

Overview and Scrutiny Committee

Wednesday 29 August 2018

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 29 August 2018 at 6.00pm.

Membership:

| | | |
|---------------------|--------------------------------|------------------------|
| | Councillor Mrs Falp (Chairman) | |
| Councillor Boad | | Councillor H Grainger |
| Councillor Bromley | | Councillor Naimo |
| Councillor Mrs Cain | | Councillor Parkins |
| Councillor D'Arcy | | Councillor Mrs Redford |
| Councillor Davison | | Councillor Shilton |

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 24 July 2018. **(Pages 1 - 3)**

(b) To confirm an amendment to previously approved minutes of the meeting held on 26 June 2018 – (the addition of minute 7a). **(Pages 1 - 8)**

(c) To confirm the minutes of the Joint meeting of the Finance & Audit and Overview & Scrutiny Committees held on 24 July 2018. **(Pages 1 - 3)**

(d) To note the minutes of the Health Scrutiny Sub-Committee meeting held on 3 July 2018. **(Pages 1 - 4)**

4. **Review of the Work Programme, Forward Plan and comments from the Executive**

To consider a report from Democratic Services. **(Pages 1 - 13)**

5. **Report on Fuel Poverty**

To consider a report from Health & Community Protection and Housing Services. **(Pages 1 - 7)**

6. **Executive Agenda (Non-confidential Items and Reports) – Thursday 30 August 2018**

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)**

7. **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.

8. **Executive Agenda (Confidential Items and Reports) – Thursday 30 August 2018**

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)**

9. **Confidential Minutes**

To confirm the confidential minutes of the meeting held on 24 July 2018.

(Pages 1 - 2)

10. **Review of the Work Programme, Forward Plan and comments from the Executive**

To consider confidential appendix 3 relating to Item 4.

(Page 1 - 1)
(Not for Publication)

Published on 15 August 2018

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 456114

E-Mail: committee@warwickdc.gov.uk

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

You can e-mail the members of the this Committee at

o&committee@warwickdc.gov.uk

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

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

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

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 24 July 2018 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Boad, Bromley, Mrs Cain, D'Arcy, Davison, H Grainger, Naimo, Parkins, Mrs Redford and Shilton.

Also Present: Councillors Grainger and Phillips.

16. Apologies and Substitutes

- (a) There were no apologies made.
- (b) There were no substitutions.

17. Declarations of Interest

Minute 19 – Review of Housing Services – Service Area Update

Whilst this item was being discussed, and mention was made of Syrian refugees, Councillors Mrs Falp and Shilton made a general declaration of interest concerning Warwickshire County Council as they were both Members of this Authority.

18. Minutes

The minutes of the meeting held on 30 May 2018 and 26 June 2018 were taken as read and signed by the Chairman as a correct record.

19. Review of Housing Services – Service Area Update

The Committee considered a report from Housing Services which brought together the details of Housing Services' performance.

In response to questions from Members, Councillor Phillips, Portfolio Holder – Housing Services and the Head of Service – Housing Services responded that:

- They did not have the information available at the meeting to state what percentage or numbers of the 305 affordable homes (page 6 of the report) completed in 2017/18 were social housing. Over a three year period, the Council had built 252 out of a target of 752 social homes, which equated to about 36%.
- The Council was very dependent on developers to hit the social housing targets and the Portfolio Holder – Development Service was pressing developers to try to ensure that they did not leave building social housing until last in their list of works.
- The Council was pressing ahead with its own housing developments such as in Station Road and Theatre Street where 220 homes would be developed.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- The Council was keen to get tenants to engage with it but at the last meeting of the Housing Advisory Group (HAG), there had been zero input from tenants. The Council would be looking at the recommendations from the Grenfell Enquiry and lessons learnt, to find suitable methods for tenant engagement.
- Walkabouts had been popular but had been abandoned as a means for tenant engagement because it had been found that when there were no issues; people were not interested in engaging. Where there was engagement, it tended to be the same tenants who did not necessarily represent all tenants.
- If someone was homeless, they only had to wait a few weeks on the housing list, but for others, it depended on their personal circumstances for how long they had to wait on the housing list. The Council's objective was to reduce the waiting time.
- The amount of rent arrears fluctuated for a number of reasons, but summer holidays and the run up to Christmas often caused peaks.
- The Council was examining opportunities that new technology would present in the care homes for the elderly and whether there were any commercial opportunities to provide services, such as additional concierge services.
- The Council was examining options to make life more affordable (financial inclusion). Universal Credit would start in October.
- There was no extra money available at the County Council to settle any further Syrian refugees.

(Councillor Mrs Redford left the meeting.)

20. Executive Agenda (Non-confidential items and reports) – Wednesday 25 July 2018

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 25 July 2018.

Item 6 – Air Quality SPD

The Committee welcomed and supported the report and recommended that the report was aligned with the new National Planning Policy Framework (NPPF) prior to the report going out for consultation.

21. Public and Press

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following two items by reason of the likely disclosure of exempt information within the paragraph 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

22. Executive Agenda (Confidential items and reports) – Wednesday 25 July 2018

The Committee considered the following confidential item which would be discussed at the meeting of the Executive on Wednesday 25 July 2018.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

The full minute of Minute 22 would be contained within a confidential minute which would be considered for publication following the implementation of the relevant decisions. However, a summary of the decision was as follows:

Item 13 - Creative Quarter: Growth Deal, Bid Options & Potential Purchases

The Overview & Scrutiny Committee's comment and recommendation only related to Recommendations 2.1, 2.2, 2.5 and 2.6 in the report. It was felt that Recommendations 2.3 and 2.4 were matters for the Finance & Audit Scrutiny Committee to scrutinise.

The majority of O&S Members supported the recommendations in the report and recommended that the wording to one of the recommendations was amended.

23. Executive Agenda (Non-confidential items and reports) – Wednesday 25 July 2018 (continued)

Item 10 - Leamington Car Park Displacement Strategy

The Overview & Scrutiny Committee noted the report.

24. Review of the Work Programme, Forward Plan and comments from the Executive

The Committee considered its work programme for 2018 and the Forward Plan and the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in June 2018.

