

Finance and Audit Scrutiny Committee

Tuesday 4 November 2014

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 4 November 2014 at 6.00pm.

Membership:

	Councillor Barrott (Chairman)	
Councillor Mrs Bunker		Councillor Pittarello
Councillor Dhillon		Councillor Pratt
Councillor Mrs Knight		Councillor Rhead
Councillor MacKay		Councillor Mrs Syson
Councillor Mrs Mellor		Councillor Williams

Emergency Procedure

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

Agenda

Part A – General Items

*1. **Substitutes**

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

*2. **Declarations of Interest**

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

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

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

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

***3. Minutes**

To confirm the minutes of the meeting held on 23 and 30 September 2014

(Item 3/Page 1)

Part B – Audit Items

***4. Review of Housing & Property Services Contracts Register**

To consider a report from Finance

(Item 4/Page 1)

Part C – Scrutiny Items

***5. Comments from the Executive**

To receive a report from Civic & Committee Services

(Item 5/Page 1)

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

To consider a report from Civic & Committee Services

(Item 6/Page 1)

***7. Scrutiny of Partnerships**

The Committee to determine if they wish to look at any of the following partnerships in greater depth as part of its remit consider the effectiveness of our formal partnerships.

Coventry Solihull Warwickshire Sports Partnership

Victoria Park Tennis

Habitat Biodiversity Audit (HBA) Partnership

Learning Academy

The Investment Partnership

Meadow Community Sports Centre

Myton Sports Centre

Coventry and Warwickshire Local Enterprise Partnership

Warwick District Local Sports Network

Warwickshire Waste Partnership

Warwickshire Wildlife Trust

South Warwickshire Crime and Disorder Reduction Partnership

WDC/SDC Shared Business Rates Service

***8. Executive Agenda (Non Confidential Items and Reports) – Wednesday 5 November 2014**

To consider 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.

***9. 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 items by reason of the likely disclosure of exempt information within paragraphs 1 and 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

***10. Executive Agenda (Confidential Items and Reports) – Wednesday 5 November 2014**

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).

(*Denotes those items upon which decisions will be made under delegated powers, as previously granted by Council)

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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 at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 353362 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 353362.

Finance and Audit Scrutiny Committee

Minutes of the meeting held on Tuesday, 23 September 2014 at the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillors Ms Dean, Mrs Knight, MacKay, Pittarello, Pratt, Mrs Syson and Williams.

Also present: Councillor Cross (Portfolio Holder for Finance).

An apology for absence was received from Councillor Barrott.

55. **Appointment of Chair**

Resolved that Councillor Mrs Knight be appointed as Chair for this meeting in the absence of Councillor Barrott.

56. **Substitutes**

Councillor Ms Dean substituted for Councillor Barrott.

The Chair asked that it be recorded that there were a number of Members absent who had not given apologies or sent substitutes.

57. **Declarations of Interest**

There were no declarations of interest.

58. **Audit Findings Report from External Auditor**

The Committee received a report presenting the external auditors' Audit Findings Report in respect of 2013/14, which was attached.

Mr Gregory and Mrs Lillington attended the meeting to present the report on behalf of the external auditor, Grant Thornton.

The audited accounts were due to be agreed by Council on 24 September, after which time the accounts would be published ahead of the 30 September deadline.

Also attached to the report was a letter of representation which, with the Committee's agreement, would be signed by the Committee Chair and the Head of Finance and then be handed to the external auditors.

The Committee, in its role as the Council's audit committee, was expected to consider the Audit Findings Report, which identified key issues that Members should consider before the auditors issued their opinion, conclusion and certificate.

FINANCE AND AUDIT SCRUTINY COMMITTEE (Continued)

The Head of Finance highlighted an adjusted misstatement and an additional paragraph under Contingent Liabilities.

Mr Gregory advised the Committee that the audit of the 2013/14 Statement of Accounts was substantially complete. Some work was still being finalised, but the auditors anticipated issuing an unqualified audit opinion. One significant change had been made to the Statement and a number of minor changes. However, a number of objections had been received, so the audit would have to remain open until the objections had been dealt with. The first stage would be for the Council to respond and then Mr Gregory would have to decide what action to take next. He would, however, take a proportionate and sensible approach, and Members were assured that the audit remaining open would not affect the publication of the auditor's unqualified opinion.

