

A meeting of the above Committee will be held remotely on Tuesday 18 August 2020, at 6.00pm and available for the public to watch via the Warwick District Council [YouTube channel](#).

Membership:

Councillor Milton (Chair)	
Councillor G Cullinan	Councillor R Margrave
Councillor I Davison	Councillor M Noone
Councillor A Dearing	Councillor D Norris
Councillor O Jacques	Councillor P Redford
Councillor P Kohler	Councillor D Russell

Agenda

1. Apologies & Substitutes

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

2. Declarations of Interest

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

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

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

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

3. Minutes

- (a) To confirm the minutes of the meeting held on 22 July 2020.
(Pages 1 - 3)
- (b) To confirm the minutes of the meeting of the Joint Meeting of the Finance and Audit Scrutiny Committee and the Overview & Scrutiny Committee held on 29 July 2020.
(Pages 1 - 5)

4. **Task & Finish Group**

To receive a verbal update from the Task & Finish Group on "The Council's approach to equality and diversity, especially with regard to race".

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

To consider a report from Democratic Services. **(Pages 1 - 15)**

6. **Executive Agenda (Non-confidential Items and Reports) – Monday 24 August 2020**

To consider the non-confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting.

You are requested to bring your copy of that agenda to this meeting.
(Circulated separately)

7. **Public and Press**

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

8. **Executive Agenda (Confidential Items and Reports) – Monday 24 August 2020**

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)

Published Monday 10 August 2020

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 o&scommittee@warwickdc.gov.uk

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

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

The agenda is available in large print on request,
prior to the meeting, by telephoning (01926)
456114

Overview and Scrutiny Committee

Minutes of the remote meeting held on Wednesday 22 July 2020 at 6.00pm, which was broadcast live via the Council's YouTube Channel.

Present: Councillor Milton (Chair); Councillors; Davison, A Dearing, Jacques, Kohler, Margrave, Nicholls, Noone, Norris, Russell and Wright.

Also Present: Councillors Mangat and Tangri.

4. **Apologies and Substitutes**

- (a) There were no apologies made.
- (b) Councillor Nicholls substituted for Councillor Cullinan and Councillor Wright substituted for Councillor Redford.

5. **Declarations of Interest**

There were no declarations of interest made.

6. **Minutes**

The minutes of the meetings held on 11 February 2020 and 27 May 2020 were taken as read and signed by the Chair as a correct record.

7. **Appointment of Children's and Adults' Safeguarding Champion**

The Democratic Services Manager & Deputy Monitoring Officer explained that the Council had two appointments for the position of Children's and Adults Safeguarding Champion. One was the Portfolio Holder, Health & Community Protection but the other appointment had normally been the Chairman of Health Scrutiny Sub Committee. This municipal year, a Health Scrutiny Sub Committee had not been appointed, which meant that there was a vacancy for the second position. As the parent committee of the Health Scrutiny Sub Committee, it fell to Overview & Scrutiny Committee to appoint the second representative. Whilst Councillor Redford had held this post in the last year, she was absent from this meeting but would be willing to continue as one of the Council's Children's and Adults' Safeguarding Champions.

It was proposed by Councillor Milton and seconded by Councillor Norris, and

Resolved that Councillor Redford be appointed as a Children's and Adults' Safeguarding Champion for the Council.

8. **Future working of Scrutiny Committees**

The Chair informed the Committee that in liaison with the Chair of Finance & Audit Scrutiny Committee, this subject would be discussed at the joint meeting of both Scrutiny Committees on 29 July 2020.

9. **Proposed Task & Finish Group**

The Committee considered a report from the Democratic Services Manager & Deputy Monitoring Officer which brought forward the scope for a Task and Finish Group proposed by Councillors Mangat and Tangri following the Notice of Motion approved by Council on 24 June 2020.

The Council had resolved that Overview & Scrutiny Committee be asked to establish a Task and Finish Group to undertake a review of the Council's approach to equality and diversity, especially with regard to race. The Task & Finish Group's report to Overview & Scrutiny Committee would include an action plan with a view to the Executive adopting the Committee's recommendations in the report and its action plan. The progress and outcomes of the action plan would be monitored by the Overview & Scrutiny Committee with the expectation that measurable improvements would be made by 2023.