Resolved that

- (1) an update on the Leamington Car Park Displacement Strategy be given in October;
- (2) a full update on HMOs and the progress on what was agreed at Executive in June 2017 be given in September; and
- (3) a review of the TBA items on the O&S Work Programme be moved back to August.

The Chairman ended the meeting before all business on the report had been completed.

(The meeting finished at 8.55 pm)

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 26 June 2018 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Ashford, Boad, Bromley, D'Arcy, Davison, Mrs Evetts, H Grainger, Naimo, Parkins, and Shilton.

Also Present: Councillors Grainger, Phillips and Thompson.

7a. **Urgent Item – audio and visual recording of future meetings**

The Chairman made a statement that:

“As Chairman, I have brought forward an urgent item seeking approval from this Committee, under Council Procedure Rule 33, to record its future meetings.” She therefore proposed, and it was duly seconded and

Resolved that:

- (1) from this point forward, and meetings of this Committee and its sub-committees, held in the Council Chamber at the Town Hall, Royal Leamington Spa, are both audio and visually recorded including where the press and public have been excluded; and
- (2) that Council be notified of this decision so that it can update Council procedure rules to reflect this.

(The Chairman agreed that this resolution should be taken as an urgent item at the start of the meeting because all O&S Members had agreed that recording all of its meetings held in the Council Chamber should happen with immediate effect. The agenda had already been published.)

8. **Apologies and Substitutes**

- (a) There were no apologies made.
- (b) Councillor Ashford substituted for Councillor Mrs Cain and Councillor Mrs Evetts substituted for Councillor Mrs Redford.

9. **Declarations of Interest**

Councillors Mrs Falp and Shilton made a general declaration of interest because they were members of Warwickshire County Council, in case any matters arose concerning this Council.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Minute 13 – Review of Council’s Sustainability and Climate Change Approach

Councillor Boad declared a pecuniary interest because he was a direct of Act on Energy. He left the room whilst this item was discussed.

Minute 14 Executive Agenda (Non-Confidential Items & Reports – Wednesday 27 June 2018) – Item 5 – Increased Litter Bin Provision

Councillor Mrs Falp declared a personal interest because a close family member worked in Neighbourhood Services.

10. Minutes

The minutes of the meeting held on 30 May 2018 were unavailable for approval and would be presented for approval at the meeting in July.

(Councillor Bromley arrived at the meeting during this item)

11. Warwick District Infrastructure Delivery Plan (IDP)

The Committee considered a report from Development Services (Policy & Projects) which provided an update on progress made on the Infrastructure Delivery Plan (IDP) that was associated with the District’s future growth requirements to 2029. The IDP continued to be updated to reflect the latest information arising from ongoing discussions with infrastructure providers and to reflect emerging infrastructure requirements necessary to support the Local Plan.

Mr David Butler, the Council’s Business Manager - Policy and Development and Ms Janet Neale, Warwickshire County Council’s Infrastructure Manager, explained that the report was a six-monthly update on the IDP. The IDP was a live document which was continually being updated to provide better visibility for members of the Public and Councillors, so that progress on developing key infrastructure that was required could be examined. The IDP also showed receipts of S106 monies through the financial year. They then spoke about each section of Appendix 1 in the report, which provided an update on specific infrastructure, taking questions after each type of infrastructure:

Education:

- The reason why there was a funding gap in this area was mainly because of the relocation of the Kenilworth School, which did not form part of the growth agenda. The funding for the relocation would be something the school would deliver. The County Council and the IDP only had a commitment to fund the growth element. The school would find a lot of its funding from the sale of their sites, although the District Council would be working with the school. The County Council would give some support. We would expect to see the funding gap close as we got a definitive value of the assets.

Additionally, the County Council received funding that was not directly connected to housing growth, but for basic growth caused by a rise in birth rates; this varied year on year. This year the funding would be in the region of £5m, but was expected to rise to £29m in

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

the next financial year because it was recognised that the rise in birth rates at primary school level would affect secondary schools. The Government had recognised that Warwickshire required more funding, and this money would be spent county wide where there was a need.

The figures in the report only reflected housing growth.

- The funding for Special Needs was for all levels of education, not just secondary education. Work was also being done with the Free School sector providers for them to make bids for funding across the County.
- The difference in the funding gaps shown on pages 11 and 12 of the report were due to the fact that these were for different timespans. Page 12 figures reflected the next five years.

Primary Health Care, GP facilities:

- The County Council now had a Planning Officer who worked as part of the Public Health Team; their time was spent working with the Foundation Trusts or the CCGs across the County.

The Foundation Trusts had been successfully securing S106 money for revenue funding. Issues that had arisen had been caused by transformation work around health, for example, longer opening hours at GP surgeries. This made it difficult for the CCGs to assess where there was capacity. Another issue was that GP surgeries operated effectively as businesses.

- Capital build funding came from NHS Trusts, but there was a funding lag of one year. To help overcome this, they requested revenue funding for as many people as they thought a new housing estate would generate. It was felt that requesting capital funding would be of little benefit; an example cited for this was that it was not possible to expand Warwick Hospital. However, CCGs had started to be more flexible in the way they requested S106 money, and they would also ask for land to be reserved in case new buildings were required.
- Child and Mental Health Servicing was not reflected in the figures in the report because it was not as a direct result of growth, but officers would see if it could be added to the tables for the future.

Transport and Highways:

- Relieving congestion issues and encouraging the use of other forms of transport to cars was now fundamental as part of key infrastructure projects. Work was ongoing with the University to ensure routes for public transport to give buses greater access to campus than could be achieved by cars. This was at the forefront of all planning; however it was also recognised that congestion for cars had to be relieved for better air quality.
- The Council was confident that no harm had been caused by the time lag in doing the design code after work had already started on Europa Way, because the build work was only in the first phase.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- The County Council had identified that the T5/South Leamington Gyratory was something for which CIL money was necessary because it was not something that could be directly linked to a particular developer. Therefore it was on the CIL 123 list for the current financial year. Some design work had been done, but to proceed, further funding was required.
- The County Council was investigating Park & Ride services for the whole County. No further information was available as yet.

