

 Overview and Scrutiny Committee – 4 April 2017		Agenda Item No. 8
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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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 5 April 2016 Council, 20 April 2015	
Background Papers	Agendas/Minutes Municipal Year 2016/17	

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.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	22.03.17	Andy Jones
Head of Service		
CMT	22.03.17	Andy Jones
Section 151 Officer		
Monitoring Officer	22.03.17	Andy Jones
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
Chairman of Overview and Scrutiny – Councillor Boad		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 An end of term report to the Council on the work the Overview & Scrutiny Committee has undertaken during the year. The report also includes work by the Health Scrutiny Sub-Committee.

2. **Recommendation**

- 2.1 It be recommended to Council that the list of matters considered by the Overview & Scrutiny Committee and Health Scrutiny Sub-Committee during the municipal year 2016/17, 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. This will be updated to include matters considered at this meeting, before it is submitted to Council.

4. **Policy Framework**

4.1 **Policy Framework**

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

4.2 **Fit for the Future**

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

- 4.3 **Impact Assessments** – This should set out the impacts of new or significant policy changes proposed in respect of Equalities. Reference can be made to an appendix which sets out the detail of the impacts

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.

Work handled by Overview & Scrutiny Committee 2016/17

Chair's Introduction

The Overview and Scrutiny Committee, now in its second year, has shown its members to have developed and understood the dual roles of both Overview and Scrutiny.

As last year, the Committee has been kept busy with various reports that members have called in from the Executive to either seek out further information or to delve more deeply to understand the reasoning behind the recommendations being proposed.

We have had many briefing papers and verbal reports (see Appendix A) over the year either on new issues or initiatives that the Council has introduced. Our reviews of service delivery have ranged far and wide from the introduction of charges for waste containers through to action on letting boards.

I am particularly pleased that this year the O and S has undertaken its first Task and Finish groups on HIMO's and Car Parking Charges. Although both are shortly due to report there have been steep learning curves for members and they have faced challenges along the way. I look forward to reading the two reports when finalised and what subsequent actions, or not, arise from their findings.

I would suggest that the O and S Committee conduct a review of the Task and Finish process to learn lessons from the two groups of what has worked well and what didn't work so well and where improvements could be made to the process. e.g. was too much being included in the scope and would small bites have been better, was it too time consuming, what did the members think, and, how often were the scoping documents used to keep them on task.

The Health Scrutiny Committee got off to a very slow start but now appears to be getting a work programme together, I would suggest that its progress and effectiveness should be reviewed in early 2018.

The past two years as Chair have been an interesting period of development together and I have no doubt that members will continue to effectively overview and scrutinise the Executive on behalf of our residents.

Over the past two years as Chair I have enjoyed the journey that we have shared together. As I move on 2017/18 will bring a new Chair and new challenges that I am confident that the Committee will be more than capable of handling.

Cllr Alan Boad

A synopsis of work undertaken by the Overview & Scrutiny Committee during the municipal year 2016/2017.

Meetings of the Committee were held on:

[1 June 2016](#)

[28 June 2016](#)

[26 July 2016](#)

[27 September 2016](#)

[1 November 2016](#)

[29 November 2016](#)

[4 January 2017](#)

[7 February 2017](#)

[7 March 2017](#)

[4 April 2017](#)

1 June 2016

This was the first meeting of the 2016/2017 municipal year. The membership of the Committee remained unchanged from the previous municipal year, and Councillor Boad was elected as its Chairman for the second year running.

The Committee re-appointed Councillors D'Arcy, Edgington, Parkins and Mrs Redford to the Health Scrutiny Sub-Committee, and resolved that all members of the Overview & Scrutiny Committee could act as substitute members of the sub-committee.

Reports considered on the Overview & Scrutiny Work Programme:

Member Children's Champions – End of Term Report

The Committee was informed that Councillors Mrs Falp and Gallagher had both resigned from their positions as Children's Champions and Councillor Gallagher had filled the one vacancy. Councillor Parkins volunteered to take the other vacant position if required.

Task & Finish Group Work

- HMOs – the Committee agreed the Scoping Document.
- Off-street Car Parking Charges Review – Councillor Quinney had been appointed to chair the Group.