Following this decision, Councillors Mangat and Tangri developed a scope for the Task & Finish Group which was attached as Appendix 2 to the report. Guidance provided to them by the Democratic Services Manager & Deputy Monitoring Officer, the Head of Communications & People and also the Council's Equality & Diversity Advisor was set out at Appendix 1 to the report.

The Committee was asked to consider the scope and assure itself that the proposed Task & Finish Group had a robust scope with a clearly defined remit.

In anticipation of the scope being approved, Civic & Committee Services had asked for volunteers to undertake the work on the Group.

The Chair introduced discussion on the item by raising three questions the Committee should consider:

1. Did the Committee support the Task & Finish Group?
2. Were there any changes the Committee would like to see made to the scope if it did support it?
3. Were there any key points the Committee wanted confirmed from the Task & Finish Group if established?

If the Committee was content to proceed with the Task & Finish Group, then its membership would need to be established.

At the request of the Chair Councillor Mangat provided an outline of the proposed scope.

At the request of the Chair the Head of People & Communications explained that an internal audit in 2016 and again in January 2020 had given assurance that the Council had racial equality and diversity policies in place. One example cited was family friendly initiatives such as breast feeding campaigns ensuring that the language and signage used were considered to engage with the BAME residents. All new staff had to undergo mandatory equality and diversity training. Staff involved in recruitment and interviewing had to undergo training to address unconscious bias and it was noted that the BAME representation of staff at the Council had increased from 7.9% to 11.33%.

The Head of People & Communications explained the work that needed to be undertaken, such as work on recruitment and monitoring and she explained how this was difficult at present because the payroll system could not handle it. A new payroll system that was to be implemented would address these.

Following on from this, the Democratic Services Officer & Deputy Monitoring Officer explained the Task & Finish Group responsibilities and the support it would receive from officers.

After debate on how wide the remit should be, Members agreed that the focus should not cover every aspect of Equality and Diversity because it was too large an area; instead, in referring back to the resolution made by Council in June, it would focus primarily on Race and the benefits to the residents and the Council and if it was necessary, other elements within Equality and Diversity, such as disability could be considered for future Task & Finish Group work. The Chair summed up the debate as follows:

- the Committee agreed to form a Task & Finish Group as set out;
- this Group would focus primarily on the issue of Race
- it would bring back to the Committee any other ideas and opportunities as they became evident;
- the Group stayed focussed on benefits it could deliver to the Council and the community;
- the Group give an update to the Committee in two months' time.

The Democratic Services Manager & Deputy Monitoring Officer advised a note of caution on bringing back issues that were outside the Council's area of authority and suggested that those should be referred to the responsible authorities. He also suggested that when the Group wished to do any sort of public engagement, it brought this before the Committee beforehand for the Committee to understand and agree the scope and scale. Whilst he noted the requirement for a formal update in two months', he suggested verbal updates at every meeting.

The Democratic Services Manager confirmed that he had understood the requirements discussed at the meeting in combination with the scope document as set out. The work would be taken forward on this basis. The Chair checked that there were no dissenters.

The Committee then agreed that the Task & Finish Group Membership would be Councillors C Gifford, Mangat, Noone and Tangri. No Councillors raised objection to this.

(The meeting ended at 7.02pm)

CHAIR
18 August 2020

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

Minutes of the remote joint meeting of the Finance & Audit and Overview & Scrutiny Committees held on Tuesday 29 July 2020 at 6.02pm, which was broadcast live via the Council's YouTube channel.

Present: Councillors Bartlett, Davison, A Dearing, J Dearing, K Dickson, R Dickson, Grey, Illingworth, Jacques, Luckhurst, Margrave, Milton, Murphy, Nicholls, Norris, Redford, Russell, Syson, Tracey, Weber and Wright.