Indoor Sports / Leisure & Tach Brook Country Park:

There were no questions on this section of the report.

Emergency Services:

- Money was assigned from S106 payments to neighbourhood policing teams, and space was assigned if a hub or offices were required. The money would be used towards new vehicles, uniforms and communications.

The Chairman thanked the officers for the report and taking questions. She then asked for a vote on whether the next IDP update should be done at a joint meeting of both Scrutiny Committees.

Resolved that the next update report on the IDP be given in January 2019 at a joint meeting of the Finance & Audit and Overview & Scrutiny Committees.

12. Finance – Service Area Update

The Committee considered a report from Finance that brought together details of the Finance Risk Register, contract Register, Budget, and service initiatives.

In previous municipal years, the Committee had asked portfolio holders to attend its meeting on different evenings to Finance & Audit Scrutiny Committee, and write a report specific to the remit of each Scrutiny Committee. Certain Members had felt that this should be changed and had requested that a single report came to both Scrutinies on the same evening, but this suggestion had come too late for the Finance Service Area update, which had already taken place in May at Finance & Audit Scrutiny Committee; this meant that Overview & Scrutiny was playing "catch-up". A scheduling clash meant that Councillor Whiting, the Portfolio Holder for Finance was unavailable to attend the meeting, and Councillor Phillip had substituted in his place to note any questions and take them back to Councillor Whiting who would write a response.

The Committee felt that the report needed further work because it was not clear which parts of it were to be scrutinised by it. The Deputy Chief Executive (BH) was asked to speak to the Democratic Services Manager about the formatting of future combined reports.

The following questions were asked; some were given answers; but some would need to be passed to Councillor Whiting to return replies:

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

(Appendix A to the report – the Finance Risk Register, page 8, item 5 on fraud)

In the last five years:

- How often had the things listed as triggers happened and what had been the scale of loss?
 - What sorts of frauds had occurred?
 - Were they one-offs or were they recurring issues?
 - Had they been plugged?
-
- The report shows that there would be a surplus at the end of the financial year. Where would this go, and therefore why is there not “in real terms” a surplus?

In response, Councillor Phillips explained that whilst the surplus was there, it would be immediately soaked up by the need to replenish various reserves across the Council.

- What was the difference between the I:\ drive and the H:\ drive stated at item 7?

In response, the Deputy Chief Executive (BH) explained that the I:\ drive could be accessed by all staff, but the H:\ drive was personal to each staff member. It caused issues if work needed by other officers was stored on the H:\ drive when someone left the Council because there was a complicated process to gain access to a staff member’s personal drive. The Council was currently going through a migration exercise to move required data from the H:\ drive onto the I:\ drive.

- Page 17, item 24 where it showed the residual risk rating as the likelihood more than likely, but the impact low. One of the possible consequences was “reputation” because we were dealing with outside bodies and another was “morale” because it went wrong. Might the impact be a bit low, and required more focus, especially with one of the possible consequences being shown as “reputation”?

(Appendix D to the report, page 38)

- What had happened to help deal with the increase in time taken to process benefit/Council tax reduction claims?

In response, the Deputy Chief Executive (BH) replied that more staff had been recruited.

(Appendix C, page 24)

- Under the Finance Portfolio, the figures listed for contingency budgets had varied from what was a reasonably low figure, to nothing for 17/18, to an original budget figure for 18/19 of nearly £1m. Why was this and where had these figures come from?

(Appendix C, page 26)

- Under S1417 Procurement, Direct Expenditure, Third Party Payments – That figure had gone way above trend up to just above £20k, which was quite a jump. Was this because the Council had entered into partnership with the County Council for strategic procurement support, so it had to be paid for somewhere?

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

The Chairman asked Members to send any further questions direct to Councillor Whiting for a response, and to copy her when they did so. She thanked Councillor Phillips for attending the meeting.

13. Review of Council's Sustainability and Climate Change Approach

The Committee considered a report from Health & Community Protection which summarised the Council's latest position in relation to Sustainability and Climate Change including a refresh of the Sustainability Approach document and the Council's achievements in the last year.

In response to questions, the Ms Ellis, Sustainability Officer and Councillor Thompson, Portfolio Holder Health & Community Protections replied that:

- The Council was working on a dockless bicycle scheme was being worked upon, with bids being made next month and a possible launch date for next spring.
- The Expression of Interest had been submitted and approved by the Ultra-Low Emission Bus Scheme to have electric buses and charging infrastructure on route 67 (Sydenham – Leamington – Cubbington). The bid would be in before 16 July. An update would be given at Council.
- In respect of the need for alternative arrangements for staff parking, the Council was working on a current travel plan, car share and bike share. There would be more promotion of car share and bike share days. The use of "Pool" cars had moved up the agenda.
- We were working with the Private Sector landlords in respect of energy efficiency in buildings, which was also a national requirement; using data we already possessed to encourage certification.
- The Council was developing a fuel poverty strategy, which included a marketing strategy to get the message out to residents. This was still a work in progress.
- The "Drop-in" energy days had not been as well attended so there was a need to re-think how the message could be better communicated.
- Air quality was not in this report because it had its own action plan, but the two initiatives complemented each other.
- Ways were being sought to improve car sharing and keeps costs down such as "liftshare.com", or use of the Intranet. The Council would be implementing a car share scheme. As yet there was not a time table for a car share scheme, but it was moving up the agenda in priority.
- Councillor Thompson would raise the matter of Members being unable to access the Council's Intranet.
- Councillor Phillips was heading up work to improve sustainability in the Council's own housing stock with initiatives such as solar PV panels or solar thermal panels.
- Corporate properties needed a different approach because their rooves were larger.
- Data would be provided on how well we were performing against the target set for biomass fuel systems.

14. Executive Agenda (Non-confidential items and reports) – Wednesday 27 June 2018

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

The Committee considered the following confidential item which would be discussed at the meeting of the Executive on Wednesday 27 June 2018.