Reports considered on the Executive Agenda:

Item 5 – Fit for the Future Change Programme

The recommendations in the report were noted but the Committee emphasised to the Executive the need to monitor any recruitment and retention issues throughout the year to ensure that the service area plans could be delivered effectively.

The Executive approved the recommendations in the report.

Item 7 – Tourism Update

The Committee supported the recommendations in the report because the addressed the previous weakness of a lack of monitoring information and measurable objectives. It particularly welcomed the six monthly reports to the Committee on the progress of the DMO's work.

The Executive approved the recommendations in the report.

28 June 2016

Reports considered on the Overview & Scrutiny Work Programme:

Waste Collection Update

The Portfolio Holder and the Contract Services Manager answered questions on a report which provided a review of the performance of the waste collection services.

Recruitment and Retention

The HR Manager and the Head of Cultural Services answered questions on a report which set out the policies and procedures the Council operated relating to recruitment and retention of staff.

An update on the pre-application charging regime for development proposals

The Development Manager, the Head of Development Services and the Portfolio Holder answered questions on a report which provided an update on the progress with the introduction and operation of a chargeable pre-application advice scheme.

Task & Finish Group HMOs

Councillors Davison, Miss Grainger, Mrs Knight, Naimo, Quinney and Thompson were appointed to the Group.

26 July 2016

Reports considered on the Overview & Scrutiny Work Programme:

Update on the performance of the South Warwickshire Housing Assessment Team (HAT) (Aids and Adaptations Services)

The Head of Housing & Property Services, the Project Manager (HAT), the Private Sector Housing Manager and the Portfolio Holder answered questions on a report which provided an update on the performance of HAT which was conducting a pilot project in partnership with Stratford-on-Avon District Council and Warwickshire County Council, to deliver improved aids and adaptations services along with a range of home improvement agency services to allow residents in South Warwickshire to remain independent in their homes.

Task & Finish Group HMOs

It was agreed that Councillor Mrs Cain would join the Group unless she could find someone to take over who represented Kenilworth.

Reports considered on the Executive Agenda:

Item 8 – Review of Warwick District Members' Allowances Scheme

The Committee noted the report.

The Executive agreed the recommendations in the report subject to some changes:

- The Chairman of the Review Panel was asked to appoint three former Councillors to the review panel and not one;
- All members should be sent the timetable for the review once it was finalised with the Panel;

- All members should be encouraged to submit their views on the allowances scheme;
- A brief guide to the allowances regulations should be sent to all Councillors explaining what could and could not be included, for example the legalities of an attendance allowance; and
- The Review Panel was asked to consider the specific nature of the carer's allowance and if the requirement for professional carers could be removed.

27 September 2016

Reports considered on the Overview & Scrutiny Work Programme:

Portfolio Holder Update – Development Services

The Portfolio Holder answered questions on a report he had provided giving an update on the ongoing work and issues in Development Services, especially the implications of the changes in the planning process that would soon be imposed and how the Council would have to bid to write application reports for consideration by the Planning Committee.

How HS2 planning applications will be processed

The Committee received a verbal report from the HS2 Project Officer and Head of Development Services on how HS2 Schedule 17 applications were going to be treated. The process would have to be slick because if the target eight week response period was missed, deemed consent would be given unless the Council was successful in negotiating an extension.

Portfolio Holder Update – Finance

The Portfolio Holder answered questions on a report he had provided giving an update on the ongoing work and issues in Finance. The Committee focussed its attention on recruitment of staff issues and the Procurement Policy, which had not been completed.

Creative Quarter Update

The Business Manager, Projects, gave a verbal report to the Committee on the progress made developing a creative quarter in the district.

Leamington Spa Town Centre Vision Update

The Business Manager, Projects, gave a verbal report to the Committee an update since the previous report given in February 2016.

Task & Finish Group Work

- HMOs – the Group provided a brief interim report and the deadline for delivery of the final report was extended to March 2017.
- Off-street Car Parking Charges Review – the Group was in the data gathering phase.

1 November 2016

Reports considered on the Overview & Scrutiny Work Programme:

Shakespeare's England

Two representatives from Shakespeare's England gave the Committee a presentation on the work being done to promote tourism in Warwick and the wider area, both within the UK and internationally.