6. **Appointment of Chair**

It was proposed by Councillor Russell, duly seconded by Councillor Syson and

Resolved that Councillor Milton be appointed as Chair for the meeting.

7. **Apologies and Substitutes**

- (a) There were no apologies made.
- (b) Councillor Murphy substituted for Councillor Noone, Councillor Weber substituted for Councillor Cullinan and Councillor K Dickson substituted for Councillor Kohler.

8. **Declarations of Interest**

There were no declarations of interest made.

9. **Minutes**

The minutes of the meeting held on 7 July 2020 were taken as read and signed by the Chair as a correct record.

10. **Developing Scrutiny**

The Committees considered a report from Democratic Services which brought forward proposals for developing Scrutiny within Warwick District Council to enhance its profile and use its resources more effectively.

Following the Council elections in May 2019, a Governance Review was undertaken and the details of this were included in a report to the Executive of 30 July 2020. As part of this review, considerable discussions took place on the importance of good scrutiny in helping all Councillors to make a valuable input in decision making and holding the Executive to account.

Following the appointment of two Scrutiny Chairs this year, they had conversations about the importance of scrutiny, and its workload, considering the significant pressures on the Council, Councillors and officers, especially in respect of responding to the global pandemic, climate change emergency and the Medium Term Financial Strategy combined with the Business Plan and Service Area Plans (including the significant number of projects within them).

The report included Article 6 of the Constitution and the Overview & Scrutiny Procedures Rules at Appendices 1 and 2 to the report. Appendix 3 to the report was an excerpt from the Constitution on Public Speaking rules for Scrutiny Committees. Suggested additions to these rules were in italics and a recommendation in the report sought that these additions should be recommended to Council for approval.

In recognition of the desire to improve Scrutiny, there was a joint meeting of both Scrutiny Committees on 7 July 2020 where Members brought forward individual ideas for improvement. These views were combined to bring forward the recommendations in the report for consideration by the Committees that sought to identify where scrutiny could add the most value.

A suggestion made by Councillor Illingworth was agreed; to replace the word previously with "satisfactorily" to Recommendation 2.2 (ii) so that it read:

"The Scrutiny Committees agree to trial to December 2020 for the Chairs of the Scrutiny Committees to have discretion to decline called in Executive item if questions were ~~previously~~ *satisfactorily* answered or if no good reason/questions are provided."

Following the publication of the agenda a revised wording for the proposed public speaking procedures for scrutiny, as initially set out at Appendix 3 to the report, had been circulated. The revised wording as circulated was generally supported by the Committee and were assured by the Democratic Services Manager & Deputy Monitoring Officer that the scheme was manageable.

It was proposed by Councillor Milton and seconded by Councillor R Dickson and:

Recommended to Council that the Public speaking procedure for Scrutiny Committees, as set out at Appendix 3 to the report, be approved, but the last paragraph written in italics should be wholly replaced with:

A maximum period of 3 minutes is allowed for each speaker. If several people wish to speak on the same subject, they will be restricted to an overall total of 5 minutes. The time allowed for all speakers at any one meeting is limited to 30 minutes. The Chair will have discretion to increase the time available for speakers

where they consider the matter has a significant public interest.

Speakers will be encouraged and helped to contact each other so that repetition can be avoided. This means that you may be given the names, addresses and telephone numbers of other speakers on the same issue and they may be given your details, but only with your permission. It may be helpful for a spokesperson to speak on behalf of all speakers. Where a number of speakers cannot agree on a spokesperson, they will be heard in the order in which they registered their intention to speak.