Item 5 – Increased Litter Bin Provision

The Committee welcomed and supported the recommendations in the report.

Ideas were raised about using new technology where possible and providing different types of refuse bins in different areas, based on demand and use, e.g. Parade in Leamington Spa might have different requirements to quieter streets, such as Milverton Hill in Leamington Spa.

The Committee was pleased that these proposals would cover the District.

15. Review of the Work Programme, Forward Plan and comments from the Executive

The Committee considered its work programme for 2018 and the Forward Plan and the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in May 2018.

The minutes from the first meeting of the Task & Finish Group on the role of the WDC Chairmen were discussed. Members asked that paragraph 1.2 should be amended to say that all past chairmen of the Council who were contactable should be consulted with a list of questions.

A request from Housing Services had been received to present the Stock Condition Survey to both Scrutiny Committees together in June ahead of their separate meetings. This had been delayed until July because of information still required, and so the request had been made that it should be presented to a joint meeting in July instead.

Resolved that

- (1) a joint meeting of both Scrutiny Committees would be held before Overview & Scrutiny Committee in July for a presentation of the Stock Condition Survey;
- (2) a report on the direction of travel for the renewal of the recycling contract in 2019/20 should be presented to the Committee in late August if possible for pre-scrutiny work and if necessary following this, a decision to do Task & Finish Group work;
- (3) a report on Fuel Poverty be presented to the Committee at its late September meeting;
- (4) a full update on what progress has been made on what was agreed at Executive in June 2017

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

on HMOs should come to the meeting in July;
and

- (5) In respect of the previous Chairmen to be consulted by the Task & Finish Group dealing with the role of the Council's Chairman; the Task & Finish Group could decide which chairmen should be consulted.

(This was an amendment to a decision made by the Committee at its meeting in May, which required all contactable ex-chairmen to be consulted.)

(The meeting finished at 8.37 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 Tuesday 24 July 2018, at the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillors Boad, Bromley, G Cain, Mrs Cain, D'Arcy, Davies, Davison, Mrs Falp, Gifford, H Grainger, Howe, Mrs Knight, Margrave, Murphy, Naimo, Noone, Parkins, Quinney, Mrs Redford, Mrs Stevens, Shilton and Wright.

Also Present: Councillor Phillips.

1. Appointment of Chairman

It was proposed, duly seconded and

Resolved that Councillor Mrs Falp be appointed as Chairman for the meeting.

2. Urgent Item – Audio and Visual Recordings of Meeting

The Chair explained that after discussions with Members, it had been agreed to bring forward an urgent item seeking the Committee's approval to record this meeting.

It was therefore proposed, duly seconded and

Resolved that this joint meeting of the Finance & Audit Scrutiny Committee and the Overview & Scrutiny Committee will be both audio & visually recorded.

3. Substitutes

Councillor Mrs Stevens substituted for Councillor Illingworth.

4. Declarations of Interest

There were no declarations of interest made.

5. Stock Condition Survey

Members of both the Finance & Audit Scrutiny Committee and the Overview & Scrutiny Committee considered a report from Housing Services which informed them of the stock condition survey undertaken during 2016 and of other specific surveys undertaken more recently.

The report provided details on each component of the survey including both the condition and the age of each element.

The report outlined how components considered to be in a less than satisfactory condition would be renewed by March 2020; and it also provided detail on the energy performance of the stock and the proposals for making improvements.

The report stated that whilst the majority of the features of the stock were of a good standard, some of the attributes on properties were not of a satisfactory standard and were in need of renewal.

In response to questions where the answers were not in the report, Members were informed that:

- Problems with doors were a prominent and recurring issue because doors in particular were subject to wear and tear due to the nature of their high use. Issues with windows and doors were dealt with under the day to day repair programme.
- The Council did not hold data on the type of housing that required most repairs.
- Officers would review the amount of work that would be required to breakdown attributes by property type within area and type of housing. This could not be tackled until the report to the Executive due in August had been completed.
- A full explanation of the £701,650 figure mentioned in item 5.4 of the report would be provided outside of the meeting. (The explanation for this figure had been requested by Councillor Davison.)
- The timeframe for the Energy Performance Certificates would be dependent on the procurement process. The energy saving had not yet been calculated.
- The Council was not responsible for metering and would not consider smart meters in properties until Smart2 was available.
- Whilst there had been a reduction in costs for repairs, the expenditure on repairs would increase as the Council increased the rate of repair works ordered.
- The Council would be looking at what work was required to modernise lifts and what was required so they could take stretchers.

Following on from the question and answer session, it was

Resolved that:

- (1) the report and the plans for responding to the detail of the stock condition survey dealing first with those properties considered to be in a very poor or poor condition is noted;
- (2) an Executive report is being prepared to align funding to enable the renewals to be achieved within the preferred timeline is noted;

- (3) the Housing and Property Services Portfolio Holder committed, at Council in 2018, to ensure all Council homes are to be improved such that they achieve an EPC rating of D wherever possible is noted; and
- (4) a further report will be taken in a year's time to the Executive which considers in more detail the desired approach to properties that are in satisfactory condition but are over their cyclical date is noted.

(The meeting ended at 6.30 pm)

Health Scrutiny Sub-Committee

Minutes of the meeting held on Tuesday 3 July 2018 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillors Bromley, Mrs Falp, Mrs Knight and Parkins.

Also Present: Councillor Thompson.

1. **Apologies and Substitutes**

An apology for absence was received from Councillor Mrs Redford.

2. **Appointment of Chair**

It was moved by Councillor Mrs Falp, and duly seconded, that Councillor Parkins be appointed Chair of Health Scrutiny Sub-Committee.

Resolved that Councillor Parkins be elected Chair of Warwick District Council's Health Scrutiny Sub-Committee for the municipal year 2018/19.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Minutes**

The minutes of the meeting held on 14 March 2018 were taken as read and signed by the Chair as a correct record.

5. **Promoting Health & Wellbeing in the Wider District – Focus on Mental Health**

The Sub-Committee received a report from Health & Community Protection which outlined the work being undertaken by the Council and its partners to empower our communities to tackle mental health issues, suicide rates and social isolation.

