

Finance and Audit Scrutiny Committee

Wednesday 3 January 2018

A meeting of the Finance and Audit Scrutiny Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 3 January 2018 at 6.00pm.

Membership:

	Councillor Barrott (Chair)
Councillor Cain	Councillor Illingworth
Councillor Davies	Councillor Margrave
Councillor Gallagher	Councillor Noone
Councillor Gifford	Councillor Quinney
Councillor Howe	Councillor Wright

Emergency Procedure

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

Agenda

Part A – General Items

1. Apologies and Substitutes

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

2. Declarations of Interest

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

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

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

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

3. **Minutes**

To confirm the minutes of the meeting held on 28 November 2017

(Pages 1 to 9)

Part B Audit Items

There are no Audit Items to consider.

Part C – Scrutiny Items

4. **Chief Executive's Office Contracts Register**

To consider a report from the Deputy Chief Executive & Monitoring Officer

(Pages 1 to 4)

N.B. The Appendix to this item will follow

5. **Comments from the Executive**

To consider a report from Democratic Services

(Pages 1 to 5)

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

To consider a report from Democratic Services

(Pages 1 to 5 & Appendix 2)

7. **Executive Agenda (Non Confidential Items and Reports) – Thursday 4 January 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 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 4 January 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

For enquiries about specific reports, please contact the officers named in the reports

You can e-mail the members of the Committee at f&a@warwickdc.gov.uk

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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.

Finance and Audit Scrutiny Committee

Minutes of the meeting held on Tuesday 28 November 2017 at the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillor Barrott (Chair), Councillors Mrs Bunker, Cooke, Gifford, Howe, Illingworth, Margrave, Noone, Quinney and Wright.

Also present: Councillors Mobbs, Phillips and Whiting.

84. **Apologies and Substitutes**

- (a) an apology for absence was received from Councillor Davies; and
- (b) Councillor Cooke substituted for Councillor Cain and Councillor Mrs Bunker substituted for Councillor Gallagher.

85. **Declarations of Interest**

There were no declarations of interest.

86. **Minutes**

The minutes of the meeting held on 31 October 2017 were taken as read and signed by the Chair as a correct record.

87. **Minutes of Joint Scrutiny Committee**

The minutes of the meeting held on 13 November 2017 were taken as read and signed by the Chair as a correct record.

88. **Executive Agenda (Non-Confidential Items & Reports – Wednesday 29 November 2017)**

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 29 November 2017.

Item 4 – Housing Revenue Account (HRA) Budgets Latest 2017/18 and Base 2018/19

The Committee supported the recommendations in the report.

Item 6 – Corporate Apprenticeship Scheme

The Committee supported the recommendations in the report.

89. **Fraud Investigation Performance Report**

The Committee received a report from Finance which provided an update on the performance of the Fraud team.

The cost of fraud to Local Government had proved difficult to determine due to the lack of fraud measurement exercises undertaken by authorities. Fraud investigations tended to be instigated following a suspicion either by a member of staff or a member of the public being reported and therefore the true extent of fraud could only ever be estimated.

The report advised that the true cost of fraud to an authority could only ever be determined by undertaking a sampling exercise across all services susceptible to fraud, to identify the true extent of occurrences. In 2013, the National Fraud Authority estimated that fraud could cost the UK around £52 billion per year and the estimated cost to local authorities was £2.1billion.

In February 2015, the Housing Benefit fraud investigation function transferred to the Department for Work and Pensions under the auspices of the Single Fraud Investigation Service (SFIS). Following unsuccessful attempts to recruit suitably qualified investigation staff, it was necessary to consider alternative options for providing the service. In February 2016, Oxford City Council agreed to provide a Corporate Fraud Service for Warwick District Council under a shared service arrangement.

The report explained that investigations where fraud was proven were punishable either by issuing a formal caution or an administrative penalty. An administrative penalty was an agreement with the claimant that, in addition to the repayment of the debt, they would pay a further amount.

Housing tenancy was one of the common areas where members of the public would attempt to commit fraud. This included fraudulent right to buy applications, fraudulent homelessness applications and illegal subletting. As a direct result of work undertaken by the fraud team, four Housing Revenue Account properties had been returned to use, one case had resulted in a successful prosecution for illegal subletting and one was currently being considered for prosecution for fraudulent application. A further ten applicants had been removed from the Council waiting list after their applications were found to be potentially fraudulent.