Resolved that

(1) Performance

- (i) the annual Service Review reports cease to be produced for Scrutiny;
- (ii) the service area performance data be made available to Councillors electronically as soon as possible;
- (iii) the Red Amber Green (RAG) status, including the finance stream, of key projects sponsored by either the Chief Executive or his Deputies be made available to all Councillors by January 2021; and
- (iv) the work of the Performance Management Officer to investigate benchmarking Council performance with other Councils be noted;

(2) Executive reports

- (i) the Scrutiny Committees commit to the use of pre-meeting questions in writing on Executive reports;
- (ii) the Scrutiny Committees agree a trial to December 2020 for the Chairs of the Scrutiny Committees to have discretion to decline called in Executive items if questions were previously *satisfactorily* answered or if no good reason/questions are provided;
- (iii) the Chairs write to the Group Leaders to remind them that they can directly comment on Executive reports and the process for this; and
- (iv) Councillors Davison, Grey, Margrave, Milton and Nicholls, representing each political group, be appointed to meet and define the criteria for bringing an Executive report to Scrutiny;

(3) Work Programme

- (i) the Scrutiny Chairs and Lead officers produce revised Work Programmes to focus on core themes (Covid 19, Climate Change, Medium

- Term Financial Strategy and Business Plan) while recognising statutory functions; and
- (ii) Councillors bring forward concerns for review by the Scrutiny Committees based on exception and evidence; and
- (4) Review – Senior Managers be asked for their views on where they find scrutiny useful for adding value to their work;
- (5) Training
 - (i) the Chairs of Scrutiny meet with representatives from CfPS and the Deputy Chief Executives to develop a dedicated/mentoring scrutiny training for Officers and Councillors and to bring a report on this back to Committees in October 2020; and
 - (ii) the Chair of Finance & Audit Scrutiny Committee liaises with the Head of Finance and CfPS bring forward proposals to the October 2020 meeting on scrutiny of local Government Finance and identify training on local government finance for all Councillors; and
- (6) the work being undertaken to promote Committee meetings be noted.

11. **Governance Review of Warwick District Council**

The Committees considered the following non-confidential item which would be discussed at the meeting of the Executive later on Thursday 30 July 2020.

Item 2 – Governance Review of Warwick District Council

The Committees supported the recommendations in the report but wanted to draw a number of points to the attention of the Executive that needed to be carefully monitored.

The Committees had concerns about the large remit of each PAB and how they would cope looking at such large areas of work. This was a specific concern that the listed areas were just projects and did not cover other work the PABs would look at, such as refinements to or creating new policies.

The Committees shared concerns that with the change to scrutiny of service provision, the development of and quality of service provision might not be adequately picked up by the scrutiny of RAG and KPIs that had been developed and which would be adopted.

They noted the dates in 2.2 and 2.7 for review should be combined so they were the same, and that the remit of the review should be produced in agreement with both Scrutiny Chairs.

The Committees appreciated clarification that the presumption would be for briefings to remain in the evening, in line with the protocol for arranging meetings with Councillors, but accepted this may mean some needed to be held at the same time as other meetings.

The Committees made a general comment on the resources for Civic & Committee Services, that this proposal should be work neutral and therefore this element needed to be closely monitored and fed back on as part of the 6, 12 and 18-month review.

In addition, some Members of the Committee raised concerns about:

- the loss of Shadow Portfolio Holder meetings and highlighted this could lead to more work for officers through more frequent questions/contacts from Councillors; and
- for providing an SRA for the role of Chairman of a PAB.

(The meeting ended at 7.16pm)

CHAIRS

Councillor Milton - 18 August 2020
Councillor Nicholls – 19 August 2020

 WARWICK DISTRICT COUNCIL	Overview & Scrutiny Committee – 18 August 2020	Agenda Item No. 5
Title	Work Programme, Forward Plan & Comments from Executive	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	11 February 2020	
Background Papers	N/A	
This report is produced for Scrutiny meetings for governance purposes. It is part of the process for ensuring that the Council is held to account for the decisions it makes or may make.		

1. Summary

- 1.1 This report informs the Committee of its work programme for 2020 (Appendix 1) and of the current [Forward Plan](#).
- 1.2 In addition, it provides the Committee with the response that the Executive gave to its comments regarding the reports on 13 and 30 July 2020 (Appendix 2).