Portfolio Holder Update – Cultural Services

The Portfolio Holder answered questions on a report he had provided giving an update on the ongoing work and issues in Cultural Services. The Committee focussed attention on the arrangements being made to provide alternative venues whilst swimming pools were closed for refurbishment, and ensuring that notification of these arrangements was given wide publicity.

An update on the pre-application charging regime for development proposals

This was a follow-on report to the one given 28 June 2016 and the Committee was informed that all signs were good that the scheme would be successful and it was anticipated that the costs of the pre-application advice service would be covered by the fees received.

Annual Feedback on Outside Appointments

The Committee considered a report which detailed the annual statement of work undertaken by Outside Bodies, written by the Councillors who represented the Council on these Outside Bodies.

29 November 2016

Reports considered on the Overview & Scrutiny Work Programme:

Portfolio Holder Update – Housing & Property Services

The Portfolio Holder answered questions on a report he had provided giving an update on the ongoing work and issues in Housing & Property Services. The Committee focussed its attention on the provision of affordable rented accommodation in the District.

Summary of the role, responsibility and work of the South Warwickshire Community Safety Partnership

The Committee considered a report from Health & Community Protection which set out the role, responsibilities and work of the South Warwickshire Safety Partnership (SWCSP). After many years when crime figures had reduced, the trend had changed, and the reasons for the increase were unclear. But it was noted that the District still had lower figures than elsewhere in the County.

Review of Health Scrutiny Sub-Committee

The Committee agreed the recommendations in a report from Health & Community Protection which would assist the Health Scrutiny Sub-Committee and the Council to have a greater input into the health and wellbeing arrangements for Warwickshire.

Reports considered on the Executive Agenda:

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

The Committee stressed that the Council should aim for 40% affordable housing. It wanted sustainable transport options mentioned in the report.

The Executive approved the recommendation in the report subject to Executive outlining they would expect the final wording of the document, to be agreed under the 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.

Item 11 – Notice of Motion

The Committee noted the Motion.

The Executive noted the motion and officers were asked to continue to bring forward reports as appropriate as part of their work on the Housing Advisory Group.

4 January 2017

Reports considered on the Overview & Scrutiny Work Programme:

Portfolio Holder Update – Health & Community Protection

The Portfolio Holder answered questions on a report she had provided giving an update on the ongoing work and issues in Health & Community Protection.

HQ Relocation Project – Committee Briefing Paper

The Deputy Chief Executive (BH) answered questions on a briefing paper from the HQ Relocation Project Manager, which gave an update on the progress made with the project and the issues currently in focus.

Reports considered on the Executive Agenda:

Item 4 – Pre-Application Charging Regime

The Committee felt that this was a good scheme and appeared to be well worth pursuing, providing full cost recovery was achieved at a minimum.

The Executive agreed the recommendation subject to the pre-application charging exemption for affordable housing schemes being amended so that it only applied to schemes which offered 90% (or greater) affordable housing.

Item 5 – The Rental Exchange Project

The Committee supported the scheme and looked forward to receiving information about the potential opportunity with Credit Union in the future.

The Executive agreed the recommendations in the report.

7 February 2017

Reports considered on the Overview & Scrutiny Work Programme:

Letting Boards Update

The Enforcement Manager, Development Services, provided an update on the report provided in November 2015, when there had been concerns raised about the proliferation of Letting Board notices in parts of Royal Leamington Spa with large numbers of student accommodation. Following on from initiatives to combat this problem, the Enforcement Manager was able to report a very significant improvement to the point where now, the council would be unable to demonstrate a reason for requesting the power to apply Regulation 7 from the Secretary of State.

Portfolio Holder Update – Neighbourhood Services

The Portfolio Holder answered questions on a report he had provided giving an update on the ongoing work and issues in Neighbourhood Services.

Waste Collection Service Update

The Contract Services Manager answered questions on a report which gave details on the latest six months of performance from the waste collection service for the period July 2016 to December 2016.

