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|  Council – 17 April 2019 | | Agenda Item No. 13(b) |
| Title | Overview & Scrutiny Committee End of Term Report | |
| For further information about this report please contact | Lesley Dury, 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| Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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 | O & S 2 April 2019 Council, 18 April 2018 | |
| Background Papers | Agendas/Minutes Municipal Year 2018/19 | |

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| 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 |
| Not required as this report gives a synopsis of work undertaken by the O & S Committee and contains no new material. | |

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| Officer/Councillor Approval | | |
| Officer Approval | Date | Name |
| Chief Executive/Deputy Chief Executive | 12.3.2019 | Andy Jones |
| Head of Service | | |
| CMT | 12.3.2019 | Andy Jones |
| Section 151 Officer | | |
| Monitoring Officer | 12.3.2019 | Andy Jones |
| Finance | | |
| Portfolio Holder(s) | | |
| Consultation & Community Engagement | | |
| 12 March 2019 - Chairman of Overview and Scrutiny – Councillor Mrs Falp 2 April 2019 – report approved by Overview & Scrutiny Committee | | |
| Final Decision? | Yes | |
| Suggested next steps (if not final decision please set out below) | | |

1. **Summary**

1.1 This report is the annual end of term report to the Council on the work the Overview & Scrutiny Committee has undertaken during the municipal year 2018/19. The Committee met 11 times during the year. The report also includes work by the Health Scrutiny Sub-Committee which met three times.

2. **Recommendation**

2.1 That the list of matters considered by the Overview & Scrutiny Committee and Health Scrutiny Sub-Committee during the municipal year 2018/19, as detailed in Appendix A to the report, be noted.

3. **Reasons for the Recommendation**

3.1 Under Article 6 of the Council’s Constitution Overview & Scrutiny Committees and Policy Committees are required to provide an end of term report to the Council on work they have undertaken during the year.

3.2 The matters considered during the year are attached at Appendix A to the report.

4. **Policy Framework**

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> | <u>Intended outcomes:</u> | <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 | Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services | 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 | Dialogue between Scrutiny and Executive enables robust decision making and ensures all elements of the proposal in respect of service provision are taken into account. | Nil |

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies; however, this report is for governance purposes and allows an overview of the previous 12 months' work.

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

This report is made annually as a matter of good practice and Council policy.

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 The recommendations of the report do not affect the Council's budgetary framework.

6. **Risks**

6.1 There are no risks associated with this report which is purely provided as a matter of good practice and Council policy concerning Scrutiny committees.

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

7.1 There are no alternative options because this report complies with the requirements of Article 6 of the Council's Constitution.

Chair's Introduction

This has been the second year that I have acted as the Committee's Chairman and I have noticed that the Committee has really found its feet. In particular, the Committee has covered a wide range of topics on its own work programme and has been stringent in ensuring that any matters outstanding have been followed up. An example of this stems from the work done in the previous municipal year when the Committee has followed up and scrutinised reports in respect of the recommendations made by the Task & Finish Group – HMOs. It has asked for regular updates from officers on matters of huge importance to the District such as the Leisure Centres and litter collection and recycling. The Council's work to stem the tide of fly-tipping, working in co-operation with Rugby Borough Council has also drawn close examination and the Committee has been pleased to note the progress made in this respect and also that officers have reported with positive enthusiasm about the work being done and the results.

The Executive has discussed a large number of reports this year and this has meant that the Overview & Scrutiny Committee has scrutinised a large number of these too. The response from the Executive in respect of recommendations made to it by Overview & Scrutiny has been more consistent and detailed.

The Committee also undertook another Task & Finish Group this year in respect of examining the role of the Council's Chairman. The report giving the recommendations from this Group will be examined by the Committee in April 2019.

The Health Scrutiny Sub-Committee also found its feet this year and Members felt that they were finally adding value to initiatives being taken by this Council in respect of health and wellbeing instead of simply being told what had happened. The Sub-Committee has also received regular updates from the Portfolio Holder, Councillor Thompson and Councillor Mrs Redford, both of whom sit on outside bodies at the County Council. Their regular feedback has given the Sub-Committee the opportunity to feed into the work being done at the County Council.