2. Recommendation

- 2.1 Members consider the work programme (Appendix 1)
 - (i) confirm the approaches as proposed for the report;
 - (ii) ask officers to bring the revised plan with proposed dates for reports to the September meeting.
- 2.2 The Committee to; identify any Executive items on the Forward Plan which it wishes to have an input before the Executive makes its decision; and to nominate a Member to investigate that future decision and report back to the Committee.
- 2.3 The Committee to consider their workload for the coming year specifically how they can accommodate the work within their scheduled meetings.
- 2.4 Members note the responses made by the Executive on the Comments from the Executive report (Appendix 2).
- 2.5 The Committee appoints a Step Back Review to consider the Council's response to Covid19 based on the following five principals:
 - (i) Initial response to move council from HQ based to working from home
 - (ii) liaising and working with other authorities
 - (iii) Change in service delivery (for example green bins)

- (iv) communications to the wider community
- (v) how the business of the Council (as opposed to day to day services) was managed, specifically on how decisions made during the hiatus were open to scrutiny.

The first stage should be to consider any learning to help the Council to be more agile if either a local or national lock down were introduced. The review Group be formed of 6 Councillors with the detailed scope approval being delegated to the Chairs of the Scrutiny Committees to approve and report back in September.

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 The proposed plan at Appendix 1 has been developed in order for the Committee to focus on the four agreed core themes (Covid 19, Climate Change, Medium Term Financial Strategy and Business Plan). While this Committee will not have as much focus on the Medium Term Financial Strategy, it will have to spend significant times looking at the other areas in detail.
- 3.3 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of Executive decisions and to feed into policy development.
- 3.3 If the Committee has an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committee's remit to feed into the process.
- 3.4 The Forward Plan is actually the future work programme for the Executive. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.
- 3.5 Appendix 2, Comments from Executive, is produced to create a dialogue between the Executive and the Overview and Scrutiny Committee. It ensures that the Overview and Scrutiny Committee are formally made aware of the Executive's responses.
- 3.6 Where the Overview & Scrutiny Committee have made a recommendation as opposed to a comment the Executive are required to respond to the recommendation(s) made, including whether or not they accept the recommendation(s).
- 3.7 The proposed Step Back review of the Council's response to Covid19 is brought forward after dialogue with the Scrutiny Chairs. It is considered this Group, in itself needs to be agile to enable any key recommendations to come forward before the winter flu season but also being mindful of potential local or national lockdowns.

4. Background

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

- 4.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.
- 4.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve-month period to give a clearer picture of how and when the Council will be making important decisions.
- 4.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 4.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 4.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.
- 4.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.
- 4.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.
- 4.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.
- 4.10 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 4.11 On the day of publication of the Executive agenda all Councillors are sent an e-mail asking them to contact Committee Services, by 09.00am on the day of the Overview and Scrutiny Committee meeting to advise which Executive items they would like the Committee to consider.
- 4.12 As a result the Committee considered the items detailed in appendix 2. The response the Executive gave on each item is also shown.
- 4.13 In reviewing these responses Committee can identify any issues for which they would like a progress report. A future report, for example on how the decision has been implemented, would then be submitted to the Committee at an agreed date which would then be incorporated within the Work Programme.

Title	Where did item originate from	Format	Lead Officer / Councillor	Date due to cttee	Proposed action
Fuel Poverty Call-in Executive report	26 June 2018	Call in of report going to Executive	Alice Ellis / Marianne Rolfe / Lisa Barker	17 March 2020	Remove from work plan and wait for report to Executive. If it meets criteria call the report in.
Update on plans to improve accessibility to, and the condition/cleanliness of, toilets for people living with disabilities subsequent to presentation of plan at September 2019 O&S	26 September 2019	Briefing Note	Graham Folkes-Skinner	17 March 2020	Append to work plan. With explicit point within work plan covering saying no officer will attend for this item unless there is a request, with pre questions before the meeting
Vision & Strategy for Leamington town centre annual update and progress on Action Plan.	2 April 2019	Written Report	Phillip Clarke	17 March 2020	Briefing note for all Councillors with paragraph explaining if concerns feeling requires scrutiny raise as part of work plan
Members' Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services	21 April 2020	Share via email to all Councillors

Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones	21 April 2020	Not to be completed this year as appointments now made., Undertake for next year
Overview and Scrutiny Committee End of Term Report (At the meeting, O&S Members to confirm how effective the work they have done has been and what could help improve effectiveness)	Standing Annual Item	O&S Report for Executive	Committee Services Officer	21 April 2020	Completed remove
Children's and Adults' Safeguarding Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker	21 April 2020	Ask for a short update to be sent to all Councillors in October as mid year report
Update on Health & Community Protection and Finance Systems Replacements if appropriate	O&S 17 December 2019	Written Report	Keith Eales Councillors Hales and Falp	21 April 2020	This procurement and project management assurance. Really a matter for F&A so outline concerns and pass to them to monitor as they feel appropriate.

Update on Council's Brexit Preparations with a focus on "People" e.g.: Risks on the register with "red" status; Hate Crimes and "Prevent"; Issues with Entitlement to settled status. Account for "no trade deal" and "with trade deal" as appropriate.	O&S 17 December 2019	Written Report	Andrew Jones / Marianne Rolfe / Councillor Falp	21 April 2020	Ask for an update to all Councillors via email in October 2020
Progress report on HEART service subsequent to last report 2 April 2019	2 April 2019	Written report	Lisa Barker	7 July 2020	Briefing note for all Councillors with paragraph explaining if concerns feeling requires scrutiny raise as part of work plan. Highlight to officer to also include budget and risk summary as well.
Update on the adoption of a Plastics Policy – progress with the policy and the difference it has made; future plans	9 July 2019	Written report	Alice Ellis	7 July 2020	Suggested part of a wider update on CEAP at either September or November which would link with report on climate change to Executive

Annual Review of Council's Sustainability and Climate Change Approach	9 July 2019	Written report	Alice Ellis	7 July 2020	Suggested part of a wider update on CEAP at either September or November which would link with report on climate change to Executive
Report in respect of decisions made on the role of the Chairman of the Council – Task & Finish Group and Review on progress/success of the recommendations from the Task & Finish Group – Role of the District Council Chairman	Executive Minutes 10 July 2019, Minute number 8 – Resolutions, agreed at Council 4 September 2019 2 April 2019	Written report	Chairman of the Council	7 July 2020	Append to work plan. With explicit point within work plan covering saying no officer will attend for this item unless there is a request, with pre questions before the meeting
Update on the Night Noise Service – Marianne Rolfe	20 August 2019	Written report	Marianne Rolfe	18 August 2020	Append to work plan. With explicit point within work plan covering saying no officer will attend for this item unless there is a request, with pre questions before the meeting

Decide if an update is required at the next meeting on the Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – David Guilding/Phil Clarke	26 September 2019	Not applicable	David Guilding / Philip Clarke	18 August 2020	Contact David Guilding for informal update considering impact of Covid19 on this service and agree when an update would be appropriate.
Annual update from Shakespeare's England to include KPIs for the District Council's area and what has been done. <i>The Committee does not want a presentation at the meeting; this year it simply would like the report and it will feed back comments at the meeting.</i>	29 August 2018	Written Report	PH Business / Martin O'Neill	29 September 2020	This should come forward as proposed
Shared Environmental Enforcement with Rugby Borough Council update	26 September 2019	Written Report	Head of Neighbourhood Services	29 September 2020	Append to work plan. With explicit point within work plan covering saying no officer will attend for this item unless there is a request, with pre questions before the meeting

Fees and Charges – check with the Shadow Portfolio Holder H & CP to see if the fees and charges pest control are working. If they are not, call in.	26 September 2019		Marianne Rolfe	29 September 2020	Under take this check and provide feedback for work plan report.
Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written report	Marianne Rolfe	10 November 2020	Continues as planned as legal requirement
Focus on the impact of the revised Housing Services Management structure and additional resources approved in November 2019	Service review and restructure report 2019	Briefing report	Lisa Barker	10 November 2020	Append to work plan. With explicit point within work plan covering saying no officer will attend for this item unless there is a request, with pre questions before the meeting
Review of the Health Scrutiny Sub-Committee	17 December 2019	Written report	Marianne Rolfe	8 December 2020	Remove as ceased through revisions to scrutiny
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer	20 April 2021	Last O&S meeting of the Municipal Year - Required so leave as planned