Appendix 1 to the report detailed what was happening at Warwickshire County Council, in liaison with partners, to ensure local commitment to promoting and protecting the mental health and wellbeing (HWB) of its residents.

Appendix 2 detailed WDC's strategic approach to health and wellbeing for the next two years, with a table of actions for each of the three priorities agreed:

- To embed HWB at a strategic level
- To promote HWB to the wider community
- To address the HWB of our own staff

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

Appendix 3 listed what various service areas/departments were doing to support mental health. Appendix 4 listed what the Voluntary Sector was doing to support individuals with mental health issues.

The Sub-Committee discussed what sector of society was most at risk from loneliness and social isolation and which groups were at greatest risk from suicide. The Localities & Partnerships Officer would circulate a copy of the Suicide Strategy to Sub-Committee Members and the Members noted that South Warwickshire County Public Health had successfully made a bid for funding over two years to reduce the suicide rate by 10% by 2021. The Portfolio Holder for Health & Community Protection would be pushing for the District to receive the benefit of some of this funding as the suicide rate was higher here.

The Sub-Committee was also informed that a training programme was being delivered to front-line staff addressing how to cope with residents with mental health issues. Members suggested that training be offered to provide interventions to people affected by suicide.

Resolved that

- (1) the work that the Council and partners are undertaking in empowering communities to tackle mental health issues, suicide rates and social isolation is noted;
- (2) the intention of the Council to sign up as partner of the Warwickshire Health and Wellbeing Board to the Public Health England Prevention Concordat for Better Mental Health (in appendix 1) is noted; and
- (3) an update report will be given to the Sub-Committee in 12 months' time once the figures for suicide are available. The Localities & Partnerships Officer will check when these will be available.

(Councillor Thompson arrived during this item.)

6. Improved Housing Conditions

The Sub-Committee considered a report from Housing Services which provided an update on actions taken during 2017/18 in improving housing conditions in which residents live, this being a key task in the Health & Wellbeing Plan. This work included the Council's own housing stock and private sector housing.

In response to questions from Members, the Strategy & Development Manager replied that:

- He would circulate the figures for response time for housing adaptations (paragraph 8.7 in the report).

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

- He did not know for how long officers would keep trying to visit tenants if attempts to do so were unsuccessful (paragraph 8.10 in the report). He did know that numerous attempts would be made.
- At paragraph 8.26 in the report, the 115 households that were not owners or tenants referred to lodgers or children still living at home with their parents.
- The current waiting list for social housing was 2200.

Resolved that the report is noted.

7. Health & Wellbeing Outside Bodies Updates

Councillor Thompson, Portfolio Holder for Health & Community Protection provided an update on the work being done by the Health & Wellbeing Board at Warwickshire County Council. Prior to the Sub-Committee meeting, he had circulated to Members presentations that had been made at the last meeting of the Health & Wellbeing Board at the start May. These presentations provided information on:

- NHS England – Direct Commissioning
Commissioning health services in the West Midlands. These were for dental, general ophthalmic, pharmaceutical and local pharmaceutical services, Section 7a public health services (immunisation, cancer and non-cancer screening, child health immunisation services and sexual assault referral services) and the GP contract team.
- Joint Coventry & Warwickshire Pharmacy Steering Group
Draft terms of reference to deliver the recommendations from the Pharmaceutical Needs Assessment 2018.

Councillor Thompson informed Members that a steering group had been set up at the County Council to monitor the recommendations of the Pharmaceutical Needs Assessment (PNA) and it was hoped to engage pharmacists in the process. It might be necessary to conduct a supplementary PNA to include new housing from new developments in the area.

He also spoke about the immunisation programme and reported that there was above-average take-up of the flu vaccine in South Warwickshire. However, at national and local level, there was a significant rise in measles cases, with 11 cases this year reported in Warwickshire, three of which were from the Traveler community.

8. Review of the Work Programme & Forward Plan

The Sub-Committee considered a report from Democratic Services which informed it of its work programme for 2018 and the current Forward Plan for July to September 2018.


Resolved that:

- (1) the meeting of the Sub-Committee in August 2018 is cancelled because there is no business to discuss; and

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

- (2) a report giving a 12 months' review on the JSNA be presented to the meeting in November.

(The meeting finished at 6.56 pm)

| | | |
|---|---|--------------------------|
|  | Overview & Scrutiny Committee – 29 August 2018 | Agenda Item No. 4 |
| Title | Work Programme, Forward Plan & Comments from 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 | 24 July 2018 | |
| Background Papers | N/A | |
| <p style="text-align: center;">This report is produced for Scrutiny meetings for governance purposes. It is part of the process for ensuring that the Council is held to account for the decisions it makes or may make.</p> | | |

1. Summary

- 1.1 This report informs the Committee of its work programme for 2018/19 (Appendix 1) and of the current [Forward Plan August to October 2018](#)
- 1.2 In addition, it provides the Committee with the response that the Executive gave to its comments regarding the reports submitted to the Executive on 25 July 2018 (Appendix 2).

2. Recommendation

- 2.1 Members consider the work programme (Appendix 1) 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 Members note the responses made by the Executive on the Comments from the Executive report (Appendix 2) and the responses made by the Executive on the confidential Comments from the Executive report (see agenda item 10 – Appendix 3).

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.
- 3.3 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.
- 3.4 The Forward Plan is actually the future work programme for the Executive. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.
- 3.5 Appendix 2, Comments from Executive, 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.
- 3.6 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. **Background**

- 4.1 The five main roles of overview and scrutiny in local government are: holding to account; performance management; policy review; policy development; and external scrutiny.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 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.

- 4.7 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.
- 4.8 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.
- 4.9 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.
- 4.10 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 4.11 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.
- 4.12 As a result the Committee considered the items detailed in appendix 2. The response the Executive gave on each item is also shown.
- 4.13 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.

