

# Overview and Scrutiny Committee

Wednesday 30 May 2018

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A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 30 May 2018 at 6.00pm.

## Membership:

Councillor Boad	Councillor H Grainger
Councillor Bromley	Councillor Naimo
Councillor Mrs Cain	Councillor Parkins
Councillor D'Arcy	Councillor Mrs Redford
Councillor Davison	Councillor Shilton
Councillor Mrs Falp	

## Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

## Agenda

### 1. Apologies and Substitutes

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

### 2. Appointment of Chair

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

### 3. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

4. **Minutes**

(a) To confirm the minutes of the meeting held on 4 April 2018.

**(Pages 1 - 7)**

(b) To note the minutes of the meeting of the Health Scrutiny Sub-Committee held on 14 March 2018.

**(Pages 1 - 3)**

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

To consider a report from Democratic Services.

**(Pages 1 - 11)**

6. **Health Scrutiny Sub Committee**

(a) To appoint a minimum of four\* Members to the Health Scrutiny Sub Committee; and

(b) To appoint all remaining Members of the Overview & Scrutiny Committee to be Substitute Members on the Health Scrutiny Sub Committee.

(\* The minimum number of Members on Health Scrutiny Sub-Committee must be four. Resolved at Overview & Scrutiny Committee held on 15 April 2014)

7. **Executive Agenda (Non-confidential Items and Reports) – Thursday 31 May 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)**

8. **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.

9. **Executive Agenda (Confidential Items and Reports) – Thursday 31 May 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)**

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

Telephone: 01926 456114  
E-Mail: [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk)

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

You can e-mail the members of the this Committee at  
[o&scommittee@warwickdc.gov.uk](mailto:o&scommittee@warwickdc.gov.uk)

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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 Wednesday 4 April 2018 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Mrs Falp (Chairman); Councillors Mrs Cain, H Grainger, Gill, Murphy, Parkins, Mrs Stevens, Shilton and Weed.

**Also Present:** Councillors Butler and Mobbs.

## 90. **Apologies and Substitutes**

- (a) Apologies for absence were received from Councillors Bromley and Davison.
- (b) Councillor Gill substituted for Councillor Mrs Knight, Councillor Weed substituted for Councillor Naimo and Councillor Murphy substituted for Councillor Mrs Redford.

## 91. **Declarations of Interest**

Councillors Mrs Falp and Shilton made a general declaration of interest for any item concerning Warwickshire County Council as they were both Members of this Authority.

## 92. **Minutes**

The minutes of the meeting held on 6 March 2018 were taken as read and signed by the Chairman as a correct record.

## 93. **Executive Agenda (Non-confidential items and reports) – Wednesday 7 April 2018**

The Committee considered the following item which would be discussed at the meeting of the Executive on Wednesday 7 April 2018.

Item 9 – Delivery of St Mary’s Lands Masterplan for 2018/19 and beyond, Warwick

The Committee supported all of the recommendations in the report.

(Councillor Butler left the meeting.)

## 94. **Update from the Leader of the Council on his corporate and strategic leadership**

The Leader of the Council, Councillor Mobbs, gave a synopsis of some main issues the Council had tackled in the last 12 months and issues still facing the Council. The main points he covered are attached as an appendix to these minutes.

Members were pleased to note the Council’s response to the Grenfell fire tragedy to ensure its housing stock did not have the same risk. They were also pleased with the work being done by Human Resources on recruitment and staff remuneration.

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

(Councillor Mobbs left the meeting.)

### **95. Shared Environmental Enforcement with Rugby Borough Council**

The Contract Services Manager, Mr Charlton, gave a verbal update to Members on how the shared environmental enforcement initiative with Rugby Borough Council (RBC) was progressing.