Members' Annual Feedback on Outside Appointments / Annual review of membership / participation of Outside Bodies (Includes short synopsis on Working Parties and Forums and Champions, excluding Children's and Adults' Safeguarding Champions)	Standing Annual Item	Written Report	Deputy Chief Executive (AJ) and Democratic Services		Briefing note for all Councillors with paragraph explaining if concerns feeling requires scrutiny raise as part of work plan and if any considered to be ceased Deputy Chief Exec to discuss with LCG.
Children's and Adults' Safeguarding Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker		Briefing note for all Councillors with paragraph explaining if concerns feeling requires scrutiny raise as part of work plan
Annual Status report - Air Quality Management	Standing Annual Item	Written report	Marianne Rolfe	November 2020	Briefing note for all Councillors with paragraph explaining if concerns feeling requires scrutiny raise as part of work plan

February and March 21 meetings no business allocated.

Title	Where did item originate from	Format	Lead Officer/ Councillor	Next report date if applicable
Reviewing the success of the Rugby trial and the way forward	25 September 2018	Written Report	Head of Neighbourhood	This appears to be duplicate of one highlighted in yellow above
<p>Emergency Planning in light of Grenfell Tower and other major incidents</p> <p>(To include:</p> <ul style="list-style-type: none"> • What this Council has done, • Capacity • Staff Learning) 	<p>27 June 2017</p> <p>(June 2019 – Following a request from H&CP, the Chairman agreed that this could be moved to TBA since the Council has already implemented fire safety measures and reports have been given on these. When the Grenfell report is published, it will be seen if there are recommendations the Council should still consider.)</p>	Written Report	Marianne Rolfe	Leave as TBC pending the publication of the Grenfell report.

**Response from the meetings of the Executive on F&A and O&S Committees'
Comments – 13 July 2020**

Item no.	3	Title	Review of Local Government Structure in Warwickshire	Requested by	Green and Lib Dem Groups
Reason considered	The reason for calling in this item is to get a better understanding of the impact of the proposals.				
Scrutiny Comment	<p>Both Committees supported the recommendations in the report.</p> <p>They highlighted the Council needed to keep focused on the overall strategic advantages of working with Stratford and from possible local government reorganisation. Therefore, it should be mindful, on this twin track approach, that the project on working with Stratford does not pre-determine the possible shape of local government reorganisation or preclude possible working with other boroughs and districts where that would be beneficial for residents and provide value for money.</p>				
Executive Response	<p>The recommendations in the report were approved, subject to the addition of the following two recommendations:</p> <p>2.4 That £35,000 is provided from the Service Transformation Reserve to fund the Council's contribution to the joint study and for additional support in respect of communications.</p> <p>2.5 That the Cabinet of the County Council is asked to reconsider its informal decision to commission a separate business case for a single unitary council and instead to participate in the joint study with the other Borough and District Councils to look at all options and to listen to the public's views.</p>				

Item no.	6	Title	Final Accounts 2019/20	Requested by	Labour Group
Reason considered	To understand the context and latest information from Richard and Mike concerning the current year and MTFS in the light of the Covid-19 crisis and announcements from government. Otherwise the final accounts, since they look back in time, give a partial view of the upcoming decisions to be taken by the Executive later this year. It will also give those members to ask any questions about that context.				
Scrutiny Comment	The Committees thanked the Head of Finance and his Team for the work on producing the draft financial statements for 2019/20 so promptly.				
Executive Response	The recommendations in the report were approved.				

Item no.	7	Title	Warwick District Leisure Development Programme – Kenilworth Facilities	Requested by	Lib Dem and Green groups
Reason considered	Various questions required answers.				
Scrutiny Comment	<p>The Committees noted the recommendations in the report and requested that additional work be undertaken on; vehicle and active transport access to the leisure centres; and on their carbon neutrality.</p> <p>(Councillors Redford and Grey requested that their support for the recommendations in the report be noted and Councillor Milton requested his objection to the recommendations in the report be noted.)</p>				
Executive Response	The recommendations in the report were approved.				

