

# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 29 November 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Boad (Chairman); Councillors Bromley, Mrs Cain, D'Arcy, Davison, Edgington, Miss Grainger, Margrave, Naimo, Parkins and Mrs Redford.

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

## 45. **Apologies and Substitutes**

There were no apologies or substitutes.

## 46. **Declarations of Interest**

There were no Declarations of Interest.

## 47. **Minutes**

The minutes of the meeting held on 1 November 2016 were taken as read and signed by the Chairman as a correct record.

The Deputy Chief Executive (AJ) clarified Minute 43 in respect of Councillor Shilton. He reported that Councillor Shilton did attend the Waste Management Forum, but he had never been invited to a National Parking Adjudication Service meeting. He sent his apologies for not submitting reports.

## 48. **Portfolio Holder Update – Housing & Property Services**

The Portfolio Holder for Housing & Property Services, Councillor Phillips, gave an update on his portfolio area. In response to questions, he informed the Committee that:

- The staff turnover in the department was not unusual. There had been some staff turnover within the management structure, but the reasons for this were not exceptional. Some of the vacancies had been filled with Council staff and the Head of Service vacancy would be recruited once the festive period was over.
- He agreed that the policy of financial inclusion had made a huge difference to people.
- There were still not enough affordable houses available. 180 affordable homes had been built in 2016. He anticipated that in the next three years, 1,000 more would be built.
- He was very concerned that the Government still had not announced its decision in respect of its Bill on the Housing Revenue Account. The item had been placed on the Executive agenda specifically to help with budgeting, but figures could only be estimated without the Bill being passed. He had written to the Government to express concern.
- He was very pleased with the design of the affordable housing that had been built. Once matters had settled down, he felt it would be

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

appropriate to hold a formal opening ceremony to which Members would be invited for a tour.

- He was aware that the demand for housing was mainly single bed accommodation. Some four-bedroomed properties had been built, but the Council was asked to waive any S106 agreements in respect of these because there was no demand for them. In time, if this continued to be the case, then there might be an opportunity to sell these properties on the private market.

Councillor Phillips, when asked how the Committee might assist the department, replied that when the strategy report went to the Executive, the Committee might be minded to scrutinise it.

The Chairman thanked Councillor Phillips for attending the meeting to answer questions.

### **49. Executive Agenda (Non-confidential items and reports) – Wednesday 30 November 2016**

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 30 November 2016.

#### Item 11 - Notice of Motion

The Committee noted the Motion.

(Councillor Phillips left the meeting.)

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

The Committee considered a report from Health & Community Protection which set out the role, responsibilities and work of the South Warwickshire Community Safety Partnership (SWCSP). This was a statutory body for reducing crime, disorder, substance misuse and reoffending in South Warwickshire.

It was noted that after years of crime figures reducing, they had started to increase. The reasons for this were unclear, but the standards used for recording crime figures had changed so that more crimes were now included in the figures. More awareness of the need to report incidents such as begging had increased figures. However, whilst the trend was now upward, the figures for the District were still less than elsewhere in the County. A rise in the reported figures for violence against people could be partly explained by the way in which these crimes were recorded had changed, because now more categories were included. The Police had also been required to back record figures for crimes that had previously not been recorded. Research was being undertaken to see how other Community Safety Partnerships recorded their crime figures and what lessons could be learnt from them such as encouraging nightclub staff to use badge cameras.

(Councillor Mobbs arrived at the meeting at the end of this item.)

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

### **51. Review of Health Scrutiny Sub-Committee**

The Committee considered a report from the Health Scrutiny Sub-Committee which summarised the Council's current position in relation to Health and Wellbeing including the current delivery review and the achievements of the Health Scrutiny Sub-Committee in the last year.

Officers had undertaken a multi-faceted review of the Council's approach to Health and Wellbeing and had been able to form a baseline from which the Council could begin a comprehensive mapping exercise of the interrelationships and documentation between the various stakeholders in the process of Health and Wellbeing for the County. A chart of this was shown as Appendix 2 to the report, with Appendix 3 giving a more simplified version.