Members were informed that:

- The service level agreement with RBC had been signed at the start of March 2018.
- Due to some staff departures at RBC, enforcement would not start until May.
- Every incident of fly-tipping was being investigated and logged. Evidence where available was collected.
- Since November 2017, 645 fly-tipping incidents had been reported.
- Most fly-tipping incidents were black bags of waste being dumped.
- A first offence was treated with a proportionate response, but repeat offences would be pursued by RBC. The process would be as follows for repeat offenders:
  - (1) An informal warning from WDC
  - (2) RBC would issue the offender with a Civil Penalty Notice
  - (3) RBC would issue a Notice
  - (4) RBC would issue a Final Notice
- It was difficult to collect evidence as offenders had learnt to remove address labels from the waste that had been dumped.
- WDC Contract Services had a lot of new staff, but the Contract Services Manager anticipated that the Council would be able to start really working to prevent fly-tipping from August/September. It would take a lot of work before any impact was felt.
- WDC staff would target areas that suffered heavily from fly-tipping and accumulated waste (where residents left large amounts of waste on their own property, causing an environmental issue and upset to neighbours). RBC staff would support the Council on ways to tackle these issues.
- As yet, there was insufficient data to determine how much resource was required to target the issue of accumulated waste. When the system had been in place for a while, then the Council would be better placed to see where to concentrate effort and whether accumulated waste or fly-tipping needed more resource.

Members suggested that the Council's efforts to halt fly-tipping should be notified to residents on the Council's website and via a Press Release. The Council should encourage residents to notify it of any offenders. The Contract Services Manager agreed to look at whether a Press Release could be done, letting people know that the Council would now prosecute repeat fly-tipping offenders.

Members requested a further update around December/January time.

The Chairman, on behalf of the Committee, thanked the Contract Services Manager for the update.

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

### **96. Task & Finish Group – Role of Warwick District Council Chairman**

The Chairman reported that there had been a delay to starting work on this Task & Finish Group because of staffing issues in Committee Services, but her understanding was that a date for the first meeting would be announced shortly.

### **97. Overview & Scrutiny Committee End of Term Report**

The Committee considered its draft end of term report for Council on its work during the year. The report also included work by the Health Scrutiny Sub-Committee.

Under Article 6 of the Council's Constitution, the Overview & Scrutiny Committee was required to provide an end of term report to the Council on the work it had undertaken during the year.

It was therefore

**Recommended** to Council that the list of matters considered by the Overview & Scrutiny Committee and Health Scrutiny Sub-Committee during the municipal year 2017/18, as detailed in Appendix A to the report, be noted.

### **98. Member Children's Champions End of Year Report**

The Committee were provided with the Children's Safeguarding Improvement Action Plan Update. It detailed the work already achieved and the actions still outstanding to ensure that the Council gave due consideration, and action was taken, to safeguard children in the District. The Deputy Chief Executive and Monitoring Officer asked Members to consider the action plan as serving a dual purpose in not only informing as to work being covered to safeguard children, but also to serve as the required end of term report for the municipal year.

The Current Children's Champions were Councillors Grainger and Parkins.

**Resolved** that

- (1) the current position of the Children's Safeguarding: Improvement Action Plan is noted; and
- (2) the areas of work the Children's Champions would like to explore are noted.

### **99. To review membership/participation with certain Outside Appointments**

The Committee considered a report from the Deputy Chief Executive & Monitoring Officer who, under the Council's Scheme of Delegation, was required to carry out an annual review of Member outside appointments.

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

Each year, around October/November time, Members submitted a report of the work that had been achieved by the outside body(ies) on which they sat, and their involvement with these achievements. Prior to Annual Council, the Deputy Chief Executive & Monitoring Officer undertook a review of which outside bodies the Council should continue to support.

Appendix 1 to the report detailed the Deputy Chief Executive's initial decisions, and it indicated that he did not propose any changes to the appointments made in 2017/18. Of note was that the Warwick Town Centre Management Group no longer existed and that there was one year left to run on the notice served to terminate membership on the Rural Services Network.

Appendix 2 to the report also detailed the Council's Champion appointments. This was detailed purely as a matter of record, and for no other purpose.

**Resolved** that

- (1) the recommendations for outside appointments 2018/2019, as set out at Appendix 1 to the report, to be agreed by Council in May 2018, are noted; and
- (2) the Council's Champion appointments, as set out at Appendix 2 to the report, are noted.

### **100. Review of the Work Programme, Forward Plan and Comments from the Executive**

The Committee considered its Work Programme for 2018 (Appendix 1) and the current Forward Plan (provided as a hyperlink to the document on the Council's website). Appendix 2 to the report detailed the responses the Executive gave to comments and recommendations the Overview & Scrutiny gave to reports submitted to the Executive on 7 March 2018 (Comments from the Executive).

