to 450000 despite this number not being published. Therefore to make use of the telephony software the Council had within the next two weeks, some of switchboard calls would be shared across other call handling teams i.e. contract services and housing repairs;
- it was recognised that Universal Credit would have a major impact but the Council would be left with around 50% of its current

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

workload due to other support it offered as well as the responsibility to direct people to DWP and provide advice on budget management. The advice on budget management would be considered as part of the voluntary commissioning work and for other services the team work looking at making as much use as possible of electronic communication;

- the finance team were encouraging all applicants for benefit support to apply electronically because it provided a quicker response time for the customer through automatic checking of paperwork to ensure it was all submitted;
- it would be a challenge to ensure the Council established and maintained reserves to respond to the needs of the Council, when taking into account depreciation of assets;
- the ability of officers to ensure that each year the Council was underspent, was very good, but this was potentially hiding the problem because the Council was then anticipating this would occur each year;
- new homes bonus was reducing at present and should not be considered as part of the revenue budget because to rely on this would create a problem later on;
- there was a long term challenge on meeting the demands within the Equipment Renewal Reserve, but money was being set aside each year and the demand could be met over the next two years;
- there was a continued challenge of improving procurement practice across the Council, where some departments were very good others were not. Work was ongoing to improve this and to ensure the procurement team were used as a specialist advice service;
- social value was recognised with procurement policy and the Council had won an award for making our procurement process accessible to small businesses;
- however social value could not be seen as favouritism to local companies and while it provided advantages such as local apprentices but this only accounted for a small proportion on tender evaluation;
- the Executive was due to consider a report regarding entering a Business Rate Pilot Pool. The Government were keen to try this in a two tier authority area to see what happened. The Council needed to be mindful that 100% business rate retention would be opaque because distribution of collected rates would need to be undertaken. This was because if London authorities retained their business rates they would have significant budgetary income;
- at present there was no specific time frame to introduce 100% business rate retention but with a pilot of a further year it could be 2020/21 but then would take at least a further three to five years to be established;
- it was recognised that 100% of business rates would be retained by local authorities, however it would include additional responsibility, the majority would be for County authorities and therefore they would potentially keep an increased share of the rates collected;
- it was recognised that the procurement manager was due to retire shortly and like for like recruitment had been considered, the work on HS2 was significantly impacting on this market, therefore work was being undertaken to evaluate working with another authority on procurement to increase resilience in the service;

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- the Council should not under value the work of officers in continuing to deliver services with less funds available to do this; and
- pleased with the decision to invest a small amount in equity funds because this would provide better value for money.

The Chairman thanked Councillor Whiting for answering the questions.

(Councillor Whiting left the meeting.)

50. Executive Agenda (Non-confidential items and reports) – Wednesday 1 November 2017

The Committee considered the following item which would be discussed at the meeting of the Executive on Wednesday 1 November 2017.

Item 4 – Severe Weather Emergency Protocol

The Committee welcomed that this report had come forward so soon after the motion to Council and that there would be a further report to Executive in January 2018.

The Committee welcomed that, as a result of the debate, officers agreed to undertake discussions/consultation with our partners both statutory and non statutory to ensure a co-ordinated approach within the District ahead of the report in January 2018.

The Committee also accepted the offer of having a presentation to their meeting on 3 January 2018 on the detail of the paper to the Executive the following evening.

51. Leamington Car Park User Survey

The Committee received a briefing paper regarding the outcome of the Leamington Car Park User Survey. The survey had been undertaken to inform how the temporary impact of the Covent Garden car parks could affect car park user habits.

In response to questions from the Committee, Mr Garrison (Project Manager - Car Parks) explained that:

- the survey was not about user satisfaction of the car park but where users would park when the car park was closed;
- the evidence from the survey would be used to feed into the displacement plan for when Covent Garden car park was closed;
- it was disappointing to see how undesirable sustainable transport options were;
- talks were ongoing with Warwickshire County Council, which was taking a positive approach, to potential amendments to Traffic Regulation Orders for on street parking, but it was accepted that any amendments needed to be beneficial for the whole town; and
- talks were ongoing with the Leamington BID and Chamber of Trade because they were key stakeholders and the Council needed to demonstrate it had considered their customers and the displacement plan would be viable to support the town centre.

The Committee thanked Mr Garrison for his report.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

52. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2017 and the Forward Plan for November 2017 to January 2018.

Councillor Knight proposed that there should be a Task & Finish group regarding the role of the Chairman of the Council and what work they should be undertaking.

Resolved that

- (1) the report be noted; and
- (2) Councillors Ashford and Mrs Knight, with the assistance of the Senior Committee Services Officer produce a scope for the review of the role of the Chairman of the District Council and bring this back to the next meeting of the committee for it to consider.

(The meeting finished at 7.37 pm)

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

Minutes of a joint meeting of the Finance & Audit and Overview & Scrutiny Committees held on Monday 13 November 2017, at the Town Hall, Royal Leamington Spa at 5.30pm.

Present: Councillors Barrott, Bromley, Davies, Davison, Mrs Falp, Gallagher, Gifford, Miss Grainger, Howe, Illingworth, Mrs Knight, Margrave, Naimo, Noone, Parkins, Quinney, Mrs Redford and Shilton.

Also Present: Councillors Ashford, Day, Gill, Mobbs, Rhead and Wright.

1. 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.

2. Apologies and Substitutes

There were no apologies or substitutes.

3. Declarations of Interest

Minute Number 4 - Executive Agenda (Non-Confidential Items & Reports – Wednesday 15 November 2017) – Item 4 and Council Agenda (Non-Confidential Items & Reports – Wednesday 15 November 2017) – Item 12 – Community Infrastructure Levy Adoption

Councillors Illingworth and Shilton declared an interest because they were Members of Kenilworth Town Council.

4. Council Agenda – Wednesday 15 November 2017

The Committees considered the following non-confidential item which would be discussed at meetings of the Executive and of Council on Wednesday November 2017.

Item 4 and Council Agenda (Non-Confidential Items & Reports – Wednesday 15 November 2017) – Item 12 – Community Infrastructure Levy Adoption


The Committees considered a report from the Policy & Projects Manager which sought agreement from the Council to formally adopt the Community Infrastructure Levy (CIL) Charging Schedule following on from the approval of the Draft Charging Schedule by the Independent Examiner appointed by the Planning Inspectorate.

Once adopted, it was intended that the CIL charging process would commence between 20 November and 18 December 2017.

The Committees supported the recommendations in the report.

(Councillors Ashford, Davison, Day, Gifford, Mobbs and Noone all arrived at the meeting during discussions of this item.)

(The meeting ended at 6.12 pm)

 Overview and Scrutiny Committee – 28 November 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	
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	31 October 2017	
Background Papers	Executive Minutes – 1 November 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
Equality Impact Assessment Undertaken	No
Not Applicable.	

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

1. **Summary**

- 1.1 This report informs the Overview & Scrutiny Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive 1 November 2017.

2. **Recommendation**

- 2.1 The responses made by the Executive are noted.

3. **Reasons for the Recommendation**

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

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Nil	Nil	Nil
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term

<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Nil	Dialogue between Scrutiny and Executive enables robust decision making and ensures all elements of the proposal in respect of service provision are taken into account.	Nil

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies; however, this report is for governance purposes. It is important that when the Executive has not accepted a recommendation made by the Scrutiny Committee, an explanation has been provided.

4.3 **Changes to Existing Policies**

There are no changes to existing policies.

4.4 **Impact Assessments**

There are no new policy changes in respect of Equalities.

5. **Budgetary Framework**

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

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 Option(s) considered**

7.1 This report is not produced and presented to the Committee, and Members refer to the minutes from the relevant meeting of the Executive.

8. **Background**

- 8.1 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 8.2 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.
- 8.3 As a result the Committee considered the items detailed in appendix 1. The response the Executive gave on each item is also shown.
- 8.4 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 meeting of the Executive on O&S Committee's Comments
– 31 October 2017**

Items no.	4	Title	Severe Weather Emergency Protocol	Requested by	Labour Group
Reason considered	The Labour Group wished to discuss timescales, retention of staff and budgetary issues and to get a better understanding of recommendation 2.2.				
Scrutiny Comment	<p>The Committee welcomed that this report had come forward so soon after the motion to Council and that there would be a further report to Executive in January 2018.</p> <p>The Committee welcomed that, as a result of the debate, officers agreed to undertake discussions/consultation with our partners both statutory and non-statutory to ensure a co-ordinated approach within the District ahead of the report in January 2018.</p> <p>The Committee also accepted the offer of having a presentation to their meeting on 3 January 2018 on the detail of the paper to the Executive the following evening.</p>				
Executive Response	The Executive approved the recommendations in the report.				

Response from the meeting of the Executive on Joint F&A and O&S Committees' Comments – 13 November 2017

Items no.	4	Title	Community Infrastructure Levy	Requested by	All
Reason considered	The importance to the District.				
Scrutiny Comment	The Committees supported the recommendations in the report.				
Executive Response	The Executive recommended to Council that it approved the recommendations as set out in the report.				

Housing & Property Services Portfolio Holder

Update on the last 12 months for Overview & Scrutiny Committee

Notable achievements/successes

Since the last report the former Housing & Property Services team has been re-designed with a new Assets team moving into the Chief Executive's Office and the remaining teams forming a new service area, Housing Services.

We have appointed a new Head of Housing Services to manage this new service area and ensure that it focusses on the delivery of 'people based' services for council tenants, homeless and other households seeking housing, tenants of private sector landlords and gypsies and travellers.

The Assets team has been re-established as a service team delivering 'property-based' services across the whole Council to internal clients within a range of service areas including Housing Services.

Housing Services

Delivery of Affordable housing

We welcomed tenants moving into our new development at Sayer Court. These provide 76 modern apartments with communal gardens and community facilities. The development also includes 5 bungalows specifically designed to meet the needs of disabled people. We held a very successful opening event in January 2017, with the daughter of Malcolm Sayer, the designer of the E Type Jaguar leading the celebrations. Residents at Sayer Court recently enjoyed a well-attended wine and cheese event.

We reopened William Wallsgrove House following the supported housing provider pulling out. Our staff accepted the challenge, and now manage and provide support to 11 young residents who would otherwise be homeless.

In the last financial year we saw 284 new affordable homes completed, with a further 182 completed in the first two quarters of 2017/18.

With our partners, we continue to deliver homes that are affordable. Through our joint venture with W2 we are now onsite at Station Approach in Leamington which will deliver 212 homes (160 affordable) and will include a new Council owned 100 space car park and an improved cycle-path to the station via the underpass off Avenue Road. W2 is also on site at the Print Works in Warwick delivering 39 affordable homes.

The proposal to regenerate the Lillington area and build 600 new homes has been put on hold following the Inspector's decision to not approve Red House Farm being taken out of the green belt. This was unfortunate as it would have provided an additional 278 homes in the area, of which a net 111 additional would have been affordable/social homes. It would also have provided an

opportunity to fundamentally address housing and social issues in the District's most deprived area.

Over the summer we submitted a bid to the Local Government Association for assistance with the development of the Student Housing Strategy. We were successful in obtaining £14,000 worth of free-to-WDC consultancy support, to help with data gathering and analysis that will provide a firm basis for the development of the final strategy document.

Housing register, allocations and lettings

Following implementation of the Council's new allocations policy, the number of households waiting for a home on the housing register has reduced by over 1,000. Of this number, over 200 existing tenants were helped to obtain a move to a new home, thereby freeing up their existing property for occupation by an applicant from the waiting list. The new policy has seen the number of applicants in Band 1 (highest priority need) halved. Additional statistics are included in appendix one.

The team were delighted to receive a 'substantial level of assurance' rating from the lettings and void control audit.

Housing Advice & Homelessness

Following consultation with voluntary and community services, other partners and with elected members, a new Housing & Homelessness Strategy for Warwick District Council was approved at Full Council and went live from 1st April 2017. This important document will help to shape the work of the Council and its partners over the coming three years with an aim of tackling homelessness across the district.

Considerable savings have been achieved through the significant reduction in the use of bed and breakfast accommodation for homeless families. The alternative accommodation used provides more suitable temporary accommodation for homeless families whilst their situation is assessed.

Working with fellow local authorities across the county we submitted a successful bid to government, receiving £865,000 of government 'trailblazer' funding over three years to provide a countywide early prevention service for homelessness and contribute to its implementation. The project will test new, innovative approaches to preventing homelessness to help the government to build an evidence base on what works and understand the effects of these approaches in different areas.

In recognition of the additional health problems that can result for rough sleepers, the Executive in November reduced the trigger for the SWEP (Sever Weather Emergency Protocol) from three days to one day where temperatures reach zero or below, thus providing a more extensive service for rough sleepers and offering additional opportunities for agencies to intervene.

Financial Inclusion

Councillors and officers have been working together to review the work around financial inclusion. This has led to the formulation of a Financial Inclusion Action Plan. The plan sets out actions around six themes: access to Money Advice; responding to welfare benefit changes; promoting affordable credit; reducing fuel poverty; tackling worklessness; and working with partners.

Our two Money Advice caseworkers have generated income in the form of benefit entitlements for tenants and or savings from prevention of evictions of around £300,000. Since April their work has prevented seven evictions giving an estimated saving of around £17,500 (Average void cost is £2500 per property x 7 = £17,500).

Income management

In November 2016, the Executive approved a new Rent Arrears Policy.

We have set a performance target for rent arrears to be no greater than 2.8% of total rent due. Performance improved for the year ending March 17 with our target being met. This was an improvement from 3.17% the previous year, and a considerable achievement given that other organisations in our benchmarking group experienced on average an increase of 1.82 percentage points in rent arrears.

In early summer, performance slipped primarily due to staff sickness. However the team is now up to strength and performance is now ahead of where we were last year.

Approval to participate in the Rental Exchange was granted by the Executive in November 2016. Letters went out to all tenants in June 2017 with go live planned for January 2018. This scheme, run by Experian and the Big Issue, aims to improve the credit scoring of our tenants by sharing details of their rental payment history.

Improved credit scores can mean easier access to obtaining mainstream credit facilities and avoiding the very high cost borrowing that many tenants otherwise find is their only option. It also is a way of incentivising customers to keep their rent accounts in credit. The initial analysis suggested that over 71% of our tenants will benefit from being part of the scheme.

There was a 3% increase in the number of customers paying by direct debit, with a total of 32% now paying by this method. Paying by direct debit results in tenants having better budgeting and therefore control over their finances, as well as lower administration costs for the Council.

We received a 'substantial level of assurance' rating for the rent and income collection audit.

Tenancy Management

The work of the Tenancy Officers has been dominated by fire safety and this has formed a major part of the work of the team. The Grenfell Tower fire tragedy generated a high level of enquiries from the media, councillors and residents.

We have always had a robust and safety first approach to fire safety, but we have used the tragic events of Grenfell to fully reappraise our approach and identify any further ways to upgrade our approaches to fire safety in all of our high rise blocks. We have kept all residents of our high rise blocks fully informed through both general communication letters and specific communication regarding cladding, fire alarm upgrades, flat inspections and the use of sheds, for example.