Housing Benefit fraud was now dealt with by the SFIS, however, local authorities were still responsible for investigating their own council tax reduction fraud. In most cases, a person who was in receipt of housing benefit was also in receipt of council tax reduction and therefore if they were claiming fraudulently it would affect both benefits. Unfortunately, the DWP was not willing to undertake joint investigations with local authorities and neither would it automatically prosecute for housing benefit if the Council prosecuted for council tax reduction.

The Benefits and Fraud Manager attended the meeting along with Mr Simmonds, a fraud officer from Oxford City Council.

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

- Warwick District had struggled to appoint to fraud roles and as a consequence had joined up with Oxford City Council;
- the Council had recently successfully prosecuted an individual for subletting their property;

- the team at Oxford were an intelligence led team who prioritised the high risk matches, risk assessed them then passed them to officers at Oxford City Council;
- cashable savings were those that could be invoiced for;
- not all of the savings would be returned to the General Fund – some may be owed to Registered Social Landlords or to the Housing Revenue Account; and
- the percentage of Council Tax that was retained by the Council was 10% - the remainder went to other authorities such as the County Council.

Councillor Quinney suggested that it would be useful to see a breakdown of the net gain per year; how much did the Council gain and how much did the service cost.

Officers advised that the service cost approximately £53,000 per year but Members needed to be mindful of the deterrent factor and the duty to protect the public purse. All of the monies owed had been billed for, however, collection powers were not the same across the Council. The debt was recoverable but some would take longer to recover than others.

Councillor Gifford raised an issue relating to the County Council, which was one of the recipients of any Council Tax debt recovered. The County Council did not however, contribute towards the Fraud Service being provided.

Members agreed that it was important to advise the public that the Council was prepared to prosecute individuals who committed fraud.

The Benefits and Fraud Manager advised that the DWP had recently approached the Council enquiring about joint working on some aspects of fraud investigation.

Following a seminar attended prior to the meeting, the Head of Finance advised the Committee that lots of local authorities were still struggling to recruit to fraud resource but that the past two years had been more successful. At present, 54% of Councils did not have a fraud team.

The Committee thanked the Benefits and Fraud Manager and Mr Simmonds for attending.

Resolved that the contents of the report are noted.

90. **Executive Agenda (Non-Confidential Items & Reports – Wednesday 29 November 2017)**

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 29 November 2017.

Item 3 – General Fund Base Budgets 2018/19

The Committee supported the recommendations in the report including the additional recommendations relating to a CIL officer post, as detailed in the addendum. In relation to the additional recommendation 2.10

relating to Racing Club Warwick, Members felt that every effort should be made to recover the cost of this work. The Committee therefore made a formal recommendation to the Executive as follows:

"The Executive should ensure that the terms of the agreement should endeavour to recover the cost of the works."

91. **Internal Audit Quarter 2 2017/18 Progress Report**

The Committee received a report from Finance which advised on the progress in achieving the Internal Audit Plan 2017/18, summarised the audit work completed in the second quarter and provided assurance that action had been taken by managers in respect of the issues raised by Internal Audit.

The report outlined the role and responsibilities of audit committees and explained that to help fulfil these responsibilities, they should review summary internal audit reports and the main issues arising, seeking assurance that action had been taken when necessary. The type and content of reports the Committee should receive from internal audit was summarised in Appendix 1 to the report.

Members noted that each audit report gave an overall opinion on the level of assurance provided by the controls within the area audited. The assurance bands were detailed at paragraph 11.2 of the report.

The report advised that eight audits had been completed in the second quarter of 2017/18 and a link to the reports issued during the quarter was provided. The areas audited were Housing Rent Collections, Private Sector Housing Regulation (HMO's), Refuse Collection and Recycling, Royal Spa Centre, Rural & Urban Capital Improvement Schemes, Shared Legal Services, Street Cleansing and Town Hall Lettings.

The action plans accompanying all Internal Audit reports issued in the quarter were set out at Appendix 3 to the report. These detailed the recommendations arising from the audits, together with the management responses, including target implementation dates.

As could be seen, responses had been received from managers to all recommendations contained in audit reports issued during the quarter in question. In addition, no audit completed during the quarter was awarded a lower than substantial assurance opinion.

The Audit & Risk Manager introduced the report and in response to a question, advised that the Shared Legal Services audit had covered how the Council interacted with Legal Services and whether the monies paid, reflected the work anticipated.