Waste Container Charging Regime

The Senior Contract Manager answered questions on a report which reviewed the first eight months of the policy introduced to charge households for the provision of waste containers. Most complaints from residents centred on being forced to pay for delivery of a replacement container.

Anti-social Behaviour Policy (Housing)

The Committee considered a report from Housing & Property Services which gave it an opportunity to pre-scrutinise the anti-social behaviour policy, going forward to Executive in March.

Revised Call-in Procedure for Warwick District Council

The Committee considered a report from the Democratic Services Manager and Deputy Monitoring Officer which brought forward a revised proposal for the call-in procedure for Warwick District Council. The Committee requested that the change in the procedure at paragraph 14 in the proposed procedure was taken out and returned to the current position.

Task & Finish Group Work

- HMOs – the Group planned to bring its report to the April meeting.
- Off-street Car Parking Charges Review – the Group had drawn up a list of recommendations and intended to present a report to the Committee in March.

Reports considered on the Executive Agenda:

Item 9 – A new bridge over the River Avon on St Nicholas' Park, Warwick, and improvements to the Myton Fields car park

The Committee noted the report.

The Executive recognised that this was a sensitive and important area that needed to be considered carefully to ensure all relevant parties were consulted. They noted the importance of paragraph 3.9 of the report that stated "Consultation with all interested parties would be needed including, but not limited to, Historic England, the Town Council, Chamber of Trade, Friends of St Nicholas Park, Warwick Society, Environment Agency, etc".

Recommendation was amended to provide greater clarity on the fact that the improvements to the car park and new bridge were, while related, separate projects to be considered.

Item 10 – Recommendations from the One Stop Shop Review.

The Committee noted the report.

The Executive agreed the recommendations in the report and the Portfolio Holder for Neighbourhood Services gave assurance that Ward Councillors would be consulted upon approval of the report.

7 March 2017

Reports considered on the Overview & Scrutiny Work Programme:

Update on Priority Families Programme

The Priority Families Coordinator from the WCC Children and Families Unit answered questions on a report which provided an update on Phase 2 of the Priority Families Programme.

Shakespeare's England

The Portfolio Holder, Business and the Business Manager, Policy & Development, answered questions on an update report from Shakespeare's England of the period of work from 1 November 2016 to 7 March 2016.

Portfolio Holder Update – Business

The Portfolio Holder answered questions on a report he had provided giving an update on the ongoing work to encourage and grow business opportunity in the District.

Member Children's Champions: End of Year Report

The Deputy Chief Executive and Monitoring Officer answered questions on a report which gave members information on the current position in respect of its safeguarding children arrangements. The Committee was pleased that there was now a clear remit for this role within the Council.

Task & Finish Group – Off-street Car Parking Charges Review

The Committee considered a draft report from the Group in anticipation of its finalisation for presentation to the Executive for consideration. The Committee asked for more background information to be provided in the report and for the report to be re-submitted to the June meeting.

Reports considered on the Executive Agenda:

Item 3 – Housing and Homelessness Strategy 2017-2020

The Committee supported the report, and in particular, was pleased to see that the council recognised that action was required on student accommodation.

The Executive approved the recommendations in the report subject to clarification on recommendation 2.2 so that it read:

“The Executive agrees to develop a Student Housing Strategy to run alongside the Housing and Homelessness Strategy”

Item 8 – Community Forums and Voluntary and Community Sector Spending Review

The Committee recommended that recommendation 2.6 in the report was amended so that the VCS Commissioning and Grants Panel membership should consist of seven interested members, one of which should be the Portfolio Holder. The allocation of seats by party membership should be removed.

Executive did not accept the recommendation from the Overview & Scrutiny Committee because they were of the opinion that all Councillors care about the community and that their intention was to have the Panel membership reflect the composition of the Council.

The recommendations in the report were approved subject to clarification that one of the Conservative appointments to the Panel must be the Portfolio Holder for Health & Community Protection.

4 April 2017

The details of this meeting will be completed after the meeting is held, and prior to the report being considered by Council on 19 April 2017.

A synopsis of work undertaken by the Health Scrutiny Sub-Committee during the municipal year 2016/2017.