Members were concerned about the motivation of some of the objectors to the accounts and noted that it would incur additional audit fees. Mr Gregory reassured the Committee that he would try to keep costs to a minimum and that any additional fees would have to be approved by the Audit Commission.

Mrs Lillington gave an update on bullet points listed on page 5 of the Audit Findings report, work which had been outstanding when the report was produced:

- The auditors were happy with the disclosures which had been completed, but seven Councillor declarations had not been returned.
- Review of provisions - the business rates calculation was considered reasonable, but had to remain open to further claims, hence an additional paragraph titled "Business Rates Appeals:" added to item 41 of the 'Notes to the Accounts'.
- An unadjusted misstatement had been identified relating to Tree Preservation Orders (TPOs). £200,000 of claims had been submitted for which the Council had created a reserve. Grant Thornton felt that monies for TPO-related claims estimated at £118,000 should be "above the line" rather than below.
- The review of outstanding evidence for revenues and employee remuneration substantive testing was complete.
- The auditors were working through information recently submitted on the initial sampling on the housing benefit certification claim. A couple of items had failed but this had no material impact on the auditors' opinion or the Statement of Accounts.
- The review of the final version of the financial statements was complete.
- Wording for the final management letter of representation would be approved at this meeting.
- The final version of the Annual Governance Statement was awaited, but there was nothing significant to report.
- The deadline for Grant Thornton to complete the Whole of Government Accounts work was 3 October but this was well in hand.

Mrs Lillington stated that the accounts were of a good quality and the working papers had been very good. The auditors would work with officers to see if it would be possible to reduce the length of the papers next year.

FINANCE AND AUDIT SCRUTINY COMMITTEE (Continued)

Members' attention was drawn to comments relating to heritage assets on page 13 of the report. A valuation due in 2013/14 had not been commissioned until 2014/15. The auditors felt there was scope for improved disclosure, and had taken assurance from an expert view that the value of assets would not be materially different from that held in the balance sheet at year end. However, it was pointed out that the valuation policy for tangible assets was not in strict compliance with IAS16 for Local Government bodies, and a statement around the role of the Chief Finance Officer did not comply either. These issues would be picked up in the coming year.

Finally, while the Value for Money conclusion was unqualified, attention was drawn to the final paragraph on page 18 of the report. The Council needed to understand why there were significant underspends and to consider now how and when it was going to achieve savings in the long term.

Responding to a Member's question about a reference in the covering report to streamlining, the Head of Finance advised the Committee that officers were looking at the internal process for managing inquiries and were also keen to ensure that anybody submitting requests would have a clear understanding of what information they could look at, timeframes and processes. Officers had also sought legal opinion so that they themselves would have more clarity on what they could and could not divulge.

Members discussed why underspends continued to crop up and the ongoing problem of slippage. Mr Gregory suggested that a lot of local authorities were in a similar position, partly because they had got into the mindset of having to not spend money. Appropriate project management techniques needed to be considered and there was some suggestion that the Committee could look closely at this and what training had taken place. The Head of Finance agreed to raise the issue of project management with the Senior Management Team.

The Committee asked that officers be thanked and congratulated for their work in producing another set of unqualified accounts, particularly in light of objections which had taken up a lot of time. Members were also pleased that the Portfolio Holder for Finance was in attendance and noted that he was confident that the issues raised would be addressed in the coming year.

Mr Gregory and Mrs Lillington were thanked for attending the meeting.

Resolved that

- (1) the 2013/14 Audit Findings Report be noted; and
- (2) the letter of representation be approved on behalf of the Council before the District Auditor issues his opinion and conclusion.

FINANCE AND AUDIT SCRUTINY COMMITTEE (Continued)

59. Council Agenda – Wednesday 24 September 2014

The Committee considered the audited Statement of Accounts 2013/14 report which was due to be presented to Council on 24 September 2014.

An unaudited Statement had previously been presented to the Finance and Audit Scrutiny