**Overview and Scrutiny Committee
Work Programme 2018**

29 August 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 – Role of Warwick District Council Chairman. | O&S Task & Finish Group | Either as part of the Work Programme, or a written report | TBA | Councillors Ashford, Mrs Knight and Margrave | Every meeting until completed | |
| Review TBA items on the O&S Work Programme. | O&S 30 May 2018 | Discussion | | | | |

25 September 2018

| Title | Where did item originate from | Format | Lead Officer/ Councillor | Membership of Task & Finish | Next report date if applicable | Completion date |
|----------------------|--------------------------------|--|--------------------------------|-----------------------------|--------------------------------|------------------------------------|
| Events Review Update | O&S 6 February 2018, minute 78 | The report to Executive in September includes a full update. If the report is also called-in, then scrutiny on the Executive report. | James Deville / Dave Barber | | February, March or April 2019 | 4 th quarter of 2018/19 |

| | | | | | | |
|---|---------------------------------|--|-----------------------------------|--|---------------|--|
| Phase 2 Leisure Development in Kenilworth | 1 June 2016 | Verbal Update if the Executive Report is called in plus scrutiny on the Executive Report | Rose Winship | | | |
| Full update on HMOs – progress on what was agreed at Executive in June 2017 | O&S 26 June 2018 & 24 July 2018 | Written report followed by Q&A at meeting | Andrew Jones | | O&S to decide | |
| Xmas Lights (Possible call-in of Executive Report scheduled for 26 September 2018) | O&S 26 June 2018 | Scrutinise report to Executive | James Deville / Councillor Butler | | | |
| Renewal of Recycling Contract 2019/20 – to review the direction of travel (pre-scrutiny work) | 26 June 2018 | Written report followed by Q&A at meeting | Gary Charlton | | | |
| Portfolio Holder Update – Neighbourhood Services | | Written report followed by Q&A at the meeting | Cllr Grainger and Rob Hoof | | | |

30 October 2018

| Title | Where did item originate from | Format | Lead Officer/ Councillor | Membership of Task & Finish | Next report date if applicable | Completion date |
|---|---|---|-----------------------------|-----------------------------|--------------------------------|-----------------|
| Increased Litter Bin Provision – report back to show how well the scheme has been received and results <i>(This can slip to November if it is necessary for results data to be meaningful)</i> | Exec Report 27 June 2018 / O&S 26 June 2018 | Written report followed by Q&A at meeting | Gary Charlton | | | |
| Update on the Leamington Car Park Displacement Strategy | O&S 24 July 2018 | Written report followed by Q&A at meeting | Rob Hoof | | | |

27 November 2018

| Title | Where did item originate from | Format | Lead Officer/ Councillor | Membership of Task & Finish | Next report date if applicable | Completion date |
|--|-------------------------------|---|-----------------------------|-----------------------------|--------------------------------|-----------------|
| Portfolio Holder Update – Development & Business | | Written report followed by Q&A at meeting | Cllr Rhead & Dave Barber | | | |
| Annual Feedback on Outside Appointments | Standing Annual Item | Written Report | Democratic Services | | November 2019 | Annually |
| Current Arrangements for South Warwickshire Community Safety Partnership | Mandatory | Written report followed by Q&A at meeting | Pete Cutts | | Late Nov / Early Dec 2019 | Annually |

| | | | | | | |
|---|-----------------|---|------------------------------------|--|--|--|
| Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – Update on how it will run, contract progress | O&S 30 May 2018 | Written report followed by Q&A at meeting | David Guilding / Phil Clarke | | October 2019 – Update on how it has gone | |
|---|-----------------|---|------------------------------------|--|--|--|

8 January 2019

| Title | Where did item originate from | Format | Lead Officer/ Councillor | Membership of Task & Finish | Next report date if applicable | Completion date |
|--|--------------------------------|--|--|-----------------------------|--|-----------------------|
| Local Plan Infrastructure Delivery Plan (O&S voted this to be done as a Joint meeting of F&A & O&S at its meeting 26 June 2018) | 30 June 2015 & 26 June 2018 | Joint meeting of F&A and O&S Written report followed by Q&A at meeting | David Butler / Phillip Clarke | | June 2019 January 2020 | Half yearly Update |
| Portfolio Holder Update – Chief Executives | | Written report followed by Q&A at the meeting | Councillor Mobbs | | To be on the same evening as F&A 2019 | Annually |
| Vision & strategy for Leamington town centre annual update and progress on Action Plan. | O&S 6 March 2018 | Written report followed by Q&A at meeting | Phillip Clarke | | January 2020 | Annually |
| Verbal update on the Shared Environmental Enforcement with Rugby Borough Council | 4 April 2018 | Verbal report | Gary Charlton / Grahame Folkes Skinner | | | 8 January 2019 |

5 February 2019

| 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 | O&S 6 February 2018, minute 75 | Written report followed by Q&A at meeting | Mark Lingard | | | 5 February 2019 |

5 March 2019

| Title | Where did item originate from | Format | Lead Officer / Councillor | Membership of Task & Finish | Next report date if applicable | Completion date |
|---|-------------------------------|---|------------------------------|-----------------------------|--------------------------------|-----------------|
| Fuel Poverty | 26 June 2018 | Written report followed by Q&A | Marianne Rolfe / Lisa Barker | | | |
| Portfolio Holder Update – Cultural Services | | Written report followed by Q&A at meeting | Cllr Coker and Rose Winship | | | |

2 April 2019

| 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 2020 | Annually |
| Overview and Scrutiny Committee End of Term Report | Standing Annual Item | O&S Report for Executive | Committee Services Officer | | April 2020 | Annually |

| | | | | | | |
|---|----------------------|---|--------------|--|------------|----------|
| Member Children's Champions: End of Year Report | Standing Annual Item | Written report followed by Q&A at meeting | Andrew Jones | | April 2020 | Annually |
|---|----------------------|---|--------------|--|------------|----------|

May 2019

| Title | Where did item originate from | Format | Lead Officer/ Councillor | Membership of Task & Finish | Next report date if applicable | Completion date |
|---|-------------------------------|---|--------------------------------|-----------------------------|--------------------------------|-----------------|
| Portfolio Holder Update – Health & Community Protection | | Written report followed by Q&A at meeting | Cllr Thompson & Marianne Rolfe | | | |