The results of this review had given rise to a number of conclusions that would assist the Health Scrutiny Sub-Committee and the Council to have a greater input into the health and wellbeing arrangements for Warwickshire.

#### **Resolved** that:

- (1) Overview and Scrutiny Committee endorse the continued format of the Health Scrutiny Sub-Committee in order to ensure that the reviewed approach to Health and Wellbeing arrangements supported by the Sub-Committee can be held to scrutiny;
- (2) The achievements of the Sub-Committee and Council are noted against the thematic priority of Health and Wellbeing; and
- (3) The report is accepted in lieu of the Work Programme item 4 January 2017 and therefore authorises its removal from the Work Programme.

### **52. Review of the Work Programme & Forward Plan**

The Committee considered its work programme for 2016/2017 and the Forward Plan.

#### **Children's Champion Report**

The Deputy Chief Executive (AJ) reported that he would follow up this matter up with Councillor Grainger and report to the Committee.

**Resolved** that a report on the work currently being done at the Council by Children's Champions be rolled forward on the Work Programme.

### **53. Task & Finish Group Updates**

#### **HMO's**

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

It was reported that the Group had now received some proposals from officers. The Group was meeting every two weeks and was just starting to write the report.

### Off-Street Parking Charges Review

It was reported that the Group was still gathering information. It was recognised that work needed to progress faster. The Group still had to meet with interested parties.

The Deputy Chief Executive (AJ) pressed for a timescale when information would be ready for financial planning.

## **54. Executive Agenda (Non-confidential items and reports) – Wednesday 30 November 2016**

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 30 November 2016.

### Item 9 – Development Brief for King’s High, Warwick

The Committee stressed that the Council should aim for 40% affordable housing. It would also like Sustainable Transport Options mentioned in the report.

(The meeting finished at 7.15 pm)



<b>Title</b>	Comments from the 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>Service Area</b>	Democratic Services
<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>	29 November 2016
<b>Background Papers</b>	Executive Minutes – 30 November 2016

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

<b>Officer/Councillor Approval</b>		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
	<b>Date</b>	<b>Name</b>
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

<b>Consultation Undertaken</b>	
N/A	
<b>Final Decision?</b>	Yes
<b>Suggested next steps (if not final decision please set out below)</b>	

## 1. **Summary**

- 1.1 This report informs the Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive at the end of November 2016.

## 2. **Recommendation**

- 2.1 The responses made by the Executive are noted.

## 3. **Reasons for the Recommendation**

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

## 4. **Alternative Option considered**

- 4.1 This report is not produced and presented to the Committee.

## 5. **Budgetary Framework**

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

## 6. **Policy Framework**

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


## 7. **Background**

- 7.1 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 7.2 On the day of publication of the Executive agenda all Councillors are sent an e-mail asking them to contact Committee Services, by 09.00am on the day of the Overview and Scrutiny Committee meeting to advise which Executive items they would like the Committee to consider.
- 7.3 As a result the Committee considered the items detailed in appendix 1. The response the Executive gave on each item is also shown.
- 7.4 In reviewing these responses Committee can identify any issues for which they would like a progress report. A future report, for example on how the decision has been implemented, would then be submitted to the Committee at an agreed date which would then be incorporated within the work programme.

**Response from the meetings of the Executive on Overview and Scrutiny  
Committee Comments – 30 November 2016**

<b>Items no.</b>	9	<b>Title</b>	Development Brief for King's High, Warwick	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	To scrutinise the options presented in the brief and that all considerations are given proper weight including affordable housing.				
<b>Scrutiny Comment</b>	The Overview and Scrutiny Committee stressed that the Council should aim for 40% affordable housing. It would also like Sustainable Transport Options mentioned in the report.				
<b>Executive Response</b>	The recommendation in the report was approved subject to Executive outlining they would expect the final wording of the document, to be agreed under delegated authority by the Head of Development Services in consultation with the Development Portfolio Holder, to; (a) be explicit that 40% affordable housing would be expected, in line with Council Policy; and (b) include reference to sustainable transport options for the development.				