Appendix 3 to the report provided progress made on the HMO Action Plan.

**Resolved** that the report is noted.

(The meeting finished at 7.22 pm)

CHAIR  
30 May 2018

**Minute 94 - Leader's update to Overview & Scrutiny Committee – Main Highlights**

**Assets:**

The Assets Team is now incorporated within the Chief Executive's Office following the break-up of the former Housing & Property Services' Service Area. It has been a challenging year for the team with considerable change at the senior manager level and there are currently interim managers in post pending the finalisation of proposals for a fundamental redesign of the team. These are being designed to ensure that it is set up to provide a robust corporate support service to all the asset owning service areas and specialist technical input to corporate projects as required and consultation will begin shortly allowing final proposals to be brought to Employment Committee in or before September.

Despite these challenges, which have led to some slippage on the corporate Planned & Preventative Maintenance Programme – works that will now be completed during the coming financial year, the team completed the stock condition survey work for the HRA stock allowing the future Housing Improvement Programme to be better tailored to support and successfully undertook the re-letting of the main responsive repair and void repair contract for all HRA homes which will see a new contractor in place from April 2018.

The tragic fire at Grenfell Tower in June 2017 and its aftermath was a major source of work for the team in the second half of the year. The Council's response was swift and robust with joint fire safety inspections of the 7 HRA multi-storey blocks and a further 2 six-storey blocks undertaken with Warwickshire Fire & Rescue Service within weeks of the fire. The cladding fitted to 6 of the blocks was thoroughly investigated, including by abseil survey and confirmed to be both structurally sound and not posing any fire safety risk. All fire alarm and detection systems have been upgraded to fully addressable systems linked to an automatic receiving centre and providing Acorn Court with full details of the type of activation. Drench systems have been fitted to bin stores and Automatic Opening Vents ordered so that smoke can be removed from stairwells. Every resident in all 9 blocks was visited and major programme of refurbishment to the communal areas, including re-wiring, improved signage, new decorations and floor finishes and the replacement of every door leading onto a communal area, including all flat front doors, with a FD60S fire door providing a minimum 60 minute of fire protection has begun and is due to be completed by the end of the financial year.

**HR**

HR has continued to support the FFF strategy and work with the organisation to realise its vision and values. Present full time equivalent for the organisation is 428, headcount is 487, staff turnover is at 8.96% (22.8% including TUPE out of Leisure Services). Management information and trends are reviewed regularly with the Senior Management Team, Workforce Steering Group and People Strategy Steering Group including staff absence, vacancies, leaver information and agency staff spend.



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

HR provides support to its customers for managing day to day issues with the council and support for redesigns/policy guidance/recruitment and performance, conduct, absence related issues and learning and development.

The People Strategy priorities in 2017/18 have resulted in a complete re-branding of how we recruit with significant results; a remuneration review based on hard to recruit areas; a refresher of our HAY evaluation scheme guidance; preparation for our new corporate apprenticeships scheme and review of our learning and development offering. Media and Communications, Design & Print and Website teams are aligned to HR as part of CXO and responsible for all our internal and external communication with residents, councillors and staff by all communication channels including press releases, advertising, printed literature, website, and social media. A review of our Social Media offering has resulted in restructure of the team to integrate a Digital and Social Media Officer into the team to ensure we are progressive in how we deliver our communications.

In 2017/18 HR, Media & Communication completed a comprehensive review of the service and the capacity required to ensure the teams can continue to provide the resources to achieve key projects and day to day support for all our customers.

### **ICT**

For the past two years the Infrastructure team has been replacing all of the Council's ICT Infrastructure systems, many items of which had gone end-of-life and posed a security threat. 2017/18 was mainly focused on replacing network components including the firewalls. Linked to this, a significant step change has occurred in the Council's cyber-security posture with a next generation update to our anti-virus protection and the adoption of many of the National Cyber Security Centre's Active Defence Programme, such as Web-Check and Public Sector DNS.

Application Support continues to deliver the Council's Digital programme details of which were provided to the Executive in February.