The team have refocused their work and have completed visits to all 400 individual high rise flats, undertaking an inspection of the flats and following up where the need for action has been identified, such as if smoke alarms were not working effectively or repairs were required. The work also helped the team to identify vulnerable customers which enabled support to be offered, and specialised equipment to be ordered (e.g. visual alarms for those who are hard of hearing), or a move to more suitable accommodation to be instigated. The safety of the blocks has been improved from carrying out these checks and inspections.

We await the outcome of the Grenfell enquiry to help identify any other areas that could be improved.

Over the last 12 months (November 2016 to October 2017) there have been 478 lettings of HRA property. We ask new tenants for their feedback through a survey, approximately two weeks after the moving-in date. The survey information provides assurance that relevant technical information is being provided as part of the letting process and tenants understand their rent payment obligations at the point of occupation. The analysis shows tenants were kept up-to-date about when the property would be available (96%) and were generally positive about the property they moved in to (85%).

Over the last 12 months, of the 137 new households who responded an average of 98% were satisfied with the overall experience and appreciated the opportunity to raise any issues they had experienced since moving in.

In March 2017, Council approved two new policy documents, the Domestic Violence Policy and the Anti-Social Behaviour Policy. These documents set out the approach of the Council and provide clarity for the public and staff.

The team continue to take action on anti-social behaviour, having a current live case load of 36 cases. Over the past year we have served seven "Notices Seeking Possession" (NSP) on tenants causing nuisance, with five tenants subsequently being evicted. We have also made use of the Anti-Social Behaviour, Crime and Policing Act 2014 powers with a Closure Order gained in June 2017 and possession using mandatory possession powers gained in April 2017.

New procedures have been put in place for carrying out reviews following the Executive decision to wind down the Housing Appeals and Reviews Panel (HARP), and they are working well.

Estate Management

Our Estate Management service has at its backbone, four Neighbourhood Officers who look after our 279 high and low rise apartments. The team have been instrumental in providing our 'on-the-ground' response to the Grenfell tragedy. Despite a member of staff leaving during the year with a gap to filling the post, staff have worked flexibly, adapting and adjusting to new priorities, increasing their focus on the high rise blocks and ensuring that a daily inspection of each of our nine high rise blocks is undertaken. These regular inspections have meant that fire safety has been improved, repairs are ordered more quickly with other problems identified and actioned the same day.

We have established new procedures regarding inspection of the blocks and used new technology to record the inspection and its finding, providing an instant report to asset management and housing management staff of any matters requiring further action. We also revised our procedures concerning our response to the communal alarm ringing, providing training to staff and advice to all staff across the Council.

Our work has included updating the fire safety notices and general messages for residents and visitors that are displayed in our blocks.

The team have taken delivery of new liveried vans which promote the presence of Warwick District Council staff on the estates and at our high or low rise apartments.

Housing Support and Lifeline Services

Our Housing Support and Lifeline Services were subject to a full review during the year and a subsequent major restructure. The loss of £500,000 Supporting People funding from the County Council delivered a major blow and threatened the continued existence of our services. Whilst this has meant that we said goodbye to some staff, we are proud to have protected our continued services, delivering important support to vulnerable and older residents.

Inevitably, there was a transition period whilst staff became familiar with new arrangements, different ways of working and completing their training. In the meantime we have kept residents updated, holding residents meetings at our five sheltered schemes in May and again in October to explain the changes and discuss how new arrangements are working in practice. The team have now settled in with the new team leaders now in post and the service working well.

Our Lifeline service now operates on a more commercial footing which has required some focus on marketing our Lifeline Services. We have undertaken a number of exciting publicity events and increased our marketing activity. Our new (electric) vehicles are now very clearly branded as Lifeline, and we have been active on social media as well as targeted marketing at key audiences.

Syrian refugees

Working with Warwickshire County Council who act as lead agency, and other partners, we have played our part to support vulnerable Syrian refugee families. The families are met at the airport by Warwickshire County Council staff and the Arabic speaking support workers. We meet the family when they arrive at the property with their support worker to welcome them and to ensure that the relevant tenancy documents are signed. The properties we use are owned and managed by private sector landlords. So far Warwick has welcomed four Syrian refugee families with a fifth arriving late November 2017.

Private sector housing

This year saw the introduction of the county-wide Home Environment Assessment and Response Team service (HEART) which went live on 1 April 2017. This service, involving the five Warwickshire District and Borough Councils and the County Council, provides specialist support for the delivery of home adaptations and related services.

Designed to speed up and improve the quality of services offered to people who need home adaptations, the introduction of a caseworker system, means that each customer has a single point of contact from the start to the finish of their adaptation work. At the end of September 2017 the time taken to carry out DFG work dropped to 117 days for Warwick District, compared with a pre HEART county wide average of 395 days.

The HEART service delivers a range of interventions, in addition to Disabled Facilities Grants to enable customers to remain independent in their homes.

A common Housing Financial Assistance Policy has been adopted across the county to enable applicants to be assessed in the same way.

In collaboration with Stratford-on-Avon District Council we have held two landlord forums in the last 12 months, bringing together 50 to 60 different stakeholders including private sector landlords, letting and property management agencies, and the National Landlords Association. These events enable the sharing of information and ideas and a place that landlords can find out about work elsewhere in the sector.

Topics have included: updates in legislation, awareness of property being used for criminal purposes, developing Houses of Multiple Occupancy legally, ARK passport (rent guarantee insurance offering tenants an online bank account which deducts the rent from incoming payments and holds it in a locked area until the payment is required. The service includes a rent guarantee and legal costs insurance for landlords) and a talk from a representative of the Bank of England.

We will continue to vigorously pursue landlords who flagrantly breach housing regulations, whether related to HMO licensing, fire safety or overcrowding. This last year we have had two successful prosecutions.

The team were delighted to receive a 'substantial level of assurance' rating from the Private Sector Housing Regulation internal audit.

Gypsy and Travellers

Over the summer the District encountered a significant increase in the number of unauthorised encampments resulting in action through both the County and Magistrates courts. Over the course of the year, the team dealt with 20 incidents. This has led to increasing tensions and criticism from settled residential communities who seek effective responses from their local elected representatives.

In some instances it has led to criminal and anti-social behaviours from within and outside the encampment. Consequently the effects have impacted on local authorities, private landowners, the courts and the police in terms of resource, time and cost.

Liaising with the Police and Crime Commissioner Office we agreed a countywide Gypsy and Traveller protocol. This protocol is aimed at ensuring that the response to unauthorised encampments from local authorities, private landowners, the police and other salient agencies is cohesive, consistent, efficient and effective. It seeks to provide a set of shared principles and processes with clearly identified lead.

We have also decided to strengthen those open spaces owned by WDC to prevent unauthorised encampments in the first place. Much of the work has already been completed, with only the more complex projects remaining to be finished by the end of 2017/18.

Tenant engagement

Engagement work has continued with a number of local environmental projects completed following tenant consultation. These have provided new planting, seating and fencing, and "skip days" to help tidy up areas where tenants have requested it. The Annual Report to Tenants has recently been completed and will be circulated in the next couple of weeks to all tenants and councillors. Handbooks for tenants and for leaseholders are being reviewed at present and a new Tenant Engagement Strategy is being formulated to be taken forward and finalised in the coming months.

An independent satisfaction survey found that 82% of tenants were satisfied with the service provided by Warwick District Council.

Assets Team

Stock Condition Survey

A full survey has been completed for all the major building elements of every single HRA home. In addition a survey of the external building fabric of the Council's seven multi-storey blocks has been completed and additional surveys of the building fabric of those homes constructed on non-traditional materials.

The analysis of this work is being fed into the Housing Investment Programme for 2018/19 and the next HRA Business Plan review, papers on which will come to the Executive before year end.

Response to the Grenfell Tower disaster

In addition to the housing management response set out above the Asset team has undertaken significant work in respect of the seven multi-storey blocks and the two six-storey blocks that fall within the Warwickshire Fire & Rescue Service (WFRS) definition of a high-rise block.

Joint inspections of the communal areas of each block were undertaken with WFRS and a programme of initial repair work and additional safety measures implemented and completed, including the fitting of 'drench' systems to bin stores linked to the fire detection systems.

A major refurbishment programme for the communal parts of each block is now being designed and a specialist contractor has been appointed to undertake the work which will include, replacement of every door within or leading onto a communal area with a FD60S, smoke sealed fire door offering a minimum 60 minutes fire protection, re-wiring of the communal areas and redecoration.

In addition work has started to –

- Upgrade fire alarm systems so they can be connected to automatic monitoring systems and have the capability to be linked to heat detectors within individual flats

- Fit automatic opening vents, linked to the fire alarm system, to ensure smoke is dispersed from communal stairwells in the event of a fire and

- Investigate the feasibility of various fire suppression systems.

The visits to each individual flat within the blocks were conducted jointly between Housing Services and the Assets team and in addition to the management information collected, repairs and future maintenance issues were identified and information collected to enable flashing beacons and pillow sensors to be fitted for tenants hard of hearing who would otherwise not necessarily hear the fire alarm.

Procurement of Responsive Repair Contracts

A major task for the team has been designing and specifying the re-procurement of the main contract for responsive repairs and void properties within the HRA stock which is now out to tender. We will be appointing the new contractor in the first week of January allowing them to mobilise for a contract start date of 1 April 2018.

Support for corporate projects

The Assets team has continued to play a major part in the delivery of major corporate projects supplying technical expertise and support to a range of projects including the refurbishment of the Newbold Comyn and St. Nicholas Leisure Centres, feasibility work on the Myton Fields car park and Whitnash community hub and aspects of the Pump Room Gardens and St. Mary's Lands projects.

What is planned in the coming 12 months?

Housing Services

We will implement the new requirements brought about by the Homeless Reduction Act 2017, ensuring that our staff have the skills and support to make a smooth transition to the new arrangements and ensuring that our Homeless Strategy is revised accordingly.

Our review of the allocations scheme will be completed and brought back to the Executive and Council for approval.

Our work on improving fire safety will continue with the Housing and Assets team working closing to deliver the communal area refurbishment programme for the nine high rise blocks. We will be engaging with residents in respect of the improvements and to ensure that the requirements of individual residents are catered for as well as giving residents a say in the final colour scheme.

The delivery of affordable housing will continue to be a key priority. Plans for Europa Way continue to progress and whilst it is a longer term project between WDC and Waterloo we are expecting to be able to add approaching 400 affordable and social housing on the site.

We continue to look for opportunities to purchase small parcels of houses, and also for development land within the District.

Our new Head of Housing, Lisa Barker, has as a key part of her brief to consider whether delivery could be accelerated and extended including a full review of our options to increase the HRA stock (notwithstanding that we are still awaiting clarity from the Government on the future of the High Value Void Levy).

Implementation of Financial Inclusion Plan including actions to support residents on the transition to the full roll out of Universal Credit, which is scheduled for mid-2018 for Warwick District.

Implementation of the Rental Exchange project.

Continuing our work to ensure that our Lifeline services are developed, we will further rollout our Lifeline marketing plan

Review the possible restructuring of teams to deliver better management of teams and management of contracts for grounds maintenance and cleaning

Complete the Student Housing Strategy.

We will consider and put in place policies to accommodate new legislation in the Housing and Planning Act, as the detailed regulations and implemented dates are confirmed, starting with a report to the Executive on Civil Penalties.

We are still awaiting regulation concerning the implementation of fixed term tenancies. We will use this opportunity to update our tenancy agreements, updating and making the document more relevant to our tenancy management.

We will be preparing for the extension of HMO licensing expected to start in April 2018 and we will commission a new private sector stock condition survey.

Reviewing how we will engage with our tenants, whether via the Housing Advisory Group or by other means.

Assets Team

Consultation will be undertaken on a major re-design of the Assets Team with an aim of bringing a revised staffing structure tailored to suit the needs of our internal and external customers by March 2018 Employment Committee.

The mobilisation and implementation of the new responsive and void repairs contract will be a major challenge for the team in the next six months.

The continued learnings from the Stock Condition Survey will form a major part of the team's work, providing informative information into the investment requirement for our HRA stock.

Other development work will include the strategy and proposals for validating and maintaining updated stock condition data.

We will be developing and updating our Asset Management Strategy in relation to our HRA stock and Corporate assets.

Any areas you believe that the Overview and Scrutiny Committee might usefully examine/scrutinise to help.

To provide examination of the Council's approach to the Homeless Reduction Act

To assist with a review of the Homelessness Strategy in light of the Homeless Reduction Act

To assist with a review of the allocations policy once the revised policy has undergone a period of operation

The extension of private sector HMO licencing, for which we are awaiting further information from the Government and implementation of new practices

The emerging Student Housing Strategy

Appendix one – Allocations policy statistics

A) Composition of the housing register

Prior to implementation of the new system, in April 2016 the make-up of the housing register, by band and number of bedrooms needed, was as shown in the following table.

Table 1 - Housing register analysis as at April 2016						
Band	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed+	TOTAL
<u>1</u>	<u>19</u>	<u>6</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>28</u>
<u>2</u>	<u>134</u>	<u>37</u>	<u>85</u>	<u>20</u>	<u>5</u>	<u>281</u>
<u>3</u>	<u>972</u>	<u>287</u>	<u>73</u>	<u>16</u>	<u>3</u>	<u>1351</u>
<u>4</u>	<u>1087</u>	<u>571</u>	<u>148</u>	<u>15</u>	<u>4</u>	<u>1825</u>
Young Person	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
Unbanded	<u>6</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>8</u>
TOTAL	2221	901	311	51	12	3496

The introduction of the changes means that the current register is different because of the transfer band. However, within that context, the following table shows the analysis of the register as at 3rd November 2017.

Table 2 – Housing register analysis as at November 2017						
Band	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed+	Total
Band 1	10	3	0	0	1	14
Band 2	104	75	62	24	16	281
Band 3	614	112	22	5	1	754
Band 4	465	269	68	7	1	810
Young person	0	0	0	0	0	0
Transfer	363	203	28	2	1	597
Total	1556	662	180	38	20	2456

B) Allocations under the new scheme

The approval for the new allocations scheme allowed up to 100% of available properties to be available to transfer tenants and then to become available for Bands 1 to 4. As an initial trial we have been advertising 50% of available properties for transfer applicants to bid on while the other 50% are advertised for applicants in bands one to four.

As regards properties advertised for a numbered band, they are advertised with a preference for a particular band as follows: 50% for band one; 30% for band two and 20% for band three. The two exceptions to this are those properties where the age of the applicant is restricted (invariably this will be properties for people who are over 55 years of age) and properties where the rural local lettings policy applies.

For the 538 properties advertised in the normal way the following table show in percentage terms which bands properties have been advertised for and which

bands properties were actually allocated to during the first twelve months of the scheme.