June 2019

| Title | Where did item originate from | Format | Lead Officer/ Councillor | Membership of Task & Finish | Next report date if applicable | Completion date |
|--|-------------------------------|---|------------------------------|-----------------------------|--------------------------------|-----------------|
| Review of Council's Sustainability and Climate Change Approach | 27 June 2017 | Written report followed by Q&A at meeting | Marianne Rolfe / Alice Ellis | | June 2020 | Annually |
| Agree with F&A dates for Portfolio Holder Updates | | | | | | |

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 | | Awaiting the publication of government guidance | |
| "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 | | | |
| 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 | Bill Hunt / Councillor Phillips | | A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed | |
| Emergency Planning in light of Grenfell Tower and other major incidents (To include: <ul style="list-style-type: none"> • What this Council has done, • Capacity • Staff Learning) | 27 June 2017 | Written report followed by Q&A at meeting | Marianne Rolfe | | When the results from the Government enquiry into Grenfell Tower are known | |
| Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item | November 2015 | Written report followed by Q&A at meeting | Councillor Phillips | | | |

**Response from the meeting of the Executive on O&S Committee's Comments
- 25 July 2018**

| | | | | | |
|---------------------------|---|--------------|-----------------|---------------------|--------------|
| Items no. | 6 | Title | Air Quality SPD | Requested by | Labour Group |
| Reason considered | To understand more clearly some aspects of the proposals and how they may be strengthened. | | | | |
| Scrutiny Comment | The Committee welcomed and supported the report and recommended that the report was aligned with the new NPPF prior to the report going out for consultation. | | | | |
| Executive Response | The recommendations in the report were approved along with the recommendation from the Overview & Scrutiny Committee that the SPD is aligned with the new draft National Planning Policy Framework prior to it going out to consultation. | | | | |

| | | | | | |
|--------------------------|---|--------------|---|---------------------|---|
| Items no. | 10 | Title | Leamington Car park Displacement Strategy | Requested by | Whitnash Residents' Association, Labour Group & Green Party |
| Reason considered | <p>Green - Overall the developments in this strategy are to be welcomed, especially the use of the Riverside House car park on weekdays and the council's plan is to shift commuters away from the central car parks, freeing them up for shoppers/ short stay visitors.</p> <p>Section 3.1.1: car parks around Victoria Park (Archery Road and Princes Drive). What evidence is there that commuters will walk from Princes Drive as it is so far from the town centre? When there are events in the Park including bowls tournaments, or it is a sunny weekend, should these spaces be regarded as primarily for the Park i.e. not part of this displacement plan?</p> <p>Section 3.1.2: How will the 100 spaces in Station Approach be designated for visitors to the town centre rather than for residents or rail passengers?</p> <p>Section 3.4: Warwick District's parks are a huge asset, managed by rangers; can you confirm that there will be no additional workload relating to car parking for the existing rangers i.e. the extra work will be undertaken by the additional rangers?</p> <p>Section 3.8 Can you provide further information about actions to promote other modes of travel for the general public beyond advertising?</p> <p>Labour Reason: To understand more clearly - 1. the displacement of long term permit holders and the impact on street and new parking capacities 2. how these proposals fit with the consultant's work and future report</p> <p>WRA- We have concerns on the predicated spaces available in Riverside house car parking during the working week.</p> | | | | |

| | |
|---------------------------|--|
| Scrutiny Comment | The Committee noted the report. |
| Executive Response | The recommendations in the report were approved. |

| | | |
|---|--|--------------------------|
|  Overview & Scrutiny Committee 29th August 2018 | | Agenda Item No. 5 |
| Title | Report on Fuel Poverty | |
| For further information about this report please contact | Alice Ellis, Sustainability Officer, Health & Community Protection Alice.Ellis@warwickdc.gov.uk Tel: 01926 456102 Simon Brooke, Sustaining Tenancies Manager – Housing Services Simon.Brooke@warwickdc.gov.uk Tel: 01926 456433 | |
| 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 If yes state why | |
| Date and meeting when issue was last considered and relevant minute number | Date of meeting when issue was last considered: 26 th June 2018 | |
| 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 | 07/08/2018 | Chris Elliott |
| Head of Service | 02/08/2018 | Marianne Rolfe and Lisa Barker |
| CMT | 07/08/2018 | Andy Jones and Bill Hunt |
| Section 151 Officer | 07/08/2018 | Mike Snow |
| Monitoring Officer | 07/08/2018 | Andy Jones |
| Finance | 07/08/2018 | Andrew Rollins |
| Portfolio Holder(s) | 07/08/2018 | Councillor Andrew Thompson / Councillor Peter Phillips |
| Consultation & Community Engagement | | |

Insert details of any consultation undertaken or proposed to be undertaken with regard to this report.

The Sustainability Officer Group and Financial Inclusion Group have been consulted with regard to the detail within this report.

Final Decision?

No

Suggested next steps (if not final decision please set out below)

A report will come back to O&S Committee following completion of the Fuel Poverty Strategy

1. **Summary**

1.1 This report summarises the Council’s latest position in relation to fuel poverty.

2. **Recommendation**

2.1 The committee note the work to date on fuel poverty and planned future actions.

3. **Reasons for the Recommendation**

3.1 O&S requested an update on the fuel poverty work following the 26th June 2018 meeting.

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. This report shows the way forward for implementing a significant part of one of the Council’s Key projects for ‘Green, Clean and Safe’.

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 | | |
| Homes that are warmer and more energy efficient directly improve the health and wellbeing of residents. | Home energy efficiency also helps to improve local air quality by reducing NOx as well as CO2 emissions. | |
| | | |

| 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 | | |
| | | |

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal include the Housing Strategy and Sustainability Approach.

4.3 Changes to Existing Policies

None.

4.3 Impact Assessments – Not applicable

5. Budgetary Framework

5.1 There are no budget implications for this report.

6. Risks

6.1 The Home Energy Conservation Act, 1995 requires local authorities to report on action that is being taken on keeping homes warmer and including fuel poverty.