The Sub-Committee has noted that the Joint Strategic Needs Assessment tool has captured a lot of useful data allowing this Council to hone in on areas requiring attention such as mental health and housing. I would like to extend my thanks to the Lead Officer for this Sub-Committee, Marianne Rolfe, who has gently guided the Sub-Committee to concentrate on the areas within the control of this Council.

I would like to thank the officers that have supported me and this Committee during my tenure as this Committee's Chairman and also those officers who have regularly been asked to present reports and take questions.

Councillor Judy Falp
12 March 2019

Items considered by Overview & Scrutiny Committee 2018/19

Overview & Scrutiny Work Programme Items

2018:

Warwick District Infrastructure Delivery Plan (IDP) update
Finance – Service Area Update
Review of Council’s Sustainability and Climate Change Approach
Review of Housing Services – Service Area Update
Report on Fuel Poverty
Leisure Development Programme Phase 2 – Kenilworth Facilities
Events Review Update
Christmas Lights Display 2018
Renewal of Recycling Contract 2019/20
Review of Neighbourhood Services – Service Area Update
Task & Finish Group HMO’s Update
Summary of the role, responsibilities and performance of the South Warwickshire
Community Safety Partnership (SWCSP)
Local Plan Policy H6 (Task & Finish Group Recommendation 2.4)
Development Portfolio – Service Review
Annual Feedback on Outside Appointments and Champions
Stock Condition Survey

2019:

Pump Room Gardens Restoration Project
Update on Catering & Concessions Contract – Royal Pump Rooms and Jephson
Gardens
Shared Environmental Enforcement with Rugby Borough Council
Chief Executive’s Office – Service Review
Warwick District Infrastructure Delivery Plan (IDP)
Business Portfolio – Service review
Student Housing Strategy Community Engagement
Briefing Note – Follow-up to “Annual feedback on Outside Appointments” report –
National Association of Councillors
Culture Portfolio – Service Review
Annual Update from Shakespeare’s England
Health & Community Protection – Service Review
Increased Litter Bin Provision – report back to show how well the scheme has been
received and results
Briefing Note – Vision & Strategy for Leamington town centre annual update and
progress on Action Plan
Children’s Safeguarding: Improvement Action Plan Update
HEART Service Progress Report
Role of the Chairman of the Council – Task & Finish Group
2019 Councillor Training Plan
To review membership/participation with certain Outside Appointments
Overview & Scrutiny Committee End of Term Report

Routine Items

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

Executive Items Considered by the Committee

(This section details the comments and recommendations made by the Overview & Scrutiny Committee to the Executive on reports being considered by the Executive. The decisions made at the Executive meeting have been detailed if the decision has been more than to approve the recommendations in the report.)

30 May 2018:

Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse

The Committee welcomed and supported the report but requested robust monitoring of the contract from the outset.

Student Housing Strategy

The Committee welcomed and supported the Policy in general and welcomed that some of the recommendations from the HMO Task & Finish Group were included within the document.

Executive Response:

The Executive thanked the Scrutiny Committee for the debate and consideration of this matter and reminded them that, as set out within the report, one of the next steps would be to work with the University of Warwick to promote further on-campus provision and a more dispersed distribution of the student population across Warwick District to enable the district to positively integrate the students and settled populations.

The Committee expressed concerns that the aims did not specifically address the concerns about over-concentration of students in some areas through a dispersal strategy.

MHCLG Rough Sleepers Initiative 2018-20

The Committee welcomed the report but had questions on what would happen in two years when the MHCLG funding ceased.

26 June 2018:

Increased Litter Bin Provision

The Committee welcomed and supported the recommendations in the report.

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

24 July 2018:

Air Quality SPD

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

Executive Response:

The recommendations in the report were approved along with the recommendation from the Overview & Scrutiny Committee that the SPD was

aligned with the new draft National Planning Policy Framework prior to it going out to consultation.

Creative Quarter: Growth Deal, Bid Options & Potential Purchases

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

(Recommendations 2.3 and 2.4 were matters for the Finance & Audit Scrutiny Committee to scrutinise.)

Executive Response:

The recommendations in the report were approved, subject to the amendment recommended by the Overview & Scrutiny Committee and 2.3 be amended to read "in the region of".

Leamington Car Park Displacement Strategy

The Committee noted the report.