Table 3 – Advertisements and allocations by band (General needs)		
Band	Proportion advertised (%)	Proportion allocated (%)
One	25.5	30.5
Two	15	31.5
Three	6.5	14.5
Four	0	1.5
Transfer	53	22
TOTAL	100	100

* All figures rounded to the nearest 0.5%.

There were 234 age-designated properties allocated during the year. Exactly 50% were advertised to the transfer band and 32% of allocations went to the transfer band.


Of 39 properties advertised under the rural local lettings policy seven were allocated to a transfer case.

Overall 811 properties were allocated during the twelve month period of which 403 were advertised to the transfer band, resulting in 201 allocations to transfer applicants. The breakdown by band of all allocations completed was as follows.

Table 4 –Allocations by band (all properties)		
Band	Number	Percentage
One	171	21
Two	218	27
Three	150	18.5
Four	71	8.5
Transfer	201	25
TOTAL	811	100

These can also be analysed by the types of property that have been available as follows.

Table 5 – Allocations by band and bedroom type (all properties)						
Band	Bedsit	One bed	Two bed	Three bed	Four bed	TOTAL
One	2	54	78	34	3	171
Two	3	53	92	61	9	218
Three	2	76	56	15	1	150
Four	0	37	28	5	1	71
Transfer	2	90	82	26	1	201
TOTAL	9	310	336	141	15	811

	OVERVIEW & SCRUTINY COMMITTEE Tuesday 28 th November, 2017	Agenda Item No. 6
Title: Summary of the role, responsibilities and work of the South Warwickshire Community Safety Partnership (SWCSP)		
For further information about this report please contact	Pete Cutts Safer Communities Manager pete.cutts@warwickdc.gov.uk 456021	
Wards of the District directly affected	n/a	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	29/11/16 – Minute 50	
Background Papers	Appendix 1 Terms of Reference Appendix 2 Performance	

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

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		Andrew Jones
Head of Service	8 th November	Marianne Rolfe
CMT		
Section 151 Officer		
Monitoring Officer		
Finance	8 th November	Mike Snow
Portfolio Holder(s)		Cllr Andrew Thompson
Consultation & Community Engagement		
The priorities of SWCSP are based on a risk harm matrix which forms part of the annual Strategic Assessment and includes a summary of the Community Forum Priorities.		
Final Decision?		Not a decision item
Suggested next steps (if not final decision please set out below) n/a		

1. **Summary**

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

2. **Recommendation**

2.1 Note the report.

3. **Reasons for the Recommendation**

3.1 To inform the scrutiny of SWCSP.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

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

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

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

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

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

4.2 Supporting Strategies

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

4.3 Changes to Existing Policies

- 4.3.1 No changes to existing policies.

4.4 Impact Assessments

- 4.4.1 No changes to policies or impacts.

5. Budgetary Framework

- 5.1 There are no costs associated with this report.
- 5.2 SWCSP does not have its own budget. The work of SWCSP is funded through the core budgets of partners and via a bid to the Police & Crime Commissioner.

6. Risks

- 6.1 No risk associated with this report.

7. Alternative Option(s) considered

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

8. Background

8.1 The Duty

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

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

8.1.3 The duties on the SWCSP are:

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

8.1.4 The Responsible Authorities for South Warwickshire are:

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

8.1.5 Due to poor attendance at its public meetings it was decided to produce a video which details priorities, approach and performance. This video is available at: <http://www.youtube.com/watch?v=0gS83zJOQgo>

8.2 Organisation

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

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

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

- May – to review annual performance
- November – review 6 monthly performance and consider additional priorities
- January – receive and agree the Strategic Assessment, endorse any new priorities, set strategic priorities for the next 12 months
- Special meetings may also be convened as required eg Domestic Homicide.

- 8.2.4 The six-monthly meetings, with elected members, is where the strategic direction will be decided for SWCSP, based on the latest strategic intelligence data and advice, thus clearly separating strategy from operational delivery.
- 8.2.5 Where there is a Portfolio Holder for the community safety service the Portfolio Holder's participation in the strategic decision making process is mandatory. That Councillor must serve on the CSP. This top-level strategic meeting will include the portfolio holders and other key elected members, with representation from all the responsible authorities listed above.
- 8.2.6 The review of the partnership provisions of the Crime and Disorder Act (1998) in the Police & Justice Act (2006) requires CSP's to adopt an intelligence-led, problem-solving and outcome-orientated approach to community safety along the lines of the National Intelligence Model.

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

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

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

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

Membership of Strategic Member Board

Members

Cllr Andrew Thompson	Warwick District Council
Cllr Tony Heath	Warwick District Council
Cllr Daren Pemberton	Stratford District Council
Cllr Jacqui Harris	Stratford District Council
Cllr Chris Williams	Warwickshire County Council
Cllr Kate Rolfe	Warwickshire County Council
Cllr Howard Roberts	Warwickshire Fire & Rescue
Supt David Gardner	Warwickshire Police
Bev Evans	CRC lead (Probation)
Sue Philipps	SW Clinical Commissioning Group

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

The meeting is supported by officers from the responsible authorities.

8.4. Funding

- 8.4.1 Originally the Home Office made an annual allocation directly to each Crime & Disorder Reduction Partnership. The amount was calculated using a complex 20 point socio –economic formula.
- 8.4.2 Warwick District and Nuneaton & Bedworth each used to receive £179,000, Stratford & Rugby around £139,000 and North Warwickshire around £119,000.
- 8.4.3 In 2006 funding was given to Warwickshire County Council to administer but the amount made available by The Home office reduced steadily year on year. A total of £37,000 was made available for all of South Warwickshire in 2011/12.
- 8.4.4 In November 2012 the responsibility for allocating the award from the Home Office moved to the Police & Crime Commissioner. In the first full financial year of his office (2013/14) the awards to the Warwickshire CSP's was maintained and increased in 2014/15.
- 8.4.5 In 2017/18 the amount received by SWCSP was £82,890.

8.5. Priorities & targets

- 8.5.1 Priorities are agreed following consideration of the annual Strategic Assessment which includes analysis of community forum priorities. At the meeting of SWCSP in January 2017 it was agreed that the priorities for 2017/18 would be:
- Violent crime with a focus on domestic violence and/or abuse
 - Anti-Social behaviour with a focus on substance misuse and street begging
 - Reducing re-offending with a focus on offender management
 - Alcohol and drugs particularly in relation to violent crime and anti-social behaviour
 - Crime in rural areas

Areas of concern:

- Child Sexual exploitation
- Hate crime
- Organised crime groups
- Cyber crime

Cross cutting theme:

- Victim centred approach to vulnerability

8.6. Approach & Plans

- 8.6.1 Plans to reduce reoffending are organised at a county level by Probation. Plans for violence and anti-social behaviour are at a South Warwickshire level and produced and monitored at SWOP.
- 8.6.2 An early intervention approach is set out in the Partnership Plan http://www.warwickdc.gov.uk/downloads/file/1870/south_warks_csp_partnership_plan_2016-17 together with action plans for tackling violence and anti-social behaviour. These are monitored using a traffic light system.

8.7. Performance

- 8.7.1 The 2016/17 performance summary is in Appendix 2.

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

Overview:

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

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

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

May –Review annual performance against priorities

November – Review 6 monthly performance and consider additional priorities

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

*Special meetings may also be convened as required.

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

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

Strategic /Executive Level – SWCSP Strategic Member Board

Notes:

The Crime and Disorder Act (CDA) Review proposed a split between the strategic and operational decision making responsibilities of CDRPs/CSP's. This was supported by the Department for Communities and Local Government (DCLG) as it fits with the overall role for the Local Strategic Partnerships established in their consultation. The CDA review encourages CDRP mergers as a means to creating greater co-terminosity across agency boundaries where it is clear that the results will benefit local communities by facilitating the delivery of better outcomes for them, whilst maintaining local focus.

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

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

How does this governance structure address these issues?

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

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

Terms of Reference and Role of the Strategic Member Board

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

- Receiving the annual Strategic Assessment
- Setting the strategic priorities for the next 12 months
- Directing the work of SWOP (delivery)
- Receiving exception reports on progress towards overall SWCSP strategic targets
- Continuous improvement of partnership performance

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

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

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

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

- 2 elected members from Stratford-upon-Avon District Council
- 2 elected members from Warwick District Council
- 2 elected members from Warwickshire County Council (1 from each Area Committee)
- 1 Warwickshire Fire Authority representative
- 1 South Warwickshire Clinical Commissioning Group Member
- 1 Warwickshire Probation Trust representative
- 1 Warwickshire Police Officer- South Warwickshire Superintendent

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

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

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

2 x Chairs of SWOP

Warwickshire County Council Group Manager Community Safety & Substance misuse)

Warwickshire Police –Chief inspector Neighbourhood Policing

Fire & Rescue (Principal Officer)

Probation (Senior Officer)

Warwickshire Observatory(Research Officer Crime & Community Safety)

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

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

Delivery/Operational Level – South Warwickshire Operational Group

Notes:

The CDA review requires CSP's to adopt an intelligence-led, problem-solving and outcome-orientated approach to community safety along the lines of the National Intelligence Model

There is a requirement to produce an annual rolling three year community safety plan, underpinned by strategic intelligence assessments and informed by consultation and engagement with communities

How does this governance structure address these issues?

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

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

This is the operational officer group responsible for:

Receiving annual priorities from the Strategic Member Board

Developing an intelligence-led action planning approach based on the priorities agreed at the Strategic Board as a result of the findings of the Partnership Strategic Assessment

Commissioning quarterly analysis of recorded crime

Receiving quarterly reports on progress towards strategy targets

Receiving detailed trend analysis and hot-spotting in relation to the strategic priorities agreed at the Strategic Board

Evaluating the effectiveness of action plans

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

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

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

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

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

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

Warwick District Council (Community Safety Lead Officer)

Warwickshire County Council (South Warwickshire Community Safety Project Officers)

Warwickshire Police (South) –Chief inspector Neighbourhood Policing

Warwickshire Police(South) Inspectors Neighbourhood Policing

Warwickshire Police(South) Safer Neighbourhood Sergeants

Warwickshire Police (South) ASB/PCSO's

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

Warwickshire Observatory (Research Officer Crime & Community Safety)

Fire & Rescue (Group Commanders)

Registered Social Landlords

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

Community Safety Performance Monitoring Report

South Warwickshire

2016/17 Report – Year End

1a. Performance – South Warwickshire

VIOLENT CRIME Local Indicators	2015/16 Baseline	2016/17 Target	Year End 2016/17	Change on Baseline 2015/16	Status vs Target
Violence Against the Person & Sexual Offences	3,681	3, 680	4, 731	28.5%	R (28.6%)
<i>Violence with injury</i>	<i>1,388</i>	<i>-</i>	<i>1,563</i>	12.6%	<i>-</i>
<i>Violence without injury</i>	<i>1,893</i>	<i>-</i>	<i>2,576</i>	36.1%	<i>-</i>
ACQUISITIVE CRIME Local Indicators	2015/16 Baseline	2016/17 Target	Year End 2016/17	Change on Baseline 2015/16	Status vs Target
Serious Acquisitive Crime	1,591	-	2, 301	44.6%	-
<i>Domestic Burglary</i>	<i>521</i>	<i>-</i>	<i>704</i>	35.1%	-
<i>Robbery</i>	<i>63</i>	<i>-</i>	<i>106</i>	68.2%	-
<i>Theft from Vehicle</i>	<i>812</i>	<i>-</i>	<i>1, 156</i>	42.4%	-
<i>Theft of Vehicle</i>	<i>195</i>	<i>-</i>	<i>335</i>	71.8%	-
ANTI-SOCIAL BEHAVIOUR Local Indicators	2015/16 Baseline	2016/17 Target	Year End 2016/17	Change on Baseline 2015/16	Status vs Target
Anti-Social Behaviour Incidents (All)	5,967	5, 966	6, 706	12.4%	R
<i>Personal</i>	<i>1,206</i>	<i>-</i>	<i>1, 198</i>	- 0.7%	-
<i>Nuisance</i>	<i>4,183</i>	<i>-</i>	<i>4, 896</i>	17%	-
<i>Environmental</i>	<i>578</i>	<i>-</i>	<i>611</i>	5.7%	-
Criminal Damage & Arson	1,672	-	1, 650	-1.3%	-
Deliberate Small Fire Incidents*	100	-	112	12.0%	-
				Change on Baseline 2015/16	
TOTAL RECORDED CRIME	12,643	-	15, 648	+23.7	-

Source: Warwickshire Police

Notes:

*Deliberate Small Fire incidents reported to Warwickshire Fire & Rescue Service

For this 2016/1 year-end report the RAG scale represents whether levels were higher than, the same as or less than at year end 2014/15:

Green = below year-end total 2015/16
Red = above year-end total 2015/16
Amber = equal to year-end total 2015/16

1b. Performance – Stratford District

VIOLENT CRIME Local Indicators	2015/16 Baseline	2016/17 Target	Year End 2016/17	Change on Baseline 2015/16
Violence Against the Person & Sexual Offences	1,478	-	1,951	+32%
<i>Violence with injury</i>	538	-	572	+6.3%
<i>Violence without injury</i>	755	-	1,131	+49.8%
ACQUISITIVE CRIME Local Indicators	2015/16 Baseline	2016/17 Target	Year End 2016/17	Change on Baseline 2015/16
Serious Acquisitive Crime	716	-	943	+31.7%
<i>Domestic Burglary</i>	196	-	308	+57%
<i>Robbery</i>	14	-	44	+214%
<i>Theft from Vehicle</i>	422	-	461	+9%
<i>Theft of Vehicle</i>	84	-	130	+54%
ANTI-SOCIAL BEHAVIOUR Local Indicators	2015/16 Baseline	2016/17 Target	Year End 2016/17	Change on Baseline 2015/16
Anti-Social Behaviour Incidents (All)	2,215	-	2,641	+19.2%
<i>Personal</i>	468	-	525	+12%
<i>Nuisance</i>	1,538	-	1,868	+21%
<i>Environmental</i>	209	-	247	+18%
Criminal Damage & Arson	668	-	680	+1.7%
Deliberate Small Fire Incidents *	37	-	44	+19%