Meetings of the Sub-Committee were held on:

[5 July 2016](#)

[24 August 2016](#)

[22 November 2016](#)

[17 January 2017](#)

5 July 2016

This was the first meeting of the 2016/2017 municipal year. The membership of the Sub-Committee remained unchanged from the previous municipal year, and Councillor Parkins was elected as its Chairman.

Councillors Mrs Falp, Mrs Knight and Quinney were appointed as co-opted Members.

Reports considered on the Health Scrutiny Sub-Committee Work Programme:

Staff Occupational Safety and Health Training

The Corporate Health & Safety Coordinator informed Members about the health & Safety training, carried out under the Institution of Occupational Safety and Health standards, that some of the staff at the Council were receiving. It was mostly targeted at managers and team leaders.

"Skip n Chip" / "Dump your Junk" – a proactive community engagement approach to fly tipping and providing advice and support to residents

Members were informed about an initiative run by the Community Partnership Team, in conjunctions with Orbit, Heart of England in the Brunswick and Leam wards. These events were held in fly tipping hotspots to address the ongoing issues of fly tipping. The success of the trial would be evaluated to see if it should be continued on a long-term basis.

24 August 2016

In Councillor Parkins' absence, Councillor D'Arcy chaired the meeting. After consideration of the reports presented to them at the meeting, Members expressed concerns that whilst they were being fed a lot of information, they were not doing proper scrutiny work. It was agreed that the focus had to change and this would be discussed at a future meeting and presented to the parent Committee, Overview & Scrutiny, for agreement.

Members also asked that they should be presented with written reports because the preponderance of verbal reports did not allow time ahead of the meeting for consideration.

Reports considered on the Health Scrutiny Sub-Committee Work Programme:

WDC response to the Sport England "Towards and Active Nation"

The Programme Manager from Cultural Services informed Members about the new Sport England Strategy "Towards and Active Nation" and gave details on how the District Council planned to implement the key messages from the strategy.

Green Spaces/Friends of the Parks and the "Walking Scheme"

Members received a talk from a Community Ranger on how parks within the District helped residents to stay fit and healthy.

Review of Smoking Policy and updated figures

Members were given a verbal update on why the Council's Smoking Policy had been amended to include E-cigarettes.

22 November 2016

Following on from the previous meeting in August, Members considered a report from Health & Community Protection, which summarised the Council's current position in relation to Health and Wellbeing, including the delivery review. It was agreed that a report agreeing the recommendations of the Sub-Committee would go forward for consideration by the Overview and Scrutiny Committee.

Reports considered on the Health Scrutiny Sub-Committee Work Programme:

Update from the Peer Review

The Chief Executive gave Members a briefing on what he considered to be the key messages from the Draft Peer Challenge Feedback Report, 20-22 July 2016, in respect of its health and wellbeing delivery.

Purple Flag Accreditation

The Public Places & Projects Team Leader answered questions on a report that explained the bid process, the benefits and action plan resulting from the Purple Flag Assessment which led to accreditation.

Annual Status Report – Air Quality Management

The sub-committee considered a report from Health & Community Protection which gave an update on progress with air quality management. The report was based on an annual status report required by DEFRA.

Dementia Friendly Communities

Members were informed about the progress the Council was making to achieve dementia-friendly communities' recognition. The Alzheimer's Society had provided a list of recommendations to improve the Council's main office, and these would be considered when the new headquarters were built.

WDC submission to the County Council Health and Wellbeing Board annual report

The Health & Wellbeing Lead answered questions on a report which outlined the work that was being undertaken across the Council to improve the Health and Wellbeing of those who resided in, worked in, and visited Warwick District.

Members noted that the report did not give a full perspective on the numbers of affordable houses available against the number required.

17 January 2017

The Sub-Committee agreed that the next meeting in March should be replaced with a presentation to all Councillors on the Sustainable Transformation Plan.

Reports considered on the Health Scrutiny Sub-Committee Work Programme:

Domestic Violence & Abuse Policy

The Sub-Committee pre-scrutinised the draft Domestic Violence and Abuse Policy being produced by Housing & Property Services. The Sub-Committee welcomed the introduction of the policy.

Draft Housing & Homelessness Strategy 2017

The Sub-Committee pre-scrutinised the new strategy being produced by Housing & Property Services.