<b>Items no.</b>	11	<b>Title</b>	Notice of Motion	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	To ensure full cross-party views are obtained and the motion is properly scrutinised before decision.				
<b>Scrutiny Comment</b>	The Overview and Scrutiny Committee noted the Motion.				
<b>Executive Response</b>	The motion was noted and officers were asked to continue to bring forward reports as appropriate as part of their work on the Housing Advisory Group.				

 <b>Overview and Scrutiny Committee – 4 January 2017</b>		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em; font-weight: bold;">7</div>
<b>Title</b>	Review of the Work Programme & Forward Plan	
<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>Service Area</b>	Democratic Services	
<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>	29 November 2016	
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality and Sustainability Impact Assessment Undertaken</b>	No
n/a	

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



## 1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2017/2018 (Appendix 1) and of the current Forward Plan **End of November 2016 to February 2017** (Appendix 2).

## 2. **Recommendations**

- 2.1 The report be noted;
- 2.2 Any amendments suggested at the meeting for the Work Programme, be made accordingly;
- 2.3 The Committee to identify any future Executive decisions to be made, or future policies to be adopted, which members wish to have an input into before the Executive take the decision, and either:
  - 1. nominate one member to investigate that future decision/policy and report back to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
  - 2. request an officer report to be submitted to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.

## 3. **Reasons for the Recommendations**

- 3.1 The work programme needed to be updated at each meeting to reflect the work load of the Committee.
- 3.2 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of executive decisions and to feed into policy development.
- 3.2 If the Committee has an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committee's remit to feed into the process.
- 3.3 The Forward Plan is actually the future work programme for the Executive. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.

## 4. **Policy Framework**

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

## 5. **Budgetary Framework**

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

## 6. **Risks**

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

## 7. **Alternative Options Considered**

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

## 8. **Background**

- 8.1 There are five main roles of overview and scrutiny in local government. These being:

- Holding to account
- Performance management
- Policy review
- Policy development
- External scrutiny

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

- 8.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.

- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.

- 8.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.

- 8.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.

- 8.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report

detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.

- 8.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.

**Overview and Scrutiny Committee  
Work Programme 2016**

**4 January 2017**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
To note the minutes of the Health Scrutiny Sub-Committee meeting 22 November 2016					Following next Health Scrutiny Sub-Committee Meeting	On-going
Interim Update HQ Relocation – outcome of Phase 1	1 June 2016	Briefing Note and verbal report	Bill Hunt /Duncan Elliott			4 January 2017
T&F Groups' Updates		Verbal reports	TBA	T&F Gp – off-street parking charges review – Councillors Quinney (Chairman); Ashford, Boad, Mrs Cain, Day Mrs Stevens.  T&F Gp –HMOs – Councillors Naimo, Mrs Knight, Quinney, Miss Grainger, Thompson, Davison, Mrs Cain	Every Meeting until...	...T&F Group work completed
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		January 2018	Annually
An update on the pre-application charging regime for development proposals	28 June 2016 and 1 November 2016	Call-in Executive Report (O&S 1 Nov 2016)	Gary Fisher / Tracy Darke			

**To be scrutinised when the reports go to the Executive**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Future of Community Forums	27 September 2016 and 1 November 2016	Call-in when report goes to Executive (O&S 1 November 2016)				
Recommendations from the One Stop Shop Review (Forward Plan Reference 812)	27 September 2016 and 1 November 2016	Call-in Executive Report (O&S 1 Nov 2016)				