1c. Performance – Warwick District

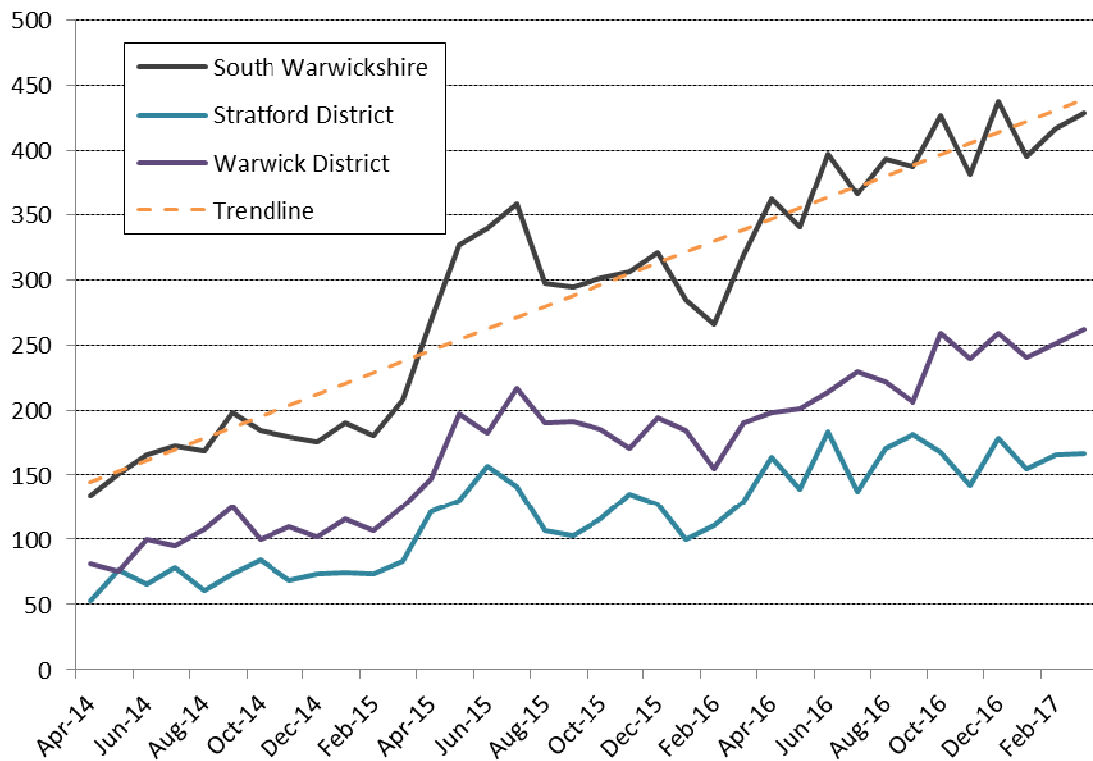
VIOLENT CRIME Local Indicators	2015/16 Baseline	2016/17 Target	Year End 2016/17	Change on Baseline 2015/16
Violence Against the Person & Sexual Offences	2,203	-	2,780	+26%
<i>Violence with injury</i>	850	-	991	+16.5
<i>Violence without injury</i>	1,138	-	1,445	+27%
ACQUISITIVE CRIME Local Indicators	2015/16 Baseline	2016/17 Target	Year End 2016/17	Change on Baseline 2015/16
Serious Acquisitive Crime	875	-	1,358	+55%
<i>Domestic Burglary</i>	325	-	396	+21.8%
<i>Robbery</i>	49	-	62	+26.5%
<i>Theft from Vehicle</i>	390	-	695	+78%
<i>Theft of Vehicle</i>	111	-	205	+84.6%
ANTI-SOCIAL BEHAVIOUR Local Indicators	2015/16 Baseline	2016/17 Target	Year End 2016/17	Change on Baseline 2015/16
Anti-Social Behaviour Incidents (All)	3,752	-	4,065	+8.3%
Criminal Damage & Arson	1,004	-	970	-3.4
Deliberate Small Fire Incidents *	63	-	68	+7.9%

Source: Warwickshire Police

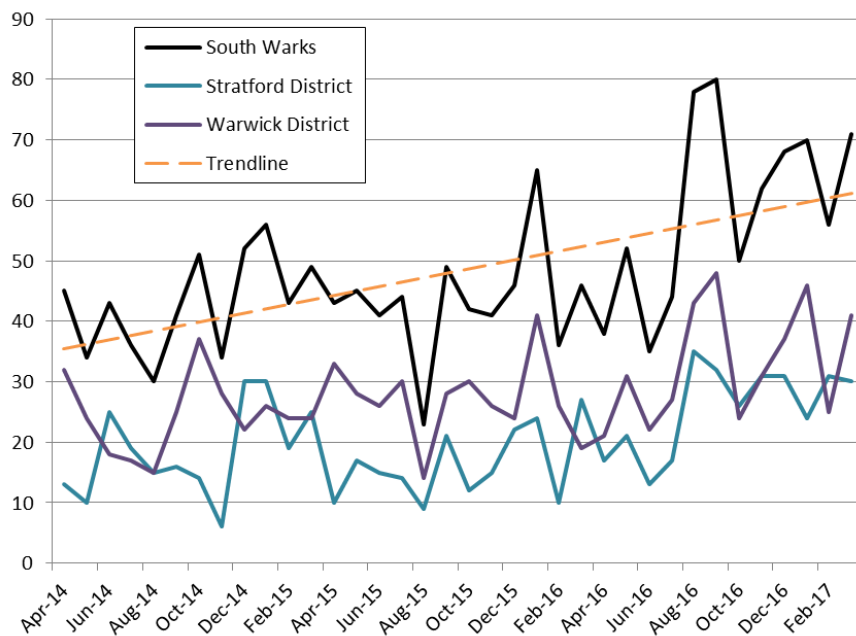
Note: * Deliberate Small Fire incidents reported to Warwickshire Fire & Rescue Service

Green = below year-end total 2015/16
Red = above year-end total 2015/16
Amber = equal to year-end total 2015/16

South Warwickshire Violence Against the Person & Sexual Offences Trend Chart

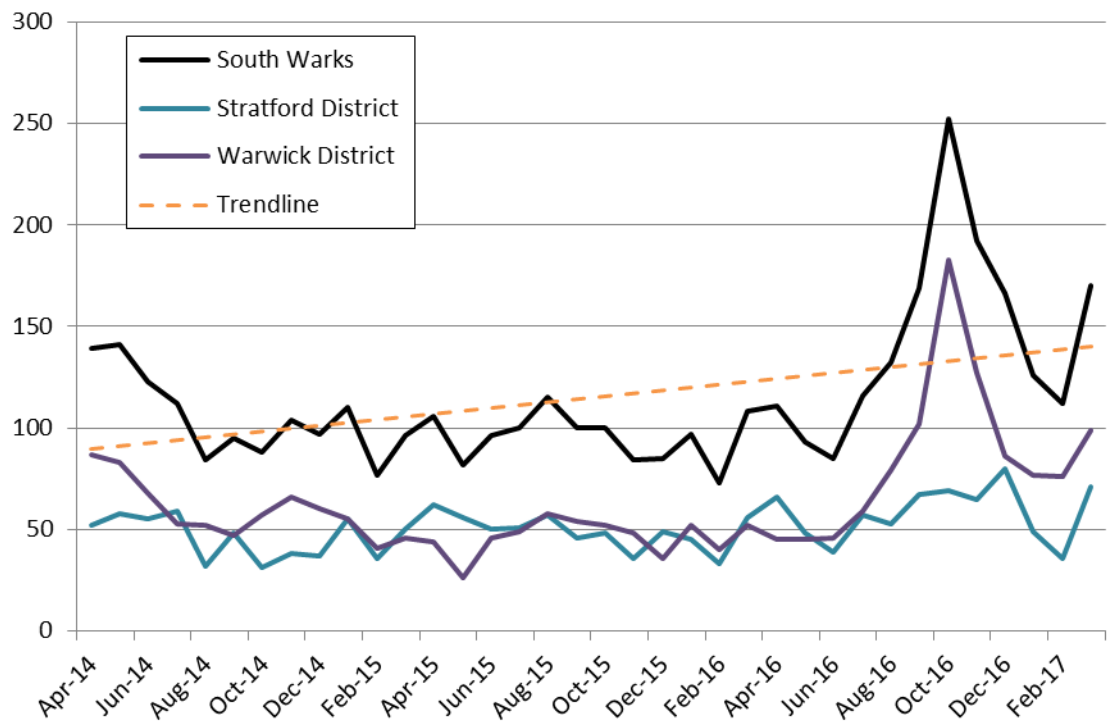


South Warwickshire Domestic Burglary - Trend Chart



Source: Warwickshire Police

South Warwickshire Vehicle Crime - Trend Chart

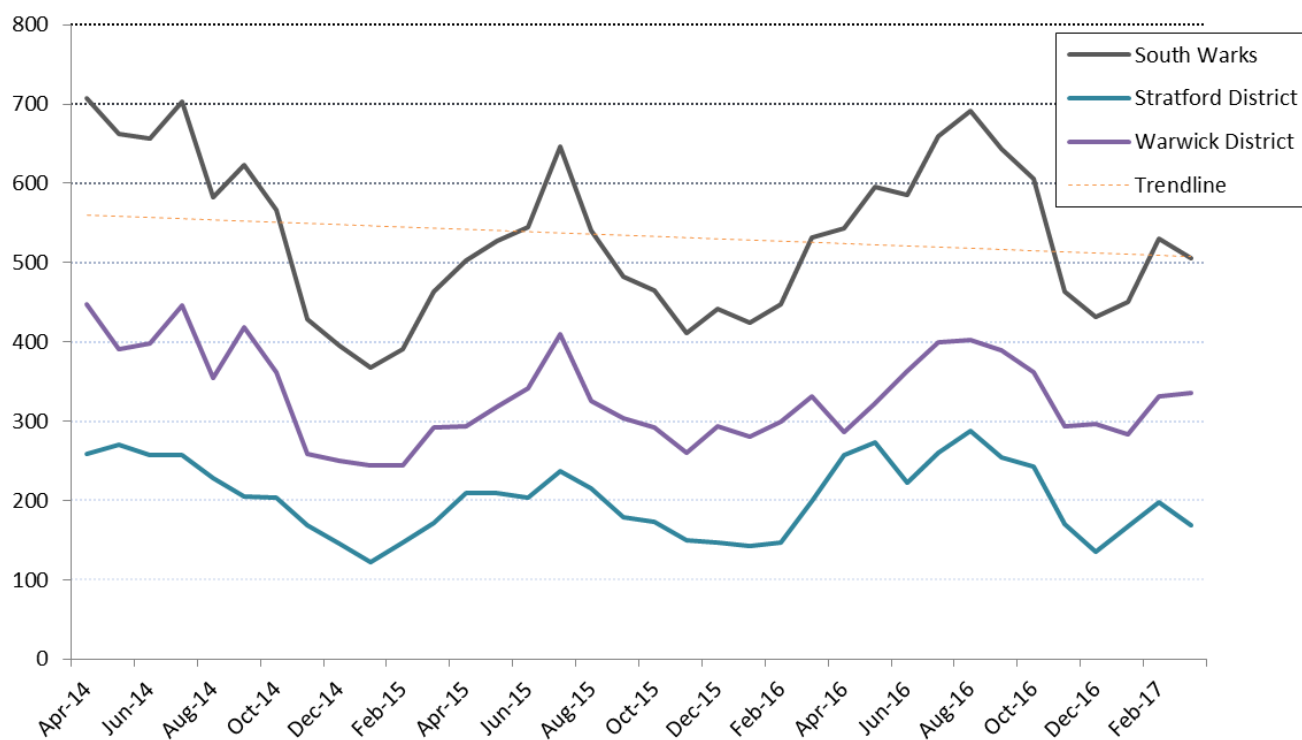


Source: Warwickshire Police

2. Anti-Social Behaviour

Incidents	2015/16 Baseline	Year End 2016/17	Change on Baseline 2015/16
<i>Environmental</i>	578	611	+5.7%
<i>Nuisance</i>	4,183	4,896	+17%
<i>Personal</i>	1,206	1,198	-0.7%
Total Anti-Social Behaviour Incidents	5,967	6,706	+12%

Trend Chart – Anti-Social Behaviour Incidents: by District

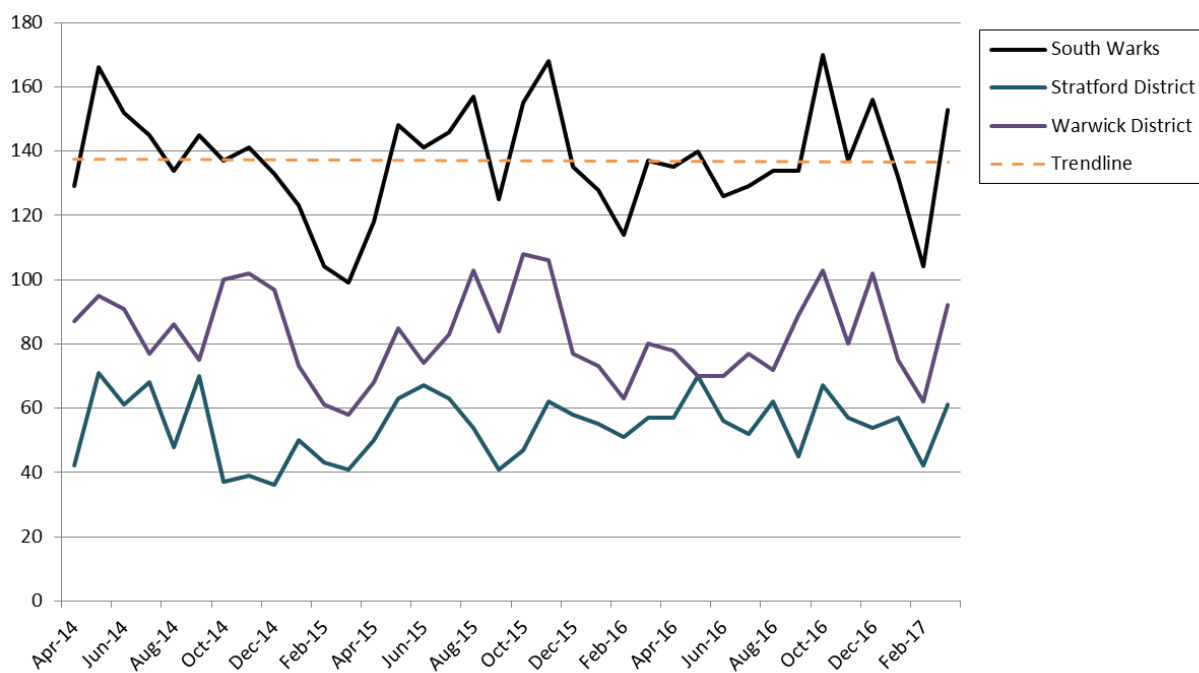


Source: STORM Incident System, Warwickshire Police

3. Criminal Damage

Crimes	2015/16 Baseline	Year End 2016/17	Change on Baseline 2015/16
Criminal Damage Offences	1,672	1,650	-1.3%

Criminal Damage Offences - Trend Chart



Source: Warwickshire Police

4. IQanta – Benchmarking Performance

Comparison to Most Similar Groups – IQanta

15 members of Most Similar Group

1 = Good Performance 15 = Bad Performance

Crime Type	IQanta Rank (Year End 16/17)	Rate Per 1000 Pop (Year End 16/17)	Avg of Most Similar Group	IQanta Rank (YE 15/16)	Rate Per 1000 Pop (YE 15/16)	STATUS Has last 12 months ranking improved on YE 15/16 position?
Criminal Damage & Arson	5 th	6.31	7.03	7 th	6.4	IMPROVED
Domestic Burglary	11 th	6.37	5.64	10 th	4.72	WORSE
Robbery	12 th	0.40	0.25	12 th	0.24	THE SAME
Serious Acquisitive Crime	11 th	6.4	5.64	10 th	6.08	WORSE
Vehicle Crime	12 th	6.6	4.7	11 th	4.35	WORSE
Violence Against the Person	12 th	18.23	15.67	10 th	13.83	WORSE
Total Recorded Crime	14 th	59.84	50.30	10 th	48.51	WORSE

Source: IQanta

6. Further Information

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

Sources: Warwickshire Police and Warwickshire County Council, Warwickshire Insight Service.