The Chairman addressed the Committee and advised that he had spoken to officers in Private Sector Housing regarding the response provided to recommendation 4.5.4 on page 12 of the report. Officers had assured him that all tenancy agreements were signed and dated by the respective tenants and retained on file. The wording provided in the response had not been as robust as it could have been.

In addition, Councillor Barrott had spoken to the Building Manager and Health and Safety Co-ordinator regarding the issue of external contractors receiving a health and safety briefing when working for the Council. Officers had confirmed that a register was completed in reception each time a contractor arrived. However, it was not clear if a safety induction was carried out by the relevant service area that the contractor was working for, and if it was, where this was recorded. The Chairman advised that he would follow the issue up and report back to the Committee.

In response to a question, the Audit & Risk Manager explained that only 11 of the planned 13 audits had been completed due to absences in his team. However, he was hopeful of being able to recover the situation and did not feel it would be necessary to alter the schedule.

The Committee therefore

Resolved that the report be noted and its contents be accepted.

92. **Annual Governance Statement 2016/17 Action Plan: Review of Progress**

The Committee received a report from Finance which reviewed the progress being made in addressing the 'Significant Governance Issues' facing the Council set out in its Annual Governance Statement 2016/17. The appendix accompanying the report reviewed the progress in addressing the Significant Governance Issues to the end of October 2017.

The production of an Annual Governance Statement was a statutory requirement for local authorities (Regulation 6 of The Accounts and Audit (England) Regulations 2015).

The CIPFA Financial Advisory Network had published an advisory document entitled "The Annual Governance Statement: Rough Guide for Practitioners". Its advice was that the Annual Governance Statement was a key corporate document and the most senior member and the most senior officer (Leader and Chief Executive respectively) had joint responsibility as signatories for its accuracy and completeness.

The Leader and Chief Executive of the Council as signatories to the Annual Governance Statement, needed to ensure that it accurately reflected the governance framework for which they were responsible.

The report also included a 'Lessons Learned' log from the Procurement of the Electrical Maintenance & Repair Contract which detailed the progress in implementing the recommendations.

The Audit and Risk Manager introduced the report and explained the statutory requirement to produce a statement showing the issues impacting on the Council. Fresh advice had been received on the Code of Corporate Governance from CIPFA and SOLACE and a draft document had been circulated to the Senior Management Team and was awaiting further comment.

Following a question from Members, the Audit and Risk Manager advised that under the Code of Procurement Practice, a Project Initiation Document was required for projects over £50k however, for lesser values, a project plan was sufficient.

Members highlighted recommendation 2.7 on page 8 of Appendix 1A which related to staff updating and signing a copy of their Declaration Interest form. It was noted that there was a legal obligation for Members to ensure their declarations were also up to date.

The Chairman asked for a timeframe that the two 'amber' items in Appendix 1A were likely to be completed by. Officers advised that when the report was written, training dates were being planned and had been booked in with some delivered in November 2017.

Members did discuss the possibility that the progress being made was too slow and considered writing to SMT to express their concerns; however, this did not find agreement.

The Committee therefore

Resolved that the Action Plan set out in the Appendix is noted and the Committee is satisfied with the progress being made in addressing the Significant Governance Issues pertaining to the Annual Governance Statement 2016/17.

93. **Treasury Management Activity Report for the period 1st April 2017 to 30th September 2017**

The Committee received a report from Finance which detailed the Council's Treasury Management performance for the period 1 April 2017 to 30 September 2017.

Treasury Management had a potentially significant impact on the Council's budget through its ability to maximise its investment interest income and minimise borrowing interest payable whilst ensuring the security of the capital. The current estimate for investment interest in 2017/18 was shown in a table on page 4 of the report.

The original estimate of external investment interest for 2017/18 was £413,300. This was revised in October to £480,500. The increase of £67,200 was due to the performance of the two Corporate Equity Funds which had exceeded the initial budgeted return.

The risks relating to investment of the Council's funds were outlined in section six of the report along with the mitigation measures associated with each type of investment. These included Corporate Bonds, Floating Rate Notes and Corporate Equity Funds.

A major influence on the Council's investments was the Bank Rate which had remained at 0.25% for the six month period. The Council's Treasury Management Advisors, Capita Asset Services, had provided a forecast as at November 2017 and this was shown in section 9.1 of the report.