The desktop team is responsible for the front line support for the service, receiving in excess of 13,000 calls per annum while meeting its 95% SLA completion target and delivering 68% First Time Fix (problem fixed while the customer is still on the phone).

Income from Street Naming and Numbering remains strong. Income to date (19 Feb 18) is £43,500 against a 2017/18 income target of £45,000.

### **Democratic Services**

Electoral Services have had a busy year with the additional general election, but supplemented by completing key projects such as the successful tender of the printing contract for electoral registration and elections materials.

Civic & Committee Services have continued to deliver a high level service considering the challenges that have presented themselves and also delivered some good initiatives such as the death of national figure protocol.

Corporate support team have continued to develop and will be taking on the contract management of three corporate contracts over the next 12 months to supplement.

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

There has also been the introduction of the Information Governance Manager within the team as the Council commits to ensuring the way it handles information is at a high level. This has already seen many policy revisions being brought forward which will be followed by appropriate training. It should also be noted this is a shared post with Stratford District Council and this has brought additional knowledge sharing between the two authorities.

# Health Scrutiny Sub-Committee

Minutes of the meeting held on Wednesday 14 March 2018 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Parkins (Chairman); Councillors Mrs Cain, Mrs Falp, Naimo and Mrs Redford.

**Co-opted Member Present:** Councillor Quinney.

**Also Present:** Councillor Thompson.

## 21. Apologies and Substitutes

- (a) There were no apologies made.
- (b) Councillor Naimo substituted for Councillor Mrs Knight.

## 22. Declarations of Interest

There were no declarations of interest.

## 23. Minutes

The minutes of the meeting held on 16 January 2018 were taken as read and signed by the Chairman as a correct record.

## 24. Health and Wellbeing Update (Objective 3)

The Sub-Committee considered a report from Human Resources which provided an update on the Council's coordinated approach to Health and Wellbeing for its staff members.

The Health and Wellbeing Approach detailed the Council's three priorities:

- (1) To embed Health and Wellbeing (HWB) at a strategic level.
- (2) To promote HWB to the wider community (Warwickshire Health and Wellbeing Strategy priorities as sub-headings to this priority).
- (3) To address the HWB of the Council's staff.

This report focussed upon the delivery of priority 3.

The report gave detail of the four main actions which had been identified as being important to ensure that priority 3 could be delivered:

- (1) Ensure our policies, strategies, plans, projects and key decisions addressed HWB.
- (2) Engage and enable staff / elected Members to incorporate HWB into their roles.
- (3) Ensure that we are working in partnership to deliver HWB objectives.
- (4) Ensure that the HWB arrangements between stakeholders were working correctly and that feedback loops were established.

The report then listed the actions that had been identified to address these objectives in paragraphs 8.3 to 8.12 of the report.

## **HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)**

In response to questions from Members, the Head of Human Resources and the Learning & Development Officer stated that:

- They would speak to the Media Team to provide detail of HWB initiatives for staff members on Councillors' regular updates until Members were provided access to the staff intranet.
- Mental Health First Aid Lite – work was ongoing to ensure that both staff and Members were aware that training was available. More funding would be released to roll out the training programme to all staff that required it. The first tranche of training had been given to staff in Housing.
- To-date, 81 members of staff had attended the mental health awareness training.

**Resolved** that the report be noted.

### **25. Update on the South Warwickshire Health and Wellbeing Partnership**

The Sub-Committee considered a report from Health & Community Protection which provided an update on the work of the South Warwickshire Health and Wellbeing Partnership.

This report provided an update on the work being undertaken to achieve objectives 1 and 2 of the Council's Health and Wellbeing approach:

- (1) To embed HWB at a strategic level.
- (2) To promote HWB to the wider community.

Appendix 1 to the report detailed the Partnership's Strategy and Implementation Plan 2017-2019; the terms of reference for the South Warwickshire HWB Partnership were detailed in Appendix 2 to the report.

The terms of reference stipulated that the purpose of the Partnership was to:

- align the strategic direction of the various partners;
- agree and prioritise shared actions to address local needs across Warwick and Stratford District; and
- improve health and reduce health inequalities.