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 Overview and Scrutiny Committee 28th November 2017		Agenda Item No. 7
Title	Events Review Update	
For further information about this report please contact	Dave Barber Policy and Projects Manager 01926 456065 Dave.barber@warwickdc.gov.uk and James Deville Business Support and Events Manager 01926 456012 James.deville@warwickdc.gov.uk	
Wards of the District directly affected	All	
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	30th August 2017 Minute No. 36	
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 Impact Assessment Undertaken		No
Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		Bill Hunt
Head of Service		Tracy Darke
Section 151 Officer		Mike Snow
Monitoring Officer		Andy Jones
Finance		Mike Snow
Portfolio Holder(s)		Cllr Noel Butler
Consultation & Community Engagement		
Engagement with event organisers and other stakeholders is taking place as part of the review of events		

1. Summary

- 1.1 This report provides an update regarding the key findings from the data collection and analysis of events that have taken place during the summer of 2017. It sets out the steps to be undertaken to complete the review and as part of this highlights four particular issues that the Committee may wish to consider to inform the shape of the final review report.

2. Recommendations

- 2.1 That members note the progress made on the Events Review set out in section 3 below.
- 2.2 That members note the issues arising from the data collection and analysis phase set out in section 4 below.
- 2.2 That the Committee offers its views on the questions set out in section 5 below and that these views are considered alongside other views put forward through the Events Review consultation.

3. Progress to date

- 3.1 As set out in the Review Terms of Reference, Phase 1 considered the outcomes and measures that we would like to see from the Review. These include:
- Understanding and managing total cost of events;
 - Understanding and managing time commitments from the Business Support and Events Team;
 - Assessing the impact of events (for example, number of stalls);
 - Understanding and managing the impact of events (such as the opportunities for local businesses and those which impact on our parks);
 - Understanding and managing the risks associated with events of different types;
 - Collecting feedback from event organisers to understand qualitative issues from their perspective (including charges and other costs);
 - Identifying opportunities to improve future events;
 - Looking at the different types of events and their impact to help prioritise future events.
- 3.2 Phase 2 involved the Business Support and Events Team collecting and collating data from a wide range of events that took place across the District throughout the summer months. In total data was collected from 37 events and a snapshot of this data is set out in section 4 below.
- 3.3 As part of phase 2, engagement and consultation is taking place with a range of stakeholders and event organisers. This includes: internal departments (such as the Contract Services, Safer Communities Team and Health and Safety); other stakeholders such as the police, fire and ambulance services; town centre stakeholders such as Town Councils and Chambers of Trade, and BID Leamington; and other events organisers.
- 3.4 These meetings/consultation events provide an opportunity for stakeholders and event organisers to discuss their thoughts, concerns and recommendations (if any) on the issues set out in 4 below. The consultation has included a workshop event to engage with the event organisers. Feedback from these

meetings and events will feed directly into our final report, as well as any recommendations that we might develop during Phase 3.

- 3.5 Phase 3 will pull together all the data and feedback from the consultation to develop and agree final recommendations.

4. Issues arising from the data collection and analysis

- 4.1 The data collected from the events held during summer 2018 included the following:

- General details (time, date, location, type of event);
- Size of the event (through expected attendance and number of stalls, if applicable);
- Costs to the Council (including waste management, parking passes; street and public toilet cleansing and any repairs that might need doing following the event);
- Costs to organisers (other WDC costs that an organiser might face: street collection/trading permits; Temporary Events Notices; parking bay suspensions; park hire charges and traffic management – although we do not charge for a Road Closure Order, we do ask organisers to have a plan created by a qualified company, which could have a cost associated with it);
- Operational issues (including late plans; the consistency and clarity of the information that is received from various Council departments).

- 4.2 The key points arising from the analysis of the data include:

- 23 of the 37 events were either for the community, or had a cultural aspect to them;
- 14 required a road closure;
- 8 events had more than 5000 attendees, whilst 9 had more than 50 stalls present;
- Without the inclusion of events that have a specific budget assigned to them, the Business Support and Events Team spent £6000 on third party events;
- In the same period park hire charges generated an income of £2000;
- 17 events required Street Trading Permits;
- 6 events applied for a Street Collection Licence – allowing their event to raise money for charities and charitable causes;
- 11 events required a Temporary Events Notice – to allow the supply and sale of alcohol at their event;
- Finally there were 11 events that submitted late plans to the team.

- 4.3 **Issue 1: Costs to the Council:** The Business Support & Events Team works closely with many other departments within the Council and the services that others are asked to provide have to be recharged. These charges are not passed on to the organiser, therefore the more events we have in the District, the higher the costs will be. The range of charges identified were:

- Movement and emptying of bins;
- The movement of the taxi rank by Market Place, Warwick;
- Extra public toilet cleansing;
- The use of parking passes for Warwick District Council car parks;
- Repairs for some damages that are caused by events;
- One event required an extra cut of the grass at Abbey Fields;

- The costs of organising the event (when the team are the main organisers).

4.4 From the 37 events examined, the summary of the costs were:

- Waste collection: £2915 (13 events)
- Taxi Rank relocation: £1225 (5 events)
- Toilet Cleaning: £284 (2 events)
- Parking passes: £941 (6 events)
- Repairs: £265 (2 events)
- Extra Grass Cutting: £190 (1 event).

4.5 The total cost associated with events organised by other organisations was £5820.

4.6 During the period examined the Council received approximately £2000 income for the hire of our parks, giving a net cost during the period examined of around £3800.

4.7 It should be noted that in addition to these costs the District Council directly organised or funded four major events the (Women's Cycle Tour; the Bowls National Championships; Bands in the Park and the Smith Street Party). Each of these had a bespoke budget and the total cost of these was £54,500

4.8 Issue 2: Costs to the Organiser: The Business Support & Events Team does not provide all the services that organisers will require, although the team will always provide information and advice on other services. These services result in costs for event organisers.

4.9 The most common costs are:

- Traffic management plans (14 events)
- Street Trading Permits (17 events)
- Street Collections (6 events)
- Bay suspensions (3 events)
- Temporary Events Notice (TENS) (11 events)
- Park hire charges (applicable to all events that took place in parks)

4.10 Issue 3: Late Event Plans: A majority of organisers submit their plans to the team within good time and this allows a thorough assessment of event risks to be undertaken and appropriate support and advice to be provided. However there are few which have either sent them very close to the date of the event, or were late in informing the team of their plans.

4.11 At present the Council does not restrict any events happening in the District and so the team try to follow the normal process for booking in the events, despite the time constraints.

4.12 When the team receive an event management plan, we have to consult with stakeholders. This is a group of approx. 60 people, including:


- District Councillors
- CCTV
- County Highways
- Warwickshire Police
- West Midlands ambulance Service
- Warwickshire Fire Service
- Building Control

- Licencing
- Insurance
- Contract Services
- Green Space Development
- WDC Parking Services
- Media
- Health and Community Protection

- 4.13 It is acknowledged that all of these stakeholders may need to input in to events. However, if late plans put the process under pressure and as a result consultation is sometimes limited to those who will provide direct comments on the safety aspect of the event.
- 4.14 As well as eliminating the potential for comments from some stakeholders, this also places unreasonable pressure on those stakeholders who are consulted to read the documents and send us comments as quickly as they can. In these circumstances the risk of key considerations being overlooked increases. Whilst we know that there were no incidences at the events which submitted late plans, the restricted timeframes increase the risk of something going wrong during the event.
- 4.15 Out of the 37 events we studied for this review, 11 sent in late plans.
- 4.16 Issue 4: Street Trading Permits:** Many of the events within the District have some element of selling – whether it is catering for a family fun day, or several stalls at a music event. 17 events required a street trading permit. This is a further cost which adds financial pressure to organisers.
- 4.17 This year street trading permits were identified as a major issue for organisers, in terms of both cost, and time frame to apply for them. This was partly due to changes in street trading permit regulations which some events organisers were not aware of until event planning was already well advanced. However, going forward there is evidence that most organisers now know about this permit, and can plan accordingly.
- 4.18 Issue 5: Communication, consistency and clarity:** the data shows that occasionally, some organisers have received inconsistent information which has led to confusion and a higher chance of mistakes occurring (Street Trading Permits being an example). During the year a flowchart has been put in place detailing the process that each event should go through, and the order that the officer should be following. This gives the officer some reassurance in the steps to take, and also ensures that nothing is missed.
- 4.19 Another issue that has been raised around consistency and clarity is with the use of the District parks, and the specifications for each of them. Although there are some requirements that apply to all parks (for example items not being attached to trees, or vehicles not being parked next to them), there are some specific restrictions which apply to some individual parks. This has caused uncertainty and confusion for some event organisers, particularly where the published information is not clear.
- 4.20 In general, the lack of an event manual and clear guidance can lead to inconsistent communications and misunderstandings. Further, inexperienced event organisers may be uncertain about what they need to discuss.

5. **Key questions to be considered**

- a) Are there any key issues that the review needs to address that have not been covered in section 4 above?
- b) What are the opportunities to reduce costs to the District Council?
- c) What are the opportunities to reduce the costs for event organisers?
- d) Should the District Council be charging more or less to event organisers taking account of the current costs to both event organisers and the Council?
- e) What needs to be done to ensure that safety issues are always fully addressed?
- f) How can communications be improved to enable more efficient processes and more effective event support?
- g) Are there any other recommendations the committee would wish to make in relation to events management?

 Overview and Scrutiny Committee – 28 November 2017		Agenda Item No. 8
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	
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	31 October 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 Impact Assessment Undertaken	No
Not applicable.	

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		
Not applicable.		
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 (Appendix 2).
- 1.2 Appendix 3 is a briefing note from Development Services giving an update on progress in respect of revisions to the Delegation Agreement, particularly in relation to the determination of planning applications.
- 1.3 Appendix 4 is the updated version of the Action Plan outlining the progress made to-date on the recommendations on HMOs.
- 1.4 Appendix 5 (to follow), is the Scoping Document for a Task & Finish Group to look at the role of the Warwick District Council Chairman.

2. **Recommendations**

- 2.1 Members consider the work programme and agree any changes as appropriate.
- 2.2 The Committee to; identify any Executive items on the Forward Plan which it wishes to have an input before the Executive makes its decision; and to nominate a Member to investigate that future decision and report back to the Committee.
- 2.3 To note the contents of Appendix 3 which gives an update on the progress in respect of revisions to the Delegation Agreement, particularly in relation to the determination of planning applications.
- 2.4 To note the contents of Appendix 4, progress on the Action Plan for recommendations made on HMOs.
- 2.5 To:
 - (a) agree the Scoping Document for the Task & Finish Group - Role of the Warwick District Council Chairman; and
 - (b) agree the membership of the Task & Finish Group.

3. **Reasons for the Recommendation**

- 3.1 The work programme should be updated at each meeting to accurately reflect the workload of the Committee.
- 3.2 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of Executive decisions and to feed into policy development.
- 3.2 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 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Nil	Nil	Nil
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Nil	Dialogue between Scrutiny and Executive enables robust decision making and ensures all elements of the proposal in respect of service	Nil

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies; however, this report is for governance purposes. However, Members need to be mindful of the objectives above, when deciding what topics to add to the Work Programme.

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

4.3 **Changes to Existing Policies** - There are no changes to existing policies.

4.4 **Impact Assessments** - There are no new policy changes in respect of Equalities.

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 Option(s) 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**

28 November 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	Written report	Andy Jones			
Constitution/Delegation Agreement (Forward Plan reference 819)	26 September 2017	Written report followed by Q&A at meeting	Tracy Darke			28 November 2017
Scoping document – Task & Finish Group – The role of the Chairman of the District Council	31 October 2017	Scoping Document	Cllrs Mrs Knight and Ashford	TBA		

3 January 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Task & Finish Group – The role of the Chairman of the District Council	31 October 2017	Verbal Report	Cllrs Mrs Knight and Ashford	TBA		
Severe Weather Emergency Protocol presentation on the detail of the paper to the Executive 4 January 2018.	O&S 31 October 2017	Presentation	Ken Bruno			3 January 2018
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
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
Progress report on the HEART service.	Email request from Ken Bruno 27 Jan 2017	Written report followed by Q&A at meeting	Mark Lingard			
Update from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs.	25 July 2017	Written report	Andy Jones			
Holding Portfolio Holders to account – Neighbourhood Services.	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		February 2019	Annually

6 March 2018

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
Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones		April 2019	Annually
Verbal update on the Shared Environmental Enforcement with Rugby Borough Council	26 September 2017	Verbal report	Graham Folkes-Skinner			4 April 2018
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
Policy on Regulating the Private Rented Sector - Update(Ref 880)	30 August 2017	TBA	Ken Bruno			
"Mystery Shopper" – testing customer service at the Council	25 July 2017	TBA	TBA			
Housing & Homelessness Strategy	27 September 2016	Written report followed by Q&A at meeting	Charlotte Lancaster			
Phase 2 Leisure Development in Kenilworth	1 June 2016	Verbal Update	Rose Winship		C. Servs to notify when the report can be presented	
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available

Council Development Company (Forward Plan Ref 727)	February 2016	Written report followed by Q&A at meeting	Head of Housing		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	
Emergency Planning in light of Grenfell Tower and other major incidents (To include: <ul style="list-style-type: none"> • 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	
Local Plan Infrastructure Delivery Plan	30 June 2015	Written report followed by Q&A at meeting	Tony Ward/Dave Barber			Quarterly Update once the Local Plan has been agreed.

Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Written report followed by Q&A at meeting	Councillor Phillips			
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Appendix 2 - Warwick District Council Forward Plan November 2017 to January 2018

**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.

(909)

Section 1 – The Forward Plan November 2017 to January 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
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29 November 2017

Civil penalties for private sector enforcement work (ref 908)	Purpose is to agree a policy to use fines rather than court action in specific private sector housing enforcement cases		Executive 29/11/2017	21/11/2017	Ken Bruno Cllr Phillips	
General Fund Base Budgets 2018/19 to include Budget Review for the current year and FFF update (Ref 877)	To consider the following year revenue budgets for the General Fund and update Members on the latest Budgets for 2017/18 and Fit for the Future (FFF) update.		Executive 29/11/2017	21/11/2017	Marcus Miskinis Cllr Whiting	
HRA Base Budgets 2018/19 (Ref 878)	To consider the following year revenue budgets for the HRA and update Members on the latest position for the current year.		Executive 29/11/2017	21/11/2017	Andrew Rollins Cllr Phillips	
Consideration of a Hackney Carriage Vehicle Limitation Policy (Ref 851)	To update members on the results of the WDC Hackney Carriage Unmet Demand Survey and: Meeting 1 – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey. Meeting 2 – Update on the consultation & determine any change to policy, following the		Executive 29/11/2017	21/11/2017	Lorna Hudson Cllr Thompson	Taxi trade, local business, safer communities, disability, equality and other local group representatives, Town Councils, Police. Questionnaire on website/email. CTS Traffic &

	consultation.					Transportation Final Report - July 2016 Licensing & regulatory Committee 25/9/2017
Corporate Apprenticeships Funding (Ref 903)	To consider the funding for the corporate apprenticeship scheme		Executive 1/11/2017 Reason 1 29/11/2017	21/11/2017	Elaine Priestley Cllr Mobbs	

December 2017 – No scheduled Executive meetings at this time

4 January 2018 – No items planned for consideration at this time

Revisions to the Constitution/ Delegation Agreement (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications.		Executive 4/1/2018	19/12/2017	Tracy Darke/Gar y Fisher Cllr Rhead	
Business Improvement District Leamington (Ref 906)	To receive an update on the renewal process for Leamington Spa BID		Executive 4/1/2018	19/12/2017	Suzee Laxton Cllr Butler	
12 Month Review of New Housing Allocations Policy (Ref 858)	To review the working of the new Housing Allocations Policy.		Executive 29/11/2017 Reason 1 4/1/2018	19/12/2017	Ken Bruno Cllr Phillips	
Homelessness initiatives and the Homelessness Reduction Act 2017 (Ref 907)	Purpose of report is to consider current and proposed initiatives for tackling homelessness in the light of new legislation		Executive 4/1/2018	19/12/2017	Ken Bruno Cllr Phillips	

Section 2 Key decisions which are anticipated to be considered by the Council between February and April 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
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	
Re-commissioning of services provided by the Voluntary and Community Sector 2018-2021 and review of VCS investment (Ref 884)	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.		Executive 29/11/2017 4/1/2018 Reason 5 7/2/2018	30/1/2018	Liz Young Cllr Thompson	To follow

	(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))					
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7 March 2018

One Stop Shop Business Case (Ref 894)	Provide a Business Case to ensure that the shared One Stop Shop Service is in line with Warwick District Council's ICT & Digital Strategy 2015-19		Executive 7/3/2018	27/2/2018	Graham Folkes-Skinner Cllr Grainger	
Car Park Strategy (Ref 895)	To seek approval for the proposed car parking strategy 2018-2028		Executive 7/3/2018	27/2/2018	Paul Garrison Cllr Grainger	

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

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.		
Leisure Development – Phase II	To agree the scope of Phase II.	Executive 28/9/2016 Reason 5	Rose Winship Cllr Coker			

(Kenilworth) (Ref 803)						
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 DeVile 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	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			

(Ref 869)						
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			
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 Reason 5	Gary Charlton 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
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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	
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7 March 2018 - No scheduled reports at this time.

Delayed reports:

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

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

Details of all the Council's committees, Councillors and agenda papers are available via our website www.warwickdc.gov.uk/committees

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

APPENDIX 3

Update on Progress in respect of revisions to the Delegation Agreement particularly in relation to the determination of planning applications.

- 1 This matter was last considered by Executive at their meeting of 27 July 2016 when Members identified a lack of clarity in the Agreement concerning the mechanism through which Councillors can request that a planning application be considered by Planning Committee.
- 2 In order to ensure the smooth and transparent running of the planning application process, it is important to ensure that Members are fully aware of the procedure through which they are able to do so.
- 3 Officers are currently reviewing this process with the Development Portfolio Holder, Councillor Rhead and the Chairman of Planning Committee, Councillor Cooke, the outcome of which will be set out in a forthcoming report which is being prepared for the 4 January 2018 Executive meeting.
- 4 In particular, consideration is being given to the most effective point within the planning application process by when Members can call a particular planning application to Committee and the extent to which this should be linked to the timing of the Planning Officer's recommendation.
- 5 Since the last consideration of this matter, Officers and Planning Committee members have also become increasingly aware that a significant proportion of planning applications being considered by Planning Committee are relatively minor in nature.
- 6 This raises a concern that proposals which would usually be determined by Officers under delegated powers are being considered by Planning Committee resulting in increased timescales and cost to the applicant and the Council, and reducing the capacity for the Committee to consider the more controversial or complex proposals which is intended to be their focus.
- 7 For that reason, again in consultation with Councillors Rhead and Cooke, Officers are reviewing the reasons for this and considering the options available to address this imbalance of the work being undertaken by Planning Committee.
- 8 One of the particular areas under review is the ability of Town and Parish Councils to trigger the consideration of a planning application by Planning Committee which the evidence suggests is a key reason for the number of minor applications being included on Planning Committee agenda's, often where no other objections to a proposal have been received.
- 9 Intelligence from some of our peer authorities indicates that such an approach is far from widespread amongst Local Planning Authorities and it is therefore the intention that this matter, along with a small number of minor revisions to the delegation agreement to bring it up to date will also be the subject of the forthcoming Executive report.

Recommendations	Lead Officer	Update as at November 2017 Previous entry in italics
2.1 Supports the draft Community Protection Notices (CPN) Waste Policy being developed by Neighbourhood Services. Following the approval of the Policy by the Portfolio Holder, there should be a cost-effective system developed to pilot this Policy, as soon as possible.	GF-S	<p><i>A draft CPN policy has been produced. Discussion to be had with Rugby Borough Council about an Environmental Enforcement Service delivery model. We have some hot-spots already identified which could be used for trials. Further report to Executive in September to agree final business case and delivery model.</i></p> <p>A shared environmental enforcement with Rugby Borough Council was agreed at the Executive meeting on 27 September 2017. This will provide a cost effective approach to waste management enforcement and will concentrate on fly-tipping and accumulated waste. RBC is experienced in the use of CPN's and it is anticipated that any formal action required with accumulated waste will involve the use of the CPN route. The Service Level Agreement is currently being finalised between the two authorities and it is anticipated that this should be completed this month.</p>
2.2 Asks officers to work with its existing waste contractors, and others, to develop a scheme for waste/recycling collection from HMO properties at peak end-of lease times, for use by landlords and tenants; in particular working with local charities and student organisations, as seen in other areas of the		<p><i>Actions undertaken this year - Spoke with Uni. Who then e-mailed all 2nd and 3rd year students; social media campaign undertaken; wrote to all landlords; Rapid Response units regularly toured student areas; Officers will be reviewing social media impact. A number of suggestions put forward by residents have been tried previously. Mark suggested that a lot less complaints this year and that backing this up with CPN and red-bag approach (used by Sheffield Uni) next year may pay further dividends. Graham to consider the tenant / landlord CPN issue i.e. who legally can the CPN be served on.</i></p> <p>CPN can be issued against any person aged 16 or over or a body, including a business. Where a body is issued with a CPN it should be issued to the most appropriate person. The issuing officer will have to be able to prove that the person issued with the CPN can be reasonably expected to control or affect the behaviour. As a significant stakeholder, Warwick University is routinely communicated with and approaches to student waste issues agreed.</p>

country.		
2.3 makes improvements to the management of the noise nuisance service by: a) reviewing the current process to ensure that noise nuisance can be reported at the time of the nuisance, and that it is followed by prompt action b) ensuring the processes and procedures are clear and concise, making these publicly and easily accessible on the WDC website c) ensuring that the responsibilities of landlords within the HMO licensing regulations, for this issue, are enforced, for example through licensing conditions or curtailment d) ensuring appropriate powers are used for		<p>a. <i>Currently reviewing night noise service. Only Friday and Saturday 9-1 at present. Pete and Matt to consider timescales for review.</i></p> <p>b. <i>Review has been completed and website updated:</i> https://www.warwickdc.gov.uk/info/20109/crime_and_law_enforcement/109/noise_or_neighbour_nuisance</p> <p>c. <i>Legal advice is clear that we cannot prosecute landlord for noise issues but the liaison between teams (see below) will ensure that matters relating to particular properties will be recorded by the Private Sector Housing team.</i></p> <p>d. <i>Each Monday morning have a night noise meeting and any HMO noise issues will be fed back to the Housing Licensing team.</i></p> <p>Update on above points:</p> <p>a. Currently reviewing night noise service. Only Friday and Saturday 9-1 at present. Pete and Matt to consider timescales for review. Review has commenced, hoping to complete early in the New Year.</p> <p>b. Review has been completed and website updated: this should read advice on the website has been reviewed and updated including new noise report form.</p> <p>c. Legal advice is clear that we cannot prosecute landlord for noise issues but the liaison between teams (see below) will ensure that matters relating to particular properties will be recorded by the Private Sector Housing team. No change.</p> <p>d. Each Monday morning have a night noise meeting and any HMO noise issues will be fed back to the Housing Licensing team. Ongoing with 2 examples in w/c 30th October.</p>

HMO noise nuisance by closer coordination between departments		
2.4 ensures the H6 Planning Policy is consistently and fully applied, with immediate effect, as laid out; this is in particular respect of the following provisions: a) providing the percentage of all HMOs within a 100m radius at the point of planning validation, and making it publicly visible on the Planning Portal b) giving proper and significant weight to the overall objectives of the policy, notably with regard to the preventative approach to minimising community and longer-term harms specified in 4.61, 4.62 and 4.64 (1 ST June 2017 Executive report refers), as per recent		<p> <i>a. This is now done;</i> <i>b. Officers have received further training and fully appreciate the weight that needs to be given to the various considerations;</i> <i>c. This is being done;</i> <i>d. Agreed. Neighbourhood Services to provide a commentary on the specific application. Condition on any permissions that storage space must be retained in-perpetuity;</i> <i>e. There is a note on website clarifying this;</i> <i>f. Will be monitored and reported to O&S after the 12 months.</i> </p> <p>No change.</p>

<p>legal advice arising from a Complaint</p> <p>c) where an exception to the policy is recommended by Officers, setting out the reasons and assumptions clearly and in detail (again following legal advice)</p> <p>d) applying clause e) in the H6 policy regarding the provision of adequate waste container storage</p> <p>e) clarifying how Purpose Built Student Accommodation should be counted when applying the '10% rule' for limiting concentrations of HMOs in the designated area</p> <p>f) noting that the concentration of HMOs in areas outside the designated Article 4 area is growing, but is not yet of the type and scale which justifies recommending immediate action;</p>		
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however trends should be carefully monitored and the Overview & Scrutiny Committee should review the position annually		
2.5 supports and welcomes the Executive's decision to develop a Student Housing Strategy, and asks officers to urgently develop within this a Student Accommodation Policy to: a) facilitate the development of Purpose Built Student Accommodation (PBSA) distributed across suitable District locations, as a better way of meeting need than conversion of existing family properties to HMOs b) encourage all PBSAs to include on-site management c) review parking policies with PBSAs, in		<p><i>Executive has committed to developing a Student Housing Strategy and the scope of this work is being scoped by the Housing Strategy & Development Manager. A bid for support from the Local Government Association Housing Adviser Programme was made on 11th September.</i></p> <p>The bid to the LGA programme has secured 20 days of free consultancy support to develop the strategy. The LGA has commissioned an independent external consultant with considerable experience of analysing student housing markets and a start to the project is now imminent.</p> <p>The first phase of the work will involve data collection and analysis to build up a picture of the current and future student housing market in the district. This will provide the source information upon which the strategy will be built.</p> <p>A co-ordinating group has been set up with officers from Housing Strategy; Private Sector Housing; and Planning Policy. Both universities have also been invited to participate.</p>

particular on student tenant vehicle use; and provide both adequate off-street parking for all new HMO proposals and adequate, secure cycle parking in all cases.		
2.6 reviews and adjusts the current licensing and reporting arrangements for HMOs, in the lead up to the extension of statutory HMO licensing, due in 2017. This review should include: a) adding a condition on HMO licences that they are not operational until appropriate planning consents are in place; b) licensing inspections being given more weight, than at present, to issues that are regarded as unsatisfactory and unacceptable, but are not Category 1 Health		<p><i>Note: Government has not decided when extension will come into effect as yet but probably not until April 2018.</i></p> <ul style="list-style-type: none"> <i>a. Legal advice is that they must be treated as two separate pieces of legislation and so the Council can make two "contradictory" decisions. However, there are a number of unlicensed HMO's that do not have a planning consent and have been referred for enforcement;</i> <i>b. The team is doing this;</i> <i>c. The team is doing this and within a specific timescale. Improvement notice is issued if not;</i> <i>d. Leases cover the responsibility of the tenant regarding nuisance etc. We cannot punish landlords whose tenants are not complying with the terms of the lease where the landlord is taking reasonable steps to deal with the problem.</i> <i>e. Recommendation to see whether it would be beneficial and practicable to operate.</i> <p><i>NB: a list of all non-licensable HMOs, updated quarterly is now published on the website.</i></p> <p>https://www.warwickdc.gov.uk/info/20733/council_policies_and_plans/395/open_data</p> <p>Still awaiting the decision about when the extension of HMO licensing will come into effect, which is now expected to be April 2018.</p> <p>A report will be going to the Executive on 29 November to enable officers to use new powers contained in the Housing and Planning Act 2016 to apply civil penalties as an alternative to a prosecution in the Magistrates Court for various offences in private sector housing.</p>


<p>and Safety issues, in the approval process;</p> <p>c) requiring landlords to undertake remedial work within specified timeframes following inspections;</p> <p>d) requiring landlords to incorporate appropriate rules and penalties within their leases so that they can deal effectively with tenants who are causing serious Anti-Social Behaviour (ASB) issues, as identified by the Council and for which landlords are responsible under HMO regulations;</p> <p>e) introducing flexibility in the process by allowing shorter licence cycles and higher licence costs for landlords causing concern, and imposing formal conditions on landlords who do not take appropriate and timely action.</p>		