Investment Performance was explained in detail and covered Core Investments, Cash Flow Derived Funds and Accounts, Call Accounts and the latest investment tool being utilised, Corporate Equity Funds.

The Head of Finance outlined the report and advised that this was the first time Members had received details relating to the performance of the Equity Funds.

In response to questions from Members, the Head of Finance and the Portfolio Holder for Finance advised that:

- the Council rarely utilised the overdraft facility – it had only been activated on a few occasions, overnight;
- a net figure of the fees relating to the Corporate Equity Funds could be provided;
- clarification would be provided on why the fund was worth £3.04m when the capital grown was 3.44% over six months;
- 5 to 7 years was the optimum investment time, however, to mitigate against volatility in the market, stop losses were in place to assure residents that the Council were being cautious with investments;
- all interest receipts were held centrally; and
- it would not be possible for the Council to borrow at commercial rates if they were considered cash rich enough to do so – local government accounting regulations would not permit it.

The Committee thanked officers for their work and

Resolved that the performance of the Treasury Management Function for the period 1 April 2017 to 30 September 2017 is noted.

94. **Comments from the Executive**

The Committee received a report from Democratic Services which summarised the Executive's response to comments given by the Finance & Audit Scrutiny Committee on reports submitted to the Executive on 1 November 2017.

As part of the scrutiny process, the Committee no longer considered the whole of the Executive agenda.

Councillors were emailed at the time of the publication of the Executive and Scrutiny Committee agendas, asking them to contact Committee Services by 9.00 am on the day of the Scrutiny Committee, to advise which Executive items they wished the Scrutiny Committee to pass comment on and the reasons why.

The responses which the Executive gave to those items considered by the Finance & Audit Scrutiny Committee on 31 October 2017 were detailed in the appendix to the report.

Resolved that the responses made by the Executive, as set out in Appendix 1 to the report, be noted.

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

The Committee received a report from Democratic Services which informed the Committee of its work programme for 2017/18 and the current Forward Plan. Both of these documents were attached as appendices to the report.

The five main roles of overview and scrutiny in local government were: holding to account; performance management; policy review; policy development; and external scrutiny.

The pre-decision scrutiny of Executive decisions fell within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needed to examine the Council's Forward Plan and identify items which it would like to have an impact upon.

The Council's Forward Plan was published on a monthly basis and set out the key decisions to be taken by the Council in the next twelve months. The Council only had 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 would be making important decisions.

The Committee was mindful that any work it wished to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan. The Committee may wish to give greater consideration to the reports in Section 2 of Appendix 1, to maximise the time available for Members to input into the process.

Members noted that during discussions on the budget report, the Committee often had queries relating to specific service areas but the officers who could answer these queries were not always in attendance at the meeting. It was suggested that the Committee's Work Programme be updated to include individual service area budget reviews alongside the Risk Registers and Contract Registers.

Resolved that

- (1) the Forward Plan be noted; and
- (2) the Work Programme be updated to include individual service area budget reviews alongside the Risk Registers and Contract Registers.


96. **Public & Press**

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

97. **Minutes**

The confidential minutes of the meeting held on 31 October 2017 were taken as read and signed by the Chairman as a correct record.

(The meeting ended at 8.24 pm)

 FINANCE & AUDIT SCRUTINY COMMITTEE 3rd January 2018		Agenda Item No. 4
Title	Chief Executive's Office Contracts Register	
For further information about this report please contact	Andrew Jones, Deputy Chief Executive & Monitoring Officer Andrew.jones@warwickdc.gov.uk Tel: 01926 456830	
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	N/A	
Background Papers	Contracts Register	

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	Date	Name
Chief Executive	18 th December 2017	Chris Elliott
CMT	18 th December 2017	Chris Elliott Bill Hunt Andrew Jones
Section 151 Officer	18 th December 2017	Mike Snow
Monitoring Officer	18 th December 2017	Andrew Jones
Portfolio Holder(s)	18 th December 2017	Cllr Andrew Mobbs
Consultation & Community Engagement		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report enables Finance & Audit Scrutiny Committee to review the Chief Executive's Office Contracts Register.

2. **Recommendation**

- 2.1 That Finance & Audit Scrutiny Committee review the Chief Executive's Office Contracts Register attached at Appendix 1 making any comments and/or suggestions it considers appropriate.