The establishment of the Partnership had been a slow process but it was finally gaining momentum. The report detailed key areas of discussion from the last meeting of the Partnership in February 2018.

The Head of Health & Community Protection informed Members that whilst the hope had been that this Partnership would undertake work that could replace the work being done by the Health Scrutiny Sub Committee at the Council, this had proved impossible and Members now should consider what they felt was the best approach to handle health scrutiny at the Council. After some discussion, Members felt that expecting Overview & Scrutiny Committee to do health scrutiny work would not be practical and meetings would become overly long. They then discussed ways forward to improve the operation of the Health Scrutiny Sub-Committee.

## **HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)**

In response to questions and suggestions from Members, the Head of Health & Community Protection responded that:

- Both she and the Committee Services Officer would discuss with the Democratic Services Manager whether the Council's Health Scrutiny Sub-Committee meetings could be aligned with meetings of appropriate outside bodies; namely Warwickshire County Council's Health and Wellbeing Board and the Adult Social Care & Health Overview & Scrutiny Committee.
- She would circulate an overview of all outside bodies and the "map" she had initially circulated in the early days of the sub-committee, giving both the complicated and simplified view of how all agencies inter-related. These would be updated versions. She would also circulate terms of reference for these groups.
- She would ensure that Members received links to meetings of outside bodies so that they could feed in to the appropriate Council representative.

**Resolved** that the report be noted.

### **26. 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 March to June 2018.

Members would consider whether the August meeting was necessary at the meeting in July.

**Resolved** that the report be noted with no amendments required to the Work Programme.

### **27. Warwickshire County Council's Adult Social Care & Health Overview & Scrutiny Committee**


Councillor Mrs Redford represented the Council on this Outside Body. The Chairman asked her to give consideration to what help she may like from the Sub-Committee.

Councillor Mrs Redford explained that the work of the Task and Finish Group looking at provision of GP services would reach its conclusion in May and she would give a report to the Sub-Committee after the report had been produced. The Head of Health & Community Protection would circulate the report to Members when it became available.

Councillor Mrs Redford informed Members that Care Home Care Market and domiciliary care would be tackled by the Scrutiny Committee in May.

(The meeting finished at 7.14 pm)

CHAIR  
3 July 2018

	<b>Overview &amp; Scrutiny Committee – 30 May 2018</b>	<b>Agenda Item No. 5</b>
<b>Title</b>	Work Programme, Forward Plan & Comments from Executive	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Wards of the District directly affected</b>	N/A	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	4 April 2018	
<b>Background Papers</b>	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 - May to August 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 5 April 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).

## 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**

**30 May 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	
O&S are asked for a decision on whether to hold a joint scrutiny meeting on 26 June to receive a presentation on the SCS contract	Request from Lisa Barker					

**26 June 2018**

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	Marianne Rolfe		June 2019	Annually
Local Plan Infrastructure Delivery Plan	30 June 2015	Written report followed by Q&A at meeting	Tony Ward/Dave Barber		September December March June	Quarterly Update

**24 July 2018*****No business has been set for this meeting to-date*****29 August 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 – Cultural Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Coker		August 2019	Annually

**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	Written report followed by Q&A	James Deville / Dave Barber		February to April 2019	4 <sup>th</sup> quarter of 2018/19
Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Rhead		Late Sept / Early Oct 2019	Annually

**30 October 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 – Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Oct / Early Nov 2019	Annually

**27 November 2018**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		November 2019	Annually
Holding Portfolio Holders to account – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late Nov / early Dec 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

**8 January 2019**

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Thompson		January 2020	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
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		February 2020	Annually
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
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2020	Annually

**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
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 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

## TBA

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer/ Councillor</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
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"> <li>• What this Council has done,</li> <li>• Capacity</li> <li>• Staff Learning)</li> </ul>	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  
- 4 April 2018**

<b>Items no.</b>	9	<b>Title</b>	Delivery of the St Mary's Lands Masterplan for 2018/19 and beyond, Warwick	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	Because of the significance of the site and the important role it plays to the community and the District.				
<b>Scrutiny Comment</b>	The Overview & Scrutiny Committee supported all of the recommendations in the report.				
<b>Executive Response</b>	The recommendations in the report were approved.				