<p>2.7 reviews the Council's Fit and Proper Test for licensed HMO landlords, for both new applications and renewals, to include such requirements as:</p> <ul style="list-style-type: none"> a) definition of a fit and proper person; b) financial suitability; c) a valid formal Disclosure and Barring Service (DBS) check, the cost of which to be borne by the applicant; d) honest disclosures of relevant information such as planning decisions; e) a history of all breaches of regulations, such as those relating to management of waste, provision of waste containers, external condition of property and noise nuisances, whether at the property being licensed or other properties under the same agent/landlord. 		<ul style="list-style-type: none"> <i>a. Definition of Fit and Proper to be taken from the legislation whenever this comes in;</i> <i>b. Will see what the regulations say. A bond is not an option;</i> <i>c. Will see what regulations say and if not included will consider options;</i> <i>d. Group were unsure as to what this is getting at so clarification is required;</i> <i>e. This will be set out clearly in the legislation and so the Council will build up a picture of the landlord's behaviours/ actions.</i> <p>Still awaiting decisions about fit and proper person issues, which are now expected to come into effect in April 2018.</p>
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<p>2.8 asks officers to collect evidence, to enable a rational decision to be made in due course, whether to introduce additional licensing to all HMOs across the District, including:</p> <p>a) maintaining, for current and future years, their comprehensive database of inspections of all HMO and Private Sector rented properties, that includes address, name of landlord, type of property (whether it is a licensed or unlicensed HMO), reason for inspection, nature of issues and how quickly they were addressed;</p> <p>b) recording and reporting on the benefits and costs of extending statutory licensing to a further 250-300 premises</p>		<p><i>a. Agreed and doing;</i> <i>b. Agreed and will be doing;</i> <i>c. Not resource to do this but there is some funding for a survey of the private sector more generally. Team to consider what this survey covers.</i></p> <p>The specification for the Private Sector Stock Condition Survey will include surveys of unlicensed and licensed HMO's.</p>
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during 2017; c) undertaking a substantial questionnaire survey of all HMOs, that allows the results between licensed and unlicensed HMOs to be compared, randomly inspecting various HMO properties and recording results, and asking tenants and near neighbours to HMOs about their management.		
2.9 endorses the work by the Deputy Chief Executive & Monitoring Officer to review enforcement work across the Council, and recommends that co-ordination across the relevant departments is improved to make full use of HMO licensing and regulatory powers.		<p><i>Report to Executive; Marianne looking at Enforcement across the Council; One Council approach.</i></p> <p>The enforcement project group is made up of Officers from across the Council whose aim is to review procedures and documents involved in an enforcement process to draw consistency as far as is reasonably practicable i.e. Interview under caution documentation. It does not cover delivery of enforcement services.</p> <p>Would O&S want this to be included into the remit of this group? This group was formed to identify enforcement procedural weaknesses and address those by sharing experience etc.</p>
2.10 acknowledges the work of the Finance & Audit Scrutiny Committee that is		<p><i>A report has already been submitted to F&A describing the problems and without a change in Government policy and legislation there is nothing that can be done.</i></p>

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

 Overview and Scrutiny Committee 28 November 2017		Agenda Item No. 9
Title	Annual Feedback on Outside Appointments	
For further information about this report please contact	Lesley Dury, Committee Services Officer Andrew Jones, Deputy Chief Executive & Monitoring Officer	
Wards of the District directly affected		
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	1 November 2016	
Background Papers	None	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
Not required as it concerns outside appointments.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	18/10/2017	Andrew Jones
Head of Service		Not Applicable
CMT	18/10/2017	Andrew Jones
Section 151 Officer		Not Applicable
Monitoring Officer	18/10/2017	Andrew Jones
Finance		Not Applicable
Portfolio Holder(s)		Not Applicable
Consultation & Community Engagement		
Not Applicable		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

1.1 This report details:

- the annual statement of work undertaken by Outside Bodies written by the Councillor(s) who represent this Council on that Outside Body (Appendix 1); and
- the criteria used by the Deputy Chief Executive and Monitoring Officer to determine whether the appointment of a Councillor to an Outside Body is required (Appendix 2).

2. **Recommendation**

- 2.1 That the Overview and Scrutiny Committee note the contents of the annual statement of work (Appendix 1).
- 2.2 That the Overview and Scrutiny Committee decide whether any Councillors serving on Outside Bodies attend a future meeting to give further detail of the work of the Body and their involvement.
- 2.3 That the Overview and Scrutiny Committee agree the criteria used by the Deputy Chief Executive and Monitoring Officer to determine whether the appointment of a Councillor to an Outside Body is required (Appendix 2).
- 2.4 That the report delivered to Overview & Scrutiny Committee and/or Council at the start of the Municipal Year stipulates the applicable criteria as assessed by the Deputy Chief Executive and Monitoring Officer against each Outside Body.

3. **Reasons for the Recommendation**

- 3.1 It was agreed that each year, Councillors who serve on Outside Bodies should submit an annual statement of the work undertaken by the body they served upon and this should be submitted to the Overview and Scrutiny Committee.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/

sports activities Cohesive and active communities	space Improved air quality Low levels of crime and ASB	productivity of local economy Increased employment and income levels
Impacts of Proposal		
Nil	Nil	Nil
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Nil	Nil	Nil

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies; however, this report is for governance purposes. However, Members need to be mindful of the objectives above, when making their appointments.

4.3 Changes to Existing Policies

There are no changes to existing policies.

4.4 Impact Assessments

There are no new policy changes in respect of Equalities.

5. Budgetary Framework

- 5.1 This report does not have any financial or budgetary implications for the Council.

6. Risks

- 6.1 There are no risks associated with this report.

7. Alternative Option(s) considered

- 7.1 No alternative options have been considered because this method to review the work undertaken by Outside Bodies was agreed by the Overview and Scrutiny Committee at its meeting on 10 September 2013.

8. **Background**

- 8.1 In 2011, there was a review of outside appointments. As part of this review, it was agreed that each year all Councillors on outside bodies would be required to produce an annual statement on the work undertaken by the body. This would be made available to all Councillors electronically and could be requested to be presented to a Scrutiny Committee for consideration if a Member had concerns. This did not happen.
- 8.2 It was then agreed amongst Group Leaders that a report be brought to Scrutiny Committee each year which contains a simple update from each Councillor on their outside appointment.
- 8.3 Committee Services would coordinate this by requesting the information twice from the Councillor. If a response is not received following two requests a nil response will be recorded in the report. For this year's report, the two requests were sent out on 9 August and 25 September. Very few reports were returned as a result of these two requests, so a third request was sent out on 16 October.
- 8.4 It was agreed that November would be the appropriate time for the report to come to the Overview and Scrutiny Committee. This is the third year that the system has been implemented.
- 8.5 Council agreed the following criteria for appointing a Councillor to an outside body:
1. A body or partnership to which the Council provides significant financial contribution;
 2. An established Council partnership with agreements in place;
 3. A body or partnership to which the Council is obliged to appoint a Member;
 4. A body or partnership which relates to the management of an asset of the Council; or
 5. Appointments made at the discretion of the Council.
- 8.6 It should be noted that the outside appointments are made on a politically proportionate basis i.e. the numbers allocated are proportionate to the number of Councillors in each Group on the Council.
- 8.7 The original intention of the annual reports was to not only understand what was happening with the outside appointments but to also see if there were ones where the appointments could cease. The appointments where no contact has been received for over 12 months will now be contacted by the Democratic Services Manager and Deputy Monitoring Officer with a view to cancelling the appointment.
- 8.8 At the 31 May 2017 meeting of the Overview & Scrutiny Committee, Members considered a report in which the Deputy Chief Executive & Monitoring Officer stated his recommendations on which Outside Bodies should continue to be supported with a Councillor representative. Members requested that they should be given information on how the Deputy Chief Executive & Monitoring Officer made his assessment. Appendix 2 lists the considerations used by him when making the assessment.

Appendix 1: Feedback from Councillors who represent this council on Outside Bodies

Executive Appointments		
Conservative Appointments		
Warwickshire County Council - Supporting People Partnership (H&PS Portfolio Holder)	Councillor Phillips	This outside body no longer meets.
Association of Retained Council Housing (ARCH)	Councillor Phillips	2 November 2017
<p>The Council sits on the Board of the Association of Retained Council Housing (ARCH), the representatives being the Portfolio Holder for Housing and Property Services, Councillor Peter Phillips, and the Head of Housing and Services, Lisa Barker.</p> <p>In the past year, ARCH has been working with the Government and its members to make the case for Council Housing including a meeting with the Housing Minister to argue for increased flexibilities in HRA funding to enable councils to build. Following the government's commitment in the Housing White Paper to back local authorities, discussions have focused on the options for local authorities to build more housing and how the DCLG can support their ambition. Dialogue has been continued with DCLG officials through regular liaison meetings and with officials attending an Arch board meeting in April 2017. Further research has been commissioned to identify the reasons for as yet unused borrowing headroom to make the case for uplifting the HRA debt cap.</p> <p>Over the period, Arch met Ministers in DCLG and DWP to highlight the impact of government policy and to lobby for change. This included ARCH raising the constraints caused by the uncertainty around high value voids levy, and using the case of the Lillington regeneration project to give an example of the detailed impact that the lack of a definitive policy was having on house building and council house building in particular. To quote from the ARCH letter:</p> <p>'The single biggest help that ministers can give to boost new council house building is to remove this uncertainty and tell us what the levies will be. Good or bad news, at least we will be able to plan. At the moment we are in limbo and in consequence new council building schemes are in limbo as well'.</p> <p>Detained research across the Arch membership and with members of the National Federation of ALMOs took place on the impact of welfare reform resulting in the publication of a report 'Pause for Thought' which called for a pause in the roll out of Universal Credit and has since been echoed by others.</p> <p>Warwick District Council has continued to be at the forefront of ARCH adopting a positive and creative response to the new policies, and ARCH continues to lobby for local authority run housing.</p>		

Warwickshire Police & Crime Panel	Councillor Thompson	8 November 2017
<p>This Panel is tasked with the scrutiny and support of the work of the Police & Crime Commissioner (PCC). The panel act as a critical friend in terms of the actions and decisions made by the PCC. The PCC is required to consult with the Panel on plans for policing, the precept and key appointments.</p> <p>The Portfolio Holder with responsibility for community safety in each of the district/boroughs sits upon the panel. There are 6 meetings per year and I have attended both of those that have been held since I began my role as Portfolio Holder. These meetings are preceded by a members' only group where specific questions are prepared based on issues raised either by the Agenda or the crime figures. In addition, with other members of the Panel I have attended an LGA Conference in London on Police and Crime Panels which looked into the details of PCCs taking on the roles of the Fire Authority, and I have attended the Police and Crime Panel Conference, which was held within Warwick District at Warwick Conferences' Scarman House venue, which looked at a number of areas of best practice from across the country, and allowed members of Warwickshire PCP to engage with PCP members from local areas such as West Mercia, West Midlands, and Staffordshire. With a new PCC and recently appointed deputy PCC in place we are in a better place to challenge delivery of our SWCP objectives as these have been fed into the new plans.</p>		
Safer Warwickshire Partnership Board	Councillor Thompson	8 November 2017
<p>This board is the statutory body for reducing crime, disorder and substance misuse in South Warwickshire. A portfolio holder under whose remit community safety sits must serve on the CSP. Councillor Heath also sits upon this Board. The Board meets at least 3 times per year but this can be increased as required depending on the workload of the board. At the time of writing this, I have attended the one meeting that has been held, with another meeting due to take place in late November. The Chair of the Board rotates between WDC and SDC, and was due to be held by SDC this year, but due to health reasons of the SDC Portfolio Holder, I have taken on the role of interim Chair. Our priorities have been reviewed and there remains concern regarding the crime figures and these are being challenged.</p>		
South Warwickshire Community Safety Partnership	Councillor Thompson	8 November 2017
<p>This group is a statutory requirement under the Crime & Disorder Act (1998) where there is a two-tier authority. The Portfolio Holder with responsibility for community safety in each district/borough is a member of the partnership. (No other district/borough Councillor is invited.)</p> <p>The group meets 4 times per year to receive the strategic assessments and priorities of the Community Safety Partnerships (four areas) in order to identify county priorities and produce a community safety agreement. I have attended one of the two meetings</p>		

since beginning my role as Portfolio Holder for HCP. I have challenged the Chief Inspector on the police involvement, resource management and the continuing crime figure concerns

Warwickshire County Council Health & Wellbeing Board

Councillor Thompson

8 November 2017

The H&WB is a multi-agency board (attendees from WCC, CCGs, NHS Trusts, Director of Public Health, Councillors from each of the Districts and Boroughs) to the examination and delivery of the health and wellbeing of the county residents. It covers health in all its forms from prevention through to end of life. There are 4 meetings held of the board, 3 formed Portfolio Holders group of the Health and Wellbeing Board (run by Public Health to brief District & Borough Portfolio Holders prior to HWB meetings or more regularly depending on the current strategic needs). There have also been training events associated with the Board's activities. I have attended both HWBB, two Portfolio meeting and two, one day training development meeting, and one afternoon workshop training session.

The published Health and Wellbeing Boards Annual Report outlines the achievements of the board in detail, However I have championed the contribution made by WDC towards health delivery and ensured that there is an understanding of the contribution District/Boroughs make to the overall Public Health delivery of the health objectives of our residents. This has been reflected in the adoption of Housing as a priority area for the board.

HWBB will become even more important in monitoring the delivery and changes coming forward as the aligned Health Concordat with Coventry comes into effect as part of the 2020 vision of health delivery over this region, and may well see the two HWBB merging.

West Midlands Employers (formerly West Midlands Councils and West Midlands Leaders Board)

Councillor Mobbs – 16 October 2017

Councillor Mobbs advised that there was nothing to report.

Coventry & Warwickshire LEP

Councillor Mobbs – 16 October 2017

Councillor Mobbs advised that there was nothing to report.

LLP Board

Councillors Butler, Whiting & Mobbs

17 October 2017

Cllrs Butler, Mobbs and Whiting sit as the WDC representatives on the board of Warwick PSP LLP, the limited liability partnership established between the council and PSP Plc to facilitate major capital projects. The main focus of attention is currently the HQ relocation project; through the LLP, PSP has committed over £1 million towards the costs of progressing the project to its current state. The Members Board has met twice over the past year, with Cllr Butler replacing Cllr Cross in May.

Shakespeare's England (SE) is the official destination management organisation (DMO) for South Warwickshire and the surrounding areas. A not for profit membership organisation and a public private sector partnership, the role of the DMO is to promote the destination to encourage overnight stays in the area and increase the economic impact the visitor economy has on the local area. To give an indication of scale Currently Shakespeare's England Region welcomes 10.2 million guests each year, roughly 9 million day-trippers and 1 million overnight guests. The value of these visitors to the local business turnover is estimated to be £632 million and helps support over 11,000 jobs. As the driving force and owners of the Destination Management Plan, Jo Lloyd is also the Chair of the DMP Steering Group ensuring that all leads are progressing on the 7 Priorities identified in the Plan.

There are four board meeting held each year usually in line with the quarterly Tourism Forums and I have attended three of these. I have designed and help produce a Corporate Risk Log for the company.

The past year has seen SE increase membership numbers and increase income from the private sector members as it were tasked to by the Councils on the Board.

In addition, the website has been revamped and improved, a new publicity video of the region released and a new product, the Explorer Pass, developed and was launched in late September. SE won the 'Business Tourism' award at the recent Coventry & Warwickshire Tourism and Culture Awards event.

SE is represented on the following groups

- CW LEP Culture & Tourist Business Group
- Member of CW LEP Champions
- Moreton Morrell College Advisory Board
- Board Observer – Stratford (Stratford BID)

The CEO of SE makes an annual presentation to the O&S committee the next one being due in March 2018.