3. **Reasons for the Recommendation**

- 3.1 The review of Chief Executive's Office Contracts Register enables members of the Finance and Audit Scrutiny Committee to consider its robustness, make appropriate suggestions on how it could be improved, and consider the document within the context of promoting sound procurement practice across the Council.

4. **Policy Framework**

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

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

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal 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		
No direct impact	No direct impact	No direct impact
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained	<u>Intended outcomes:</u> Focusing on our customers' needs	<u>Intended outcomes:</u> Better return/use of our assets

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	Continuously improve our processes Increase the digital provision of services	Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Some of the contracts should enhance the knowledge of staff of the relevant areas so as to help them to be more effective.	The support services help to ensure these key services are provided efficiently for customers.	The contracts are varied. Many do seek to contribute improving the Council's overall financial standing, whilst ensuring compliance with legislation and good governance.

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are detailed below:-

- Medium Term Financial Strategy
- Treasury Management and Investment Strategies.
- Anti-Fraud Strategy
- Code of Procurement Practice

4.3 **Changes to Existing Policies**

The proposals in this report do not propose any changes to existing policies.

4.4 **Impact Assessments**

No Applicable.

5. **Budgetary Framework**

- 5.1 There are no direct budgetary implications arising from this report. All of the Council's *buying expenditure* should be made in accordance with the requirements of the Council's Code of Procurement Practice. This enables the Council to achieve value for money from its expenditure through the correct tendering of contracts, and the subsequent management of those contracts.

6. **Risks**

- 6.1 It is important that all procurement across the Council complies with the relevant procurement regulations and directives and also the Council's Code of Procurement Practice. By following this approach the Council will reduce the risk of challenge.
- 6.2 Contract Management is an important element of procurement. Contracts need to be properly managed to ensure compliance with the contract whilst considering all relevant aspect that may affect the performance of the contract.

It is important that contract managers pro-actively plan ahead to ensure the procurement of future contracts is properly managed.

7. **Alternative Option(s) considered**


- 7.1 This report is not concerned with recommending a particular option in preference to others so this section is not applicable.

8. **Background**

- 8.1 The Terms of Reference for the Finance and Audit Scrutiny include "Promote value for money and good procurement practice". This is a role that the Committee has actively pursued. In carrying out this role the Committee appointed three of its members to act as Procurement Champions to assist and advise the Procurement Manager. Without doubt, partly as a result of these actions, the status and knowledge of procurement has increased substantially across the organisation in recent years.
- 8.2 In March 2014 the Finance and Audit Scrutiny Committee requested that it review each Service Area's Contracts Register in turn. These reviews were intended to follow the approach used to review the Risk Registers, whereby the relevant Portfolio Holder and Head of Service are available to answer the Committee's questions.

9. **Chief Executive's Office Contracts Register**

- 9.1 The latest version of the Chief Executive's Office Contracts Register is set out as Appendix 1.

 Finance & Audit Scrutiny Committee – 3 January 2018		Agenda Item No. 5
Title	Comments from the Executive	
For further information about this report please contact	Amy Barnes Senior Committee Services Officer 01926 456114 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	n/a	
Background Papers	Executive – 08.02.2017	

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

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer	19/10/2017	Andrew Jones
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
n/a		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report summarises the Executive's response to comments given by the Finance & Audit Scrutiny Committee on reports submitted to the Executive on 29 November 2017.

2. **Recommendation**

- 2.1 That the responses made by the Executive be noted, as set out in Appendix 1 to the report.

3. **Reasons for the Recommendation**

- 3.1 This report is produced to create a dialogue between the Executive and the Finance & Audit Scrutiny Committee, ensuring that the Scrutiny Committee is formally made aware of the Executive's responses.

4. **Policy Framework**

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

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

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

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Nil	Nil	Nil
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost

All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	Increase the digital provision of services	management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Nil	Nil	Dialogue between Scrutiny and Executive enables robust decision making and ensures all elements of the proposal are taken into account.

4.2 **Supporting Strategies**

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

4.3 **Changes to Existing Policies**

There are no changes to existing policies.

4.4 **Impact Assessments**

There are no new policy changes in respect of equalities.

5. **Budgetary Framework**

- 5.1 There is no impact on the budgetary framework. This is for the Committee's information only.

6. **Risks**

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

7. **Alternative Option(s) considered**

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

8. **Background**

- 7.1 As part of the scrutiny process, the Committee no longer considers the whole of the Executive agenda.
- 7.2 Councillors are emailed at the time of the publication of the Executive and Scrutiny Committee agendas, asking them to contact Committee Services by 9.00 am on the day of the Scrutiny Committee, to advise which Executive items they wish the Scrutiny Committee to pass comment on and the reasons why.