## 7 February 2017

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Children's Champion Report	1 November 2016 – check if is ready to report and roll forward if not	Report	Andrew Jones (- see Min 44 29/11/16)			
Letting Boards – Update against the position 12 months ago and the trend	9 February 2016 (changed to verbal update 29 Nov 2016)	Verbal Update / Q & A	Rajinder Lalli			7 February 2017
Waste Collection Update	28 June 2016	Report / Q & A	Gary Charlton			7 February 2017
Waste Container Charging Review – In light of monitoring of figures of numbers of bins/boxes bought / supplied and whether recycling has increased/decreased	9 February 2016 & 28 June 2016	Report / Q & A	Councillor Shilton			7 February 2017
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Shilton		February 2018	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 17 January 2017					Following next Health Scrutiny Sub-Committee Meeting	On-going

Revised Call-in Procedure for Warwick District Council	Moved from January 2017	Written Report	Graham Leach			7 February 2017
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**7 March 2017**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2017	September 2019
Follow-up report on the pre-application charging regime for development proposals	28 June 2016	Written Report	Gary Fisher			March 2017
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2018	Annually

**4 April 2017**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
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 2018	Annually

Procurement – 12 month review of the impact of the changes to the Code of Procurement Practice	April 2016	Report	John Roberts			
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	Written Report	Lesley Dury		April 2018	Annually
Children’s Champions – End of Year Report	Standing Annual Item	Written Report	Bill Hunt		April 2018	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 15 March 2017						

**TBA**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Housing Futures – Housing and Homelessness Strategy 2017 (Forward Plan Reference 822 scheduled for 8 March 2017)	27 September 2016	Report	Andrew Jones to speak to Bill Hunt about when this report can be given.		Andrew Jones to speak to Bill Hunt to determine a date for this report.	



Appendix 1 – O&S Work Programme

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
Housing Strategy 2014-2017	February 2016		Head of H&PS		TBA once the changes to the Act have been published.	
Council Development Company (Forward Plan Ref 727)	February 2016		Head of H&PS		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber			Quarterly Update once the Local Plan has been agreed.

Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Report	Councillor Coker			
National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker			

**First meeting of each Municipal Year**

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Elect an Overview and Scrutiny Committee Chairman					1st meeting of Municipal Year 2017/18	Annually
Heath Scrutiny Sub-Committee – Appoint members and substitutes					1st meeting of Municipal Year 2017/18	Annually

**August / Early September 2017**

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
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Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Cross		Late Aug/Early Sept 2018	Annually
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**Late September / Early October 2017**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Shakespeare's England	Request from Report Author	Written Report	David Butler		March 2018	September 2019
Holding Portfolio Holders to account - Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Sept / Early Oct 2018	Annually

**Late October / Early November 2017**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account – Cultural Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Coker		Late Oct / Early Nov 2018	Annually
Outside Bodies Annual Report	Standing Annual Item	Written Report			Late Oct / Early Nov 2018	Annually

**Late November 2017**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late November 2018	Annually
Current Arrangements for South Warwickshire Crime and Disorder Scrutiny	Mandatory	Report	Pete Cutts		Late Nov / Early Dec 2018	Annually

**January 2018**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		January 2019	Annually

**March 2018**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2018	September 2019

**September 2018**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Shakespeare's England	Request from Report Author	Written Report	David Butler		March 2019	September 2019

**March 2019**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2019	September 2019

**September 2019**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Shakespeare's England	Request from Report Author	Written Report	David Butler			September 2019



## **Warwick District Council Forward Plan January to March 2017**

**Councillor Andrew Mobbs  
Leader of the Executive**

The Forward Plan is a list of all the Key Decisions which will be taken by the Executive or its Committees 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.