6.2 By not delivering on fuel poverty, the well-being of local residents will not be improved which will have adverse effects on the health of local residents. In addition, domestic emissions will remain the same, if not increase, contributing to global warming, and poor local air quality.

6.3 Where particular projects require investment, financial risks will be identified and approval sought through the appropriate channels.

7. Alternative Option(s) considered

7.1 Not applicable as the report is providing an update of the work on fuel poverty

8. Background

- 8.1 The Council's Strategic Approach to Sustainability, includes the performance indicator to develop a Fuel Poverty Strategy.
- 8.2 In addition, the Home Energy Conservation Act 1995 (HECA) requires local authorities to report on the energy conservation measures that the authority considers practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area. The local authority is required to report on progress in this area to the Department for Business Energy and Industrial Strategy every two years. Warwick District Council last provided an update in 2017 and so the next update will be required in March 2019.
- 8.3 We identified the opportunity to obtain some support on the fuel poverty strategy, which has begun to be compiled by a student placement from The University of Warwick. This placement has now ended, however it should be noted that there is still a significant amount of work to be done including developing an action plan and consulting with colleagues, third sector and other organisations. In addition, there needs to be clear links to the Housing Strategy and Financial Inclusion action plan amongst others.

9. Fuel Poverty Definition and Factors Causing It

- 9.1 A household is defined as being in fuel poverty if it i) has an income below the poverty line; and ii) has higher than typical energy costs. This definition was adopted by the Government in 2013 and replaces the previous '10% indicator' where a household was defined as being in fuel poverty if 10% of the household income was spent on meeting their energy needs.
- 9.2 According to the latest 2016 figures, 11% of households are in fuel poverty in Warwick District which is a decrease on the previous year (previously 12.3%). The current figures equate to approximately 6,600 households and total carbon emissions from the domestic sector are 227 kt CO₂, of which there is a total of 937 kt CO₂ which also includes emissions from transport and industry.
- 9.3 There are several factors influencing fuel poverty including size of property and occupancy, inadequate insulation and heating, low income and the price of energy.

10. Why Fuel Poverty Matters

- 10.1 The effects of fuel poverty result in cold and damp homes and reduced income and lifestyle choices. Health related issues are costly to the NHS and excess winter deaths which are calculated as a ratio of excess winter deaths to average non-winter deaths. The elderly, children and those in poor health and/or reduced mobility are most at risk.
- 10.2 Housing Services have led in developing a financial inclusion plan recognising that fuel poverty amongst our tenants and the wider community can lead to financial stress and failure to maintain tenancies.

11. Fuel Poverty Strategy

- 11.1 The scope of the fuel poverty strategy is being developed and will include all residents within the District and households of all types. Actions will be directed to how the District Council can be most effective in using its limited resources.
- 11.2 The Fuel Poverty Strategy and action plan will be prepared by summer 2019.

12. Work Already Completed

- 12.1 A number of actions have already been undertaken to address fuel poverty within the last year:
- A stock condition survey has been completed giving an indication of the heating, insulation and the condition of doors and windows of our properties. This also indicates the age of our properties and life expectancy of the key features of the property. This has been subject to a separate O&S report.
 - The Service Level Agreement with Act on Energy has been renewed with a greater focus on delivering key projects, as follows
 - The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 came into effect from 1st April 2018 making it illegal to let out a property with an EPC (Energy Performance Certificate) rating of F or G. An initiative is being undertaken to contact private sector landlords with EPCs of 'F' and 'G'. The purpose of this has been to make landlords aware of the legislation and signpost to Act on Energy for help to make improvements.
 - Three 'Save in Summer. Be Warm in Winter' home energy drop-in sessions for residents have been held at the Brunswick Healthy Living Centre, the Packmores Centre and the Sydni Centre. These have had the aim of publicising Act on Energy and the grants or funding available to residents.
 - Fuel poverty training has been delivered to 35 frontline staff and Members to better signpost residents and provide basic energy saving advice.
 - Act on Energy administer ECO (Energy Company Obligation) funding provided to householders on means tested benefits to help cover the cost of installing boilers and insulation measures. A Statement of Intent has been signed by the authority in relation to ECO Flex, which is an extension of ECO. The 'flex' element enables the authority to provide funding to vulnerable residents not necessarily on means tested benefits such as those on a low income, with small children, a disability or health condition and on a pre-payment meter.
 - The HEART Partnership offers countywide advice and assistance to residents requiring disabled adaptations and home improvements including in relation to cold and damp homes.

- Warm & Well in Warwickshire offers support to residents with respiratory conditions including help with understanding energy bills, grants for insulation and boiler replacements, emergency heaters and home visits to vulnerable householders. The scheme is funded by Warwickshire County Council and is administered by Act on Energy. The Housing Money Advice team offer advice on energy saving matters.

13. The Action Plan

13.1 A key part of the Strategy will be to develop an Action Plan. Some of the actions have begun to be identified, but these are not yet committed nor limited to the following list of examples below. Timescales and officers responsible for the delivery of these are to be identified.

- Improve how to identify who is in fuel poverty and how we target actions to certain groups.
- Continue to work with Act on Energy including providing on-going training for frontline staff, Members and third sector.
- Improve the EPC rating of council properties so that these are D or above where possible.
- Improve advice given to our Tenants including electric heating, targeted events, better understanding of energy tariffs and heating controls.
- Provide advice to residents regarding switching for our tenants our Money Advice Officers.
- Improve the Energy Performance Certificate ratings of our own stock and through the development of the Housing Investment Programme.
- Continue with private sector landlord work and the investigation and enforcement of landlords with F or G rated properties.
- Promote ECO (Energy Company Obligation) and ECO 'flex' funding to vulnerable residents along with other grants available through the HEART Partnership and Warm & Well in Warwickshire partnership.
- Encourage the take-up of renewable energy technologies.
- Drive community engagement work to raise awareness particularly amongst vulnerable groups of people along with all residents.
- Apply for external funding opportunities to maximise energy efficiency improvements for householders.
- Consult with planning policy to determine how to achieve higher levels of energy efficiency in relation to new build properties over the current standards.