- 7.3 As a result, at its meeting on 4 April 2017, the Finance & Audit Scrutiny Committee considered the items detailed in the appendices. The responses which the Executive gave are also shown.

Responses from the meeting of the Executive held on 29 November 2017 to the Finance and Audit Scrutiny Committee's comments

Item no	3	Title	General Fund Base Budgets 2018/19
Scrutiny Comment		The Finance & Audit Scrutiny Committee supported the recommendations in the report including the additional recommendations relating to a CIL officer post, as detailed in the addendum. In relation to the additional recommendation 2.10 relating to Racing Club Warwick, Members felt that every effort should be made to recover the cost of this work. Therefore, it was proposed that:	
		<div> <p>The Executive ensure that the terms of the agreement should endeavour to recover the cost of the works.</p> <p>The Executive are required to vote on this because it forms a recommendation to them.</p> </div>	
Executive Response		<p>Recommendations 2.10 i) & ii) detailed in the addendum were agreed as written but recommendation 2.10 iii) was amended following the comments made by the Finance & Audit Scrutiny Committee, to read:</p> <p>"That agreement for the terms of the funding is delegated to the Chief Executive and Head of Finance in consultation with the Business and Finance Portfolio Holders respectively and the terms of any agreement should endeavour to recover the cost of the works."</p>	

Item no	4	Title	Housing Revenue Account (HRA) Budgets Latest 2017/18 and Base 2018/19
Scrutiny Comment		The Finance & Audit Scrutiny Committee supported the recommendation in the report.	
Executive Response		The Executive noted the comment.	

Item no	6	Title	Corporate Apprenticeship Fund
Scrutiny Comment		The Finance & Audit Scrutiny Committee supported the recommendation in the report.	
Executive Response		The Executive noted the comment.	

 Finance & Audit Scrutiny Committee – 3 January 2018		Agenda Item No. 6
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Amy Barnes Senior Committee Services Officer 01926 456114 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	n/a	
Background Papers	n/a	

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		
Head of Service		
CMT		
Section 151 Officer	19/10/2017	Andrew Jones
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
n/a		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2017/18 (Appendix 1) and the current Forward Plan (Appendix 2).

2. **Recommendation**

- 2.1 Members consider the work programme and agree any changes as appropriate.
- 2.2 The Committee to; identify any Executive items on the Forward Plan which it wishes to have an input before the Executive makes its decision; and to nominate a Member to investigate that future decision and report back to the Committee.

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 If the Committee has an interest in a future decision to be made by the Executive it is within the Committee's remit to feed into the process.
- 3.3 The Forward Plan is the Executive's future work programme. If any non-Executive Member or Members highlight items which are to be taken by the Executive which they would like to be involved in, those Members can then provide useful background to the Committee when the report is submitted to the Executive and when the Committee passes comment on it.

4. **Policy Framework**

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

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

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

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

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

4.2 **Supporting Strategies**

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

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

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

4.3 **Impact Assessments** – There are no new policy changes in respect of equalities.

5. **Budgetary Framework**

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

6. **Risks**

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

7. Alternative Option(s) considered

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

8. Background

- 8.1 The five main roles of overview and scrutiny in local government are: holding to account; performance management; policy review; policy development; and external scrutiny.
- 8.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.
- 8.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.
- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 8.6 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. The Committee may wish to give greater consideration to the reports in Section 2 of Appendix 1, to maximise the time available for Members to input into the process.
- 8.7 At the Committee's meeting on 28 November 2017, Members resolved that "the Work Programme be updated to include individual service area budget reviews alongside the Risk Registers and Contract Registers". Therefore, Members may decide to take this opportunity to review the reports due to be submitted over the next few months, update the work programme and advise the relevant officers accordingly.