**(837)**

**Section 1 – The Forward Plan January to March 2017**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
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**5 January 2017.**

Local Council Tax Reduction Scheme (Ref 806)	Final approval of scheme after consultation.		Executive 5/1/2017	22/12/2016	Andrea Wyatt Cllr Whiting	
The Rental Exchange Project (Ref 825)	Final approval to join The Rental Exchange Project following completion of Stage 1.		Executive 5/1/2017	22/12/2016	John Gallagher Cllr Phillips	
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.		Executive 5/1/2017	22/12/2016	Rob Hoof Cllr Shilton	
Visitor Information Review (Ref 816)	Review of the provision of visitor information services within the District.		Executive 2/11/2016 Reason 5 <del>30/11/2016</del> Reason 5 5/1/2017	22/12/2016	David Butler Cllr Butler	Item 7 Executive 2 June 2016
Community Infrastructure Levy Charging Schedule (Ref 832)	To seek approval to consult on a revised CIL Charging Schedule.		Executive 5/1/2017	22/12/2017	David Butler Cllr Butler	
Cloister Way Affordable Housing (Ref 834)	To seek approval for the purchase of five affordable housing units.		Executive 5/1/2017	22/12/2016	Ken Bruno Cllr Phillips	



<b>8 February 2017</b>						
General Fund 2017/18 Budgets & Council Tax (Ref 807)	To update Members on the overall financial position of the Council and consider the General Fund Revenue and Capital Budgets for the following financial year.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	
HRA Rent Setting 2017/18 (Ref 808)	To report on the proposed level of housing rents for the following year and the proposed budget.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Phillips	
Heating, Lighting and Water Charges 2017/18 – Council Tenants (Ref 809)	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting and water supply.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Phillips	
Treasury Management Strategy (Ref 810)	To seek Member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	
Housing Related Support Services (Ref 777)	To propose new Housing Related Support Services for tenants of the Council.		Executive 8/2/2017	31/1/2017	Simon Brooke Cllr Phillips	
Review of Community Partnership Working (Ref 833)	To consider proposals for the future work of the Community Partnership working by Warwick District Council.		Executive <del>5/1/2017</del> Reason 4 8/2/2017	31/1/2017	Liz Young Cllr Grainger	
A New Pedestrian Bridge over the River Avon at Saint Nicholas Park, Warwick (Ref 835)	To consider the possibility of a new pedestrian bridge over the River Avon at St Nicholas Park, Warwick.		Executive 8/2/2017	31/1/2017	Nick Corbett Cllr Cross Cllr Shilton	

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 <del>2/11/2016</del> Reason 5 <del>5/1/2017</del> Reason 5 8/2/2017	31/1/2017	Gayle Spencer Cllr Butler	
Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.		Executive <del>29/6/2016</del> Reason 6 <del>1/9/16</del> Reasons 3 & 5 <del>5/1/2017</del> Reasons 3 & 5 8/2/2017	31/1/2017	Bill Hunt Cllrs Mobbs, Cross, Shilton, Coker & Whiting	
Code of Procurement Practice (Ref 805)	To consider and recommend to Council an updated Code of Procurement Practice.		Executive <del>28/9/2016</del> Reason 5 <del>30/11/2016</del> Reason 5 5/1/2017	31/1/2017	John Roberts Cllr Whiting	

**Section 2 Key decisions which are anticipated to be considered by the Council between March 2017 and June 2017**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
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**8 March 2017** – No scheduled reports at this time.

Housing Futures – Revised Housing Revenue Account Business Plan (Ref 775)	To propose a revised Housing Revenue Account Business Plan.		Executive 8/3/2017	28/02/2017	Andy Thompson Cllr Phillips	
Housing Futures – Housing and Homelessness Strategy 2017 (Ref 822)	To propose a new Housing and Homelessness Strategy for Warwick District.		Executive 8/3/2017	28/02/2017	Andy Thompson Cllr Phillips	
New Domestic Abuse Policy (Ref 826)	To consider a Domestic Abuse Policy.		Executive 8/3/2017	28/02/2017	Sue Sweeney Cllr Phillips	
Amended Anti-Social Behaviour Policy (Ref 827)	To consider a revised Anti-Social Behaviour Policy.		Executive 8/3/2017	28/02/2017	Simon Brooke Cllr Phillips	
Bereavement Services (Ref 836)	To consider the restructure of the service and Saturday working.		Executive 8/3/2107	28/02/2017	Pam Chilvers/ Rob Hoof Cllr Shilton	