Warwick District Council Appointments		
Conservative Appointments		
Coventry Airport Consultative Committee	Councillor Mrs Redford – 9 September 2017	<p>Councillor Mrs Redford advised that there was nothing to report. To-date, she has not received any notifications of meetings.</p> <p>(Councillor Wright is now this Council's newly appointed representative and he has been notified about the next meeting 14 November.)</p>
Kenilworth Abbey Advisory Committee	Councillor Cooke	1 October 2017
<p>The Group advises the Council on the condition and upkeep of the Abbey ruins which are owned by WDC and is situated in the Abbey Fields. The Abbey Barn houses a museum which is open to the public a number of days in the year as well as the remains of the gatehouse situated within St Nicholas Churchyard.</p> <p>Since the last report in September 2016 the Committee has met as a full committee on three occasions, 14th October 2016, 20th January, & 12th May 2017. I have attended all the meetings.</p> <p>At the October 2016 Meeting the Chair clarified that WDC Neighbourhood Services, as "owners" of the Barn, were aware that the KHAS has a licence from WDC to use the Barn as a museum and that the licence is now being extended to include the Tantara Gatehouse in anticipation of the completion of the Harry Sunley Memorial Project.</p> <p>The Harry Sunley Memorial Fund and its project to restore the Abbey Gatehouse continue to play a large part in the activities of the Committee. They continue to raise funds for the Gatehouse project and for the installation of a mezzanine floor to display some of the valuable artefacts. During the summer they held a successful fund raising event. A number of meetings have been held with architects to move the project forward.</p> <p>KAAC had been previously told that Conservation Architect Nick Corbett is too busy to attend KAAC meetings but David Anderson of Neighbourhood Services would like to get him more involved.</p> <p>There are still concerns about the Abbey Barn roof and the guttering. The Chair expressed concerns about nettles and weeds on</p>		

the Gatehouse, particularly on south side. During the year the Committee has liaised with Jon Holmes and a number of works had been carried out by him & his team.

The Committee gave made a comprehensive response to the Kenilworth Town Council's consultation on the Neighbourhood Plan. They also made representations about the pollarding of the trees in the Churchyard.

The next meeting is on Friday 13th October 2017 in the Abbey Barn.

Kenilworth Town Centre Partnership	Councillor Coker	26 September 2017
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This partnership has been very successful in improving the Town Centre with increased footfall and small vacancy levels.

However the new arrangements as to Town Centre Management and particularly the removal of the Town Centre Manager has had a disastrous effect and most of the last year has been spent in many meetings in trying to salvage the group which considered disbanding

I am a vice chairman. The Chair and the other Vice chair are always occupied by non-politicians. I reported the danger of closure to the Exec and officers particularly Andrew Jones made efforts to improve the situation.

In recent months however the appointment of the Site Development Officer for the Local Plan in the north of the District has led to the prospect of this partnership changing into the Kenilworth Development Forum (this name may change) which will assist the Officer and Planning Dept. in dealing with the careful more detailed implementation of the plan.

A formal launch is in hand to gain support from local partners and it is hoped that that this new body will not only carry out that function but will rejuvenate ,with the assistance of the Town Council ,the more local promotion of the Town and its businesses and facilities.

We are currently in cooperation with the Lights Committee and the Town Council organising a Kenilworth Lights Weekend which will run from 1st/3rd December.

The continuance of this body's work which has up to now been so successful is in my view essential

LGA District Councils' Network	Councillor Mobbs – 16 October 2017	Councillor Mobbs advised that there was nothing to report.
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Warwick Town Centre Management Group	Councillor Butler – 1 October 2017	In late 2017, this Group was incorporated into Warwick Town Centre Economic &
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Tourism Committee and so is no longer constituted and should be removed from the schedule of outside bodies.

South Warwickshire NHS Foundation Trust

Councillor Mrs Bunker

25 September 2017

The senior staff at the hospital are continuing to support Wye Valley Hospital and our Chairman and Chief Executive are now members of their board of directors and our Director of Operations (Jane Ives) has been seconded to Wye Valley temporarily. This is in spite of the disappointing outcome of our inspection. However, we would welcome another inspection soon as the very few things that were not exactly right have been worked on to improve and indeed the CQC have upgraded two areas of concern. The fact is that this is one of the most successful hospitals in the country and one of the few that is able to run a surplus. Apart from this being really good news, this has meant that we have been able to attract extra funds which can be spent on capital projects.

The very specialized intensive care needed for stroke patients will be carried out at University Hospital of Coventry and Warwickshire (UHCW) and when this treatment is complete patients will be transferred to our Central England Rehabilitation Hospital (CERU) for the rest of their time in hospital. This is to give patients the greatest chance of recovery and using the specialist resources we have to their best use.

Our Refer to Treatment (RTT) is marginally below our target but this is being worked on and we hope to be well on track in the near future.

The Trust has achieved its target for the treatment of cancer patients, but this has been a challenge. Performance against the 62-day targets has improved but the opening of the new hospital, see below, will make a huge difference. Issues around ultrasound performance are mainly related to staffing issues rather than equipment. A structure review of the department and staff training should address these issues. However, a shortage of sonographers is a national issue.

The appointments system is an area of concern to Governors. However, a lot of work is being put in to rectify this concern although it is not an easy task and ensuring that we have the best technology for this is all important. A project group has been set up to ensure that the patients' experience and understanding of the process with more choice of how to book and access appointments and which supports staff to effectively deal with queries is in place.

Infection prevention continues to be good and although zero cases of C.diff is not a realistic expectation and new bacteraemia are now reported. Hand wash compliance is good. There is good assurance in this area.

While A&E 4-hour wait is satisfactory, there are some minor issues to be rectified.

On cyber security, the IT team were praised for their actions to mitigate the effects of the attack in May and the hospital was

able to function fully for patients. The team are well prepared to manage the risk of new attacks.

The new birthing centre, a Midwife led unit, is planned to be completed by the end of March 2018 and will be in the area of the old Dugdale ward, which had been taken out use as it was not fit for purpose.

In Accident and Emergency work is taking place to improve the central ambulatory access and improve information access. This work should be complete before Christmas.

The hospital is developing its teaching and learning capacity by working with students from Buckingham medical school.

Plans are in place to improve patient safety using new technology to record and escalate patient observations. Testing of the process is due to commence in October this year with a roll out during November.

We have been awarded the contract by Solihull for the 0-19 years' service, due to commence in September 2017. This will deliver high quality services that are financially sustainable

"The hospital with no beds" was how the BBC described the new hospital at Stratford when it opened in August 2017. The fund raising exceeded the £1 million target which was intended to enhance the facilities for patients and visitors to the new hospital.

The Machin Eye unit at Warwick has been extended as far as possible, so Ophthalmology is now available at Stratford. Although relatively new at Warwick, the Aylesford Unit which treats cancer patients is now struggling to cope with the number of patients, so there is now a second cancer unit at Stratford. This is the Rigsby Unit, which has been sponsored by Sir Peter Rigsby. This means that patients attending these two departments attend for day surgery or treatment and go home afterwards. An MRI Scanner is due to be installed early in 2018 which will relieve pressure on the one at Warwick and this will shorten waiting times.

What is attractive is the colour schemes used in the waiting areas for patients, their relatives and friends and the comfortable chairs, made possible by the excellent outcome of the fund raising. On the ground floor are refreshment facilities at the Café Lomax and flexible space which can be used for any number of community activities including Stratford's Health and Wellbeing Centre. There is a large multi-storey car park there.

Warwickshire County Council – Adult
Social Care and Health Overview &
Scrutiny Committee

Councillor Mrs Redford

9 September 2017

This Committee reviews and scrutinises the provision of public services in Warwickshire relating to Adult Social Care, including social care for older people, those with disabilities and children's services.

As WDC representative on this committee I have attend 5 meetings since November 2016 another 4 are scheduled until March 2018.

The committee is continuing to monitor the provisions on Domiciliary Care and will be looking into Maternity care, Stroke care,

and provision of GP surgeries with regard to new housing development across Warwickshire.

Warwickshire Waste Management Forum Councillor Grainger

18 October 2017

I am the WDC Representative on the WCC led Warwickshire Waste Partnership, as I am Portfolio lead for Waste collection in WDC.

As Warwickshire is a two tier area, the waste services are managed jointly by the five waste collection authorities (District and Borough Councils) and one waste disposal authority (Warwickshire County Council). The waste collection and disposal authorities work jointly together as the Warwickshire Waste Partnership.

The Partnership was established in 2005 with the adoption of a formal Memorandum of Understanding (MOU). It is responsible for overseeing the development and implementation of Warwickshire's Joint Municipal Waste Management Strategy, which provides a framework for managing waste in Warwickshire up until 2020. The objectives being sustainable development, joint working, fairness, an integrated approach, best value and value for money.

There are four meeting a year of which I have attended two since becoming portfolio holder, in June and September. These two meetings have been reviewing and discussing how to take forward ideas that arose from a Workshop Day held in December 2016, particular around efficiency savings and improved partnership working.

At our last meeting the Consultants appointed to look at how waste collection/disposal could be shaped going forward presented their findings. Which each Authority has now taken away to review and assess what they could apply to their particular areas and this will be an ongoing piece of work. As many of the suggestions will have to include changes to contracts etc. none of which has yet been assessed or costed.

Warwickshire County Council continues to promote ongoing waste behavioral change programme, supported by the districts and boroughs; such as 'in to win' and 'slim your bin'. The aim is to help contribute towards the targets set in the Warwickshire Waste Strategy to reduce residual waste to 311kgs per household and achieve a recycling/composting rate of 65% by 2020.

From my two meetings I must add that I this appears to be a joint working body which has the potential to achieve some actual benefit for all.

1. Birmingham Airport Consultative Committee - sole representative
2. To establish a link between the Airport Company and communities affected by it
3. 4 meetings were held in the year.
4. I attended all 4 meetings
5. The growth in passengers at the airport continues with the net gain of airlines and routes despite a small number of losses. This has led to severe strains on the airport infrastructure with major problems of queuing and particularly with baggage handling which hit the news recently. The other main issues for discussion this year have been changes in take-off routes to the North which are currently subject to public consultation and the review of the Section 106 planning condition from Solihull MBC for regulating night flights. We have also had briefings on subjects from arrangements for disabled passengers to the airport fire service.
6. I have taken part in some of the discussions, sometimes to reflect a local authority view point. I sought and obtained detailed information about track-keeping performance and numbers of aircraft over the Kenilworth area as aircraft settle down on the new routes. This is good at 98% but because the take-off routes are more concentrated and the number of flights is increasing it has led to an understandable perception of more aircraft noise and disturbance.
7. Aircraft overflying this area seem to be less of an issue this year presumably because residents have become more used to the changes and more likely to accept them. However by incredible coincidence I have received a complaint about the airport whilst I write this report. It continues to be useful to have this direct link to senior executives at the Airport and to be aware of other authorities' points of view.

Purpose of the body: Leamington Business Improvement District (BID) is a business-led and controlled partnership for the Town Centre. Its purpose is to create a successfully promoted, economically sound, safe, attractive and well-managed Town Centre for visitors, customers, businesses, employees and investors.

Number of meetings: the board meets quarterly so we have had 4 meetings. There are also 2 open meetings which are for all members to attend and to hear what the Bid had been up to.

Attendance: I have attended 2 out of the 4 board meeting and one open meetings

Achievements:

- Christmas lantern parade - as well as workshops to make the lanterns
- Christmas parking Angels - to promote good parking
- Golden ticket - to promote independent shopping over the Christmas period
- Regular little book of offers - to boost footfall into town centre
- Leamington food festival - over 25000 visitors over the weekend
- Women's Tour of Britain Cycle race: provided feedback between businesses and the event organisers

Personal contribution: the main purpose of my position on the board is to liaise between BiD and council officers. This is to make sure the council knows what is going on with the BiD and that BiD knows of any new developments from the council.

The recent large capital investments in Leamington have had a lot of input from BiD making sure that local businesses have had their say. The Car Park redevelopment is high on the agenda and the loss of car park through the build is there main concern

Community Vision: The Bid is aimed at boosting the business's community of the town centre. It is well respected and serves them well. This in turn allows for local residents to benefit from a vibrant town and safe town centre. Therefore the Bid is vital to our local community both as consumers and business alike.

It is worth noting that the BiD suffered at sad loss this year with the sad passing of Gerry McManus who sat on the board representing Royal Priors. Gerry had contributed so much to BiD and his passion and knowledge for business and Leamington will be sorely missed.

Chase Meadow Community Centre

Councillor Butler

1 October 2017

This company was set up to manage the Chase Meadow Community Centre. The Board of Directors consist of representatives from Warwick District Council (WDC), St Michael's Church, Budbrooke and the Chase Meadow Community Centre (CMCC). I am the appointed representative for WDC.

The board is constituted in this way to ensure the interests of all three parties remain adequately protected which in broad terms means: -

- WDC as landlord of the building has an active interest
- The Church has some influence given the funds they contributed to the building
- CMCC has shared responsibility to run the building

I attended one of the two meetings this year. I couldn't attend the other meeting as I already had a prior engagement that

evening.

CMCC are responsible for the day to day activities in the building and meet monthly. Although not required to do so I try to attend these meetings to keep a handle on progress but they are held on Wednesdays and many clash with Council meetings. I have attended the majority on those that did not clash

The main objectives to put in place documented governance arrangements and to open a separate bank account to hold the sinking fund that the company is accumulating to cover ongoing maintenance to the building have been completed.

Warwick District Council		
Appointments		
Labour Appointments		
National Association of Councillors	Councillor Naimo – 23 August 2017	Councillor Naimo advised that because she had only been appointed in June to this Outside Body, she did not have anything to report at this stage.
Rural Services Network	Councillor Barrott – 8 November 2017	Councillor Barrott has not yet been invited to a meeting. On 8 November, the Rural Services Network have been reminded to send Councillor Barrott invitations to meetings.
National Parking Adjudication Service (PATROL)	Councillor Barrott – 8 November 2017	Councillor Barrott has not yet been invited to attend a meeting. On 8 November, the Head of Neighbourhood Services was asked to ensure that Councillor Barrott was invited to future meetings.

Warwick District Council Appointments		
Whitnash Residents' Association		
South Warwickshire Community Safety Partnership (Non-Executive rep)	Councillor Heath	31 October 2017
<p>This committee has met twice this year and, due to hospitalisation, I have only attended one.</p> <p>The main point of that meeting was the increase in crime in general which is mainly due to the new way of recording crime.</p> <p>Cllr Mrs Falp attended the second meeting on my behalf.</p>		

Appendix 2: The criteria used by the Deputy Chief Executive and Monitoring Officer to determine whether the appointment of a Councillor to an Outside Body is required

Criteria agreed by Council:

1. A body or partnership to which the Council provides significant financial contribution;
2. An established Council partnership with agreements in place;
3. A body or partnership to which the Council is obliged to appoint a Member;
4. A body or partnership which relates to the management of an asset of the Council; or
5. Appointments made at the discretion of the Council.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

6. Does the body play a significant role in local service delivery;
7. Does the body have significant influence on local or national policy