Finance and Audit Scrutiny Committee WORK PROGRAMME 2017/18

3 January 2018

1	Contracts Register – Chief Executive	Scrutiny Item	Chris Elliott
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6 February 2018

1	Service Risk Register Review (Cultural Services)	Audit Item	Head of Service
2	Significant Business Risk Register	Audit Item	Richard Barr

6 March 2018

1	Internal Audit Quarter 3 2017/18 Progress Report	Audit Item	Richard Barr
2	Annual Governance Statement Qtr 3 Action Plan Report	Audit Item	Richard Barr

4 April 2018

2	Internal Audit Strategic Plan (2018/19 to 20/20/21 plan)	Audit Item	Richard Barr
3	Procurement Strategy Annual Review	Audit Item	John Roberts
4	2018/19 External Audit Plan	Audit Item	Mike Snow
5	End of Term Report	Scrutiny item	Amy Barnes / Chair
6	Health & Community Protection – Contracts Register	Scrutiny Item	Marianne Rolfe

30 May 2018

1	Annual Governance Statement	Audit Item	Richard Barr
2	Internal Audit Quarter 4 Progress Report	Audit Item	Richard Barr
4	Service Risk Register Review (Finance)	Audit Item	Rob Hoof
1	Significant Business Risk Register	Audit Item	Richard Barr

June 2018

1	Treasury Management Annual report	Audit Item	Karen Allison
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Warwick District Council Forward Plan January 2018 to March 2018

**Councillor Andrew Mobbs
Leader of the Executive**

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

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

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

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 456114. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

(910)

Section 1 – The Forward Plan January to March 2018

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
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4 January 2018 – No items planned for consideration at this time

Business Improvement District Leamington (Ref 906)	To receive an update on the renewal process for Leamington Spa BID		Executive 4/1/2018	19/12/2017	Suzee Laxton Cllr Butler	
12 Month Review of New Housing Allocations Policy (Ref 858)	To review the working of the new Housing Allocations Policy.		Executive 29/11/2017 Reason 1 4/1/2018	19/12/2017	Ken Bruno Cllr Phillips	
Homelessness initiatives and the Homelessness Reduction Act 2017 (Ref 907)	Purpose of report is to consider current and proposed initiatives for tackling homelessness in the light of new legislation		Executive 4/1/2018	19/12/2017	Ken Bruno Cllr Phillips	
Investment in Newbold Comyn Arms Manor House (Ref 910)	The report recommends that this Council advances a loan of £360,000 thereby enabling the erection of a single storey side extension at Newbold Comyn Arms Manor House		Executive 4/1/2018	19/12/2017	Andrew Jones Andrew Mobbs	

7 February 2018

General Fund 2018/19 Budgets & Council Tax (Ref 885)	To update Members on the overall financial position of the Council, consider the General Fund Revenue and Capital Budgets for the following financial Year. To propose the Council Tax for the following year		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Whiting	
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HRA Rent Setting 2018/19 (Ref 886)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Phillips	
Heating, Lighting and Water Charges 2018/19 – Council Tenants (Ref 887)	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting and water supply		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Phillips	
Treasury Management Strategy (Ref 888)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forth coming year		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Whiting	
Re-commissioning of services provided by the Voluntary and Community Sector 2018-2021 and review of VCS investment (Ref 884)	For members to approve the tender specification for the re-commissioning of VCS services for 2018-2021 and to approve the recommendations for savings relating to the Council's investment in the VCS within the H&CP budget for 2018 – 19. (It is anticipated that part or all of this report will be considered in confidential session by the Executive because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information))		Executive 29/11/2017 4/1/2018 Reason 5 7/2/2018	30/1/2018	Liz Young Cllr Thompson	To follow
Leasing properties from the private rented sector (Ref 909)	To consider leasing property from the private rented sector		Executive 7/2/2018	30/1/2018	Ken Bruno Cllr Phillips	
Leisure Development – Phase II (Kenilworth) (Ref 803)	To agree the scope of Phase II.		Executive 28/9/2016 Reason 5 7/2/2018	30/1/2018	Rose Winship Cllr Coker	

Consideration of a Hackney Carriage Vehicle Limitation Policy (Ref 851)	To update members on the results of the WDC Hackney Carriage Unmet Demand Survey and: Meeting1 – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey. Meeting 2 – Update on the consultation & determine any change to policy, following the consultation.		Executive 29/11/2017 Reason 1 7/2/2018	30/1/2018	Lorna Hudson Cllr Thompson	Taxi trade, local business, safer communities, disability, equality and other local group representatives, Town Councils, Police. Questionnaire on website/email. CTS Traffic & Transportation Final Report - July 2016 Licensing & regulatory Committee 25/9/2017
Investment in Playbox Theatre (Ref 911)	The report recommends that this Council advances a loan of £100,000 to Playbox Theatre Limited (Company number 03462037), thereby enabling the construction of a new access drive to overspill car park and delivery area		Executive 7/2/2018	30/1/2018	Andrew Jones Cllr Butler	
2018/19 ICT Services Digital Work Programme (Ref 912)	Review progress on current year's programme and set out the planned 2018/19 Work Programme		Executive 7/2/2018	30/1/2018	Tass Smith Cllr Mobbs	Executive Report 2 nd December 2015 – Digital Transformation of Council Services Executive Report 8 th March 2017 - 2017/18 ICT Services Digital Work Programme