29 August 2018:

Council Tax Reduction Scheme

The Committee supported the recommendations in the report but was concerned at the level of complexity of the questionnaire and the effect this might have on the response rate.

Executive Response:

The Executive noted the comments of the Committee but were mindful that there was a requirement to provide all the information in order to enable full consideration of the proposals.

The recommendations in the report were approved.

Creative Quarter Growth Deal Update Report

The majority of Committee Members supported the recommendations in the report.

25 September 2018:

Leisure Development Programme Phase Two – Kenilworth Facilities

The Committee supported the recommendations in the report.

Events Strategy

The Committee supported the recommendations in the report but made the following comments:

- A standardised EIA, the format of which has been defined by the Council, should be completed for all events.
- Event organisers should be encouraged to ensure the use of recyclable materials for all disposable items, e.g. plastic.
- Parish and Town Councils should be sent a copy of the events manual once it is published.
- All events organisers should receive a copy of the events manual.

Executive Response:

The Executive agreed that the comments made by O&S should be circulated to officers, for them to consider as part of the process. Executive approved the recommendations in the report.

30 October 2018:

Code of Procurement Practice

The Committee noted the report.

Executive Response:

The recommendations in the report were approved with an amendment in Appendix 1, Page 13 of the report, to bullet point four to read "*The exemption must be agreed by the Head of Finance and Executive, prior to any contract being entered into*". These changes would be made prior to submission to Council.

Adoption of a Plastics Policy

The Committee supported the recommendations in the report.

The Committee discussed what could be done to reduce the use of plastic at events held in the District, and requested an update in 12 months' time to review progress with the Policy and the difference it had made.

Suggestions were made for some amendments to the wording in the Policy and Councillor Thompson asked Councillor Davison to liaise with him over the changes.

Executive Response:

The recommendations in the report were approved, with the agreement of revised wording as discussed with officers.

Discretionary Business Rates Relief as a Tool for Business Growth and Inward Investment

The Committee supported the recommendations in the report.

Executive Response:

The recommendations in the report were approved with an amendment to the figures contained within paragraph 5.6 to read "*£100,000*".

27 November 2018

Europa Way Progress Update and Next Steps

The Committee supported the recommendations in the report with the inclusion of an amendment to recommendation 2.21 which the Portfolio Holder agreed he would bring forward to the Executive meeting on the following evening.

Executive Response:

The recommendations in the report were approved, subject to an amendment to recommendation 2.21 to read:

"To agree that a Members Working Group made up of representatives of all political groups plus the portfolio holder for Housing and Property Services is set up for this project."

Covent Garden Displacement Plan

The Committee supported the recommendations in the report.

Executive Response:

The recommendations in the report were approved, subject to the amendments detailed in the addendum. These were amendments to paragraphs 3.3.11 and 3.3.12 of the report and additional wording to recommendation 2.4 to read:

"...and delegate authority to officers to submit a planning application for up to 80 spaces at Riverside House to be made available for public parking on weekdays during the displacement period."

Houses in Multiple Occupation (HMO) Licence Conditions and HMO Licensing Cycles – Private Sector Housing

The Committee strongly supported the recommendations in the report.

Creative Quarter – Draft Masterplan

The Committee recommended that the public consultation period on the draft masterplan should be extended by a further four weeks, meaning that a final masterplan would be submitted to the new Council in 2019.

Executive Response:

The recommendations in the report were approved, subject to the amendments detailed in the addendum and an additional recommendation 2.3 to read:

"That a Cross Party Member Working Group be established to enhance communication on this matter"

The Executive rejected the recommendation from Overview and Scrutiny because the Portfolio Holder, Councillor Butler stated that there had been widespread comments received about the slow decision making regarding the regeneration of Old Town and the opinion that this area of the District had a tendency to be ignored. Whilst he felt that the recommendation from Overview & Scrutiny Committee had merit, he did not feel that an extension to the consultation timeframe would improve the quality of the feedback being received. For these reasons he did not accept the recommendation. He did agree, however, that an additional recommendation should be added relating to the establishment of a cross party Member working group.

8 January 2019

Leisure Development Programme – Phase 2, Kenilworth

The Committee supported recommendations 2.1 and 2.3 in the report and noted recommendation 2.2.

In respect of recommendation 2.4 in the report, the Committee recommended to the Executive that it deferred its decision to allow further evaluation of a lido option as a facility to benefit the whole District.