Item no.	9	Title	Community Stadium and Associated Developments	Requested by	Lib Dem Group
Reason considered	Given that the Kenilworth Leisure Centre project is displaying all the hallmarks of a distressed project (over budget, over time and changing scope), what additional governance should the Council put in place in order to ensure the success of the Community Stadium project, which is if anything, an even more complex project?				
Scrutiny Comment	The Committees supported the recommendations in the report.				
Executive Response	The recommendations in the report were approved, subject to the following amendment to recommendation 2.2, to read that “The Executive recommends to Council approval of a sum of up to £345,460”.				

**Response from the meetings of the Executive on F&A and O&S Committees'
Comments – 30 July 2020**

Item no.	2	Title	Governance Review of Warwick District Council	Requested by	All
Reason considered	Because of its importance to the District.				
Scrutiny Comment	<p>The Committees supported the recommendations in the report but wanted to draw a number of points to the attention of the Executive that needed to be carefully monitored.</p> <p>The Committees had concerns about the large remit of each PAB and how they would cope looking at such large areas of work. This was a specific concern that the listed areas were just projects and did not cover other work the PABs would look at, such as refinements to or creating new policies.</p> <p>The Committees shared concerns that with the change to scrutiny of service provision, the development of and quality of service provision might not be adequately picked up by the scrutiny of RAG and KPIs that had been developed and which would be adopted.</p> <p>They noted the dates in 2.2 and 2.7 for review should be combined so they were the same, and that the remit of the review should be produced in agreement with both Scrutiny Chairs.</p> <p>The Committees appreciated clarification that the presumption would be for briefings to remain in the evening, in line with the protocol for arranging meetings with Councillors, but accepted this may mean some needed to be held at the same time as other meetings.</p> <p>The Committees made a general comment on the resources for Civic & Committee Services, that this proposal should be work neutral and therefore this element needed to be closely monitored and fed back on as part of the 6, 12 and 18-month review.</p> <p>In addition, some Members of the Committee raised concerns about:</p> <ul style="list-style-type: none"> the loss of Shadow Portfolio Holder meetings and highlighted this could lead to more work for officers through more frequent questions/contacts from Councillors; and for providing an SRA for the role of Chairman of a PAB. 				
Executive Response	<p>In response, the Executive thanked all Councillors who had participated in the series of Governance Review meetings that had taken place earlier in the year. It was explained that the approach was an attempt to emulate the successful shared working that was done previously by the Climate Emergency Group and the way that had brought forward talent from across the Council, often in a non-political way to deliver an important programme.</p> <p>It was stated that the constitution of each PAB would begin with the selection of the Chair for each Board, and the Leader of the Council would meet with Group Leaders and bring back recommendations to the Leadership Coordinating Group from all Groups across the Council to Chair each Board. Selections would then be made in the hope of giving</p>				

	<p>opportunity for the individual to grow and offer expertise to each individual Board. All Members, excluding those on the Executive and Chairs of Committees, would be invited to nominate on a first come first served basis for which PAB they wished to join.</p> <p>The Executive explained that the size of each PAB had been chosen to keep each Board manageable, maintain good dialogue and so that one PAB group was not disproportionately bigger than another in order to spread opportunity.</p> <p>The Executive emphasised that they would be relying on the cooperative work done through the Leadership Coordinating Group, with Group Leaders and Members of the Executive in order to monitor the work done and make any necessary adjustments to the approach. The aim was to ensure Councillors could have a more meaningful and worthwhile experience, and grow skills and leadership qualities that would be valuable for themselves and for their community.</p> <p>The recommendations in the report were approved, subject to the amendment to the following condition:</p> <p>2.7 The Executive approves an independent assessment of these arrangements is undertaken in February 2022 and officers are asked to bring back an outline proposal for this, in consultation with the Chairs of Scrutiny, in December 2021 along with proposed funding arrangements.</p>
--	--