**5 April 2017** – No scheduled reports at this time & **June 2017** Executive date TBC mid November 2016

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

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>History of Committee Dates &amp; Reason code for deferment</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>Expansion on Reasons for Deferment</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>	<b>Request for attendance by Committee</b>
Private Sector Housing Grants Policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents.		Ken Bruno Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined		TBC
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.	Scheduled for July once date of Executive is confirmed.	Bill Hunt  Cllrs. Mobbs, Whiting, Cross, Shilton			
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company.	<del>Executive 9/3/2016</del> <del>2/6/2016</del> <del>Reason 2</del> <del>Reason 1</del> <del>29/6/2016</del>	Andy Thompson Cllr Phillips			
Car Parking strategy (Ref 790)	To consider the future off-street car parking needs of Leamington, Warwick and Kenilworth and how these should be addressed.	Executive <del>2/6/16</del> <del>27/7/2016</del> Reason 3	Rob Hoof Cllr. Shilton			

HS2 (Ref 818)	To request revisions to the Constitution/Delegation Agreement.	Anticipated this will be a report to Council in January 2017	Debbie Prince Cllr Cross	This will come forward once appropriate details have been received from HS2 in conjunction with legal advice received		
Revisions to the Constitution/ Delegation Agreement (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications.		Tracy Darke/Gary Fisher Cllr Cross	This is the subject of on-going discussion with key members		
Leisure Development – Phase II (Kenilworth) (Ref 803)	To agree the scope of Phase II.	Executive <del>28/9/2016</del> Reason 5	Rose Winship Cllr Coker			
HRA Asset Management and Development Policy (Ref 829)		Executive	Andy Thompson Cllr Phillips			
Events Review (Ref 832)	To review the provision and support of events in the District.		Stuart Poole Cllr Butler			
Recommendations from One Stop Shop Review (Ref 812)	The report will formally ask for the recommendations from the review to be agreed.	Executive <del>5/1/2017</del> Reason 4	Graham Folkes-Skinner Cllr Shilton			Warwickshire County Council
Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. It is anticipated that this report will be, in part, Confidential by virtue of the information	Executive/ Council <del>03/09/15</del> <del>30/09/15</del>	Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting &	This item will be brought to Council on 25 January 2017, however it is not yet clear if Executive		

	relating to the financial or business affairs of any particular person (including the authority holding that information).	02/12/2015 6/4/2016 2/6/2016 30/11/2016 Reason 3 5/1/2017	Cross	approval will be required for some aspects of the report.		
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**Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
Recording and Broadcasting of Public Meetings	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		Graham Leach Cllr Mobbs	
Councillors IT	To report back on the work of the Councillor IT Working Party.		Executive 5/1/2017 8/2/2017		Graham Leach Cllr Mobbs	
Revised Call-in Procedure for Warwick District Council (Ref 823)	To recommend to Council a revised call-in procedure of Executive decisions for Warwick District Council.		Executive 5/1/2017 8/2/2017		Graham Leach Cllr Mobbs	Councillors Barrott, Boad, Mrs Falp and Mobbs (Group Leaders), Overview & Scrutiny Committee (27/9/16)
Rural Urban Community Initiative Scheme	To consider applications for Rural and Urban Initiative Grants.		Executive 30/11/2016		Jon Dawson Cllr Whiting	

Applications						
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council.		Executive 5/1/2017		Richard Barr Cllr Mobbs	
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 5/1/2017		Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 8/2/2017		Jon Dawson Cllr Whiting	
Nomination of Chair	To nominate to Council the Chair and Vice-Chairman of the Council for 2017/18.		Executive 8/2/2017		Graham Leach Cllr Mobbs	
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 5/4/2017		Jon Dawson Cllr Whiting	
Response to Peer Review Recommendations			Executive 5/1/2017		Chris Elliott Cllr Mobbs	

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](http://www.warwickdc.gov.uk/committees)**

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