Executive Response:

The recommendations in the report were approved and the petition was noted.

The Executive rejected the recommendation from Overview and Scrutiny Committee because the decisions taken so far were based on the recommendations received from the very experienced team leading the project, and the success of the other two leisure centres within the District were a

testimony to the team's expertise. If another consultation was to be held, the Portfolio Holder could not see how the results would be any different from the one already conducted, and failed to see what else could be done in order for the public to be able to express their opinions.

It was therefore proposed by Councillor Coker and seconded by Councillor Butler that the recommendation from the Overview & Scrutiny Committee was rejected on the basis that:

- despite the lido option not being part of the consultation, it had been fully evaluated by officers and an independent, well-respected consultancy; and
- consequently, there was no merit in holding a further consultation as Members were comfortable that all the material issues had been examined both in preparation for the report of September 2018 and report of January 2019.

Supplementary Planning documents – request to consult
The Committee noted the report.

5 March 2019

Creative Quarter Masterplan and Next Steps

The Committee noted the recommendations in the report.

Executive Response:

The recommendations in the report and addendums were approved, subject to an amendment to recommendation 2.4 to add "and Group Leaders" to the list of consultees.

Shakespeare's England Future Funding

The Committee recommended that an additional bullet point was added to Recommendation 2.1 to state:

- Agreement of revised objectives and performance indicators in respect of Shakespeare's England's activities to promote Warwick District, with authority delegated to the Head of Development Services, in consultation with the Business Portfolio Holder, to conclude the agreement prior to the first payment being made.

Executive Response:

The Executive approved the recommendations in the report and included the recommendation made by the Overview & Scrutiny Committee.

Newbold Comyn: Shortlisting of Future Options

The Committee supported recommendations 2.1 to 2.4 and 2.6.

(It did not discuss recommendation 2.5 because this was within the remit of the Finance & Audit Scrutiny Committee.)

2 April 2019

Employer's Agent for New Housing Programme

Councillor Phillips, Portfolio Holder – Housing undertook to submit a revision to the wording of the Housing Revenue Account (HRA) amendment that would address the concerns raised by the Overview & Scrutiny Committee so that the

Employer's Agent ensured that these new homes met the required standards regarding performance-in-use measures of energy efficiency, lifetime homes and renewable energies. Councillor Davidson had supplied a form of wording which Councillor Phillips agreed he could use to base the revision as follows:

Councillor Davidson's suggested wording:

The Council is currently developing "a Plan to incorporate in new-builds funded through the Housing Investment Programme improved housing standards, in-use performance standards (such as identified by the Sustainable Development Foundation), lifetime homes standard and renewable energy installations." Consequently, the Employer's Agent would need to demonstrate experience and expertise in these areas, so that the new homes would be built in accordance with these standards and performance monitored.

Executive Response:

The recommendations in the report were approved, subject to an additional paragraph to read:

"3.11. The Employer's Agent brief will include taking account of the additional motion in item 11 at Full Council on February 20th 2019 whereby the Council is currently developing "a Plan to incorporate in new-builds funded through the Housing Investment Programme improved housing standards, in-use performance standards (such as identified by the Sustainable Development Foundation), lifetime homes standard and renewable energy installations." Consequently, the Employer's Agent would need to incorporate these objectives, so that the new homes would be built in accordance with these standards."

(This item will be considered by Council on 17 April 2019.)

Items considered by Health Scrutiny Sub-Committee 2018/19

Health Scrutiny Work Programme Items

2018:

Joint Strategic Needs Assessment Update
Annual Status Report – Air Quality Management
Promoting Health & Wellbeing in the Wider District – Focus on Mental Health
Improved Housing Conditions

2019:

The Health and Wellbeing Benefits of Warwick District Council's Direct Access Hostel
Health and Wellbeing Approach 2018-19 Annual Update
Joint Strategic Needs Assessment – Wave 1 (presented by the Associate Director –
NHS South Warwickshire CCG and WCC)

Routine Items

Review of the Work Programme and Forward Plan

Health & Wellbeing Outside Bodies Updates (Standing Agenda Item):

- Warwickshire County Council Adult Social Care & Health Overview & Scrutiny Committee; and
- Warwickshire County Council Health & Wellbeing Board