Events Review (Ref 832)	To look into the processes of the Business Support and Events Team, and the services that we offer to event organisers throughout the District		Executive 8/3/2017 Reason 4 7/2/2018	30/1/2018	James DeVille Cllr Butler	External consultees include: police, fire service, ambulance service, the four town councils, three chambers of trade, BID Leamington, event organisers
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7 March 2018

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

Section 2 Key decisions which are anticipated to be considered by the Council between April and June 2018

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
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There are currently no scheduled key decisions between April and June 2018

Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is to be confirmed						
Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company.	Executive 9/3/2016 2/6/2016 29/6/2016 Reasons 1 & 2	Bill Hunt Cllr Phillips	Awaiting further information on the implications of the Housing & Planning Act.		
HRA Asset Management and Development Policy (Ref 829)			Bill Hunt Cllr Phillips			
Recording and Broadcasting of Public Meetings (Ref 840)	To inform members of the research into the potential to record and broadcast all Council meetings as per the Notice of Motion to Council.	Council 29/6/2016 Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Currently being investigated in tandem with Council Chamber PA issues.		
Councillors IT (Ref 841)	To report back on the work of the Councillor IT Working Party.	Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Awaiting the outcome of Members' Allowances Review.		
WDC Enterprise – New Trading Arm (Ref 817)	To seek approval to establish a Local Authority Trading Company, to expand support provision whilst capitalising on existing skills to maximise income.	Executive 2/11/2016 Reason5 5/1/2017 Reason5 8/2/2017 Reason 5	Gayle Spencer Cllr Butler			

HQ Relocation Project – outcome of phase 1 work (Ref 801)	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for commencement of the phase 2 delivery works.	Executive 26/07/2017 Reason 3	Bill Hunt Cllrs Mobbs, Whiting, Rhead, Butler, Grainger	Timing is dependent on the completion of the planning, marketing and procurement processes.		
Proposed Relocation of Kenilworth School (Ref 869)	To agree the Council's level of support in enabling the school to take its proposals forward.	Executive 28/06/2017 Reason 3	Andrew Jones Cllr Mobbs			
Policy on Regulating the Private Rented Sector (Ref 880)	To adopt a revised policy on private rented sector regulation in light of new legislation and guidance.		Ken Bruno Cllr Phillips	Awaiting the publication of government guidance.		
Linen Street Car Park (Ref 861)	To consider recommendations for redevelopment for the Linen Street Car Park facility	Executive 28/06/2017 Reason 3	Paul Garrison Cllr Grainger			Ward Councillors
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.	Executive 4/4/2017 28/06/2017 31/08/2017 Reason 3	Rob Hoof Cllr Grainger			
Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.	Executive 29/6/2016 Reason 5 1/9/16 Reasons 3 & 5 5/1/2017 Reasons 3 & 5 8/2/2017 Reasons 3 & 5 26/07/2017 Reasons 3 & 5 31/8/2017 Reason 3	Bill Hunt Cllrs Mobbs, Butler, Grainger, Coker & Whiting			

Leamington Spa Car Parking Displacement Plan (Ref 844)	To set out the options available should vehicles be displaced from Covent Garden car park and to consider alternative parking options within Leamington Town Centre.	Executive 4/4/2017 Reason 2 31/08/2017 Reason 3 27/9/2017 Reason 5	Gary Charlton Cllr Grainger			
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Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
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4 January 2018

Revisions to the Scheme of Delegation & Council procedure rules (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications, the adoption of open space & an amendment to Council procedure rules regarding Notices of Motion		Executive 4/1/2018	19/12/2017	Gary Fisher, Graham Leach Cllrs Coker, Mobbs & Rhead	
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7 February 2018

Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 7/2/2018	30/1/2018	Jon Dawson Cllr Whiting	
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7 March 2018 - No scheduled reports at this time.

Delayed reports:

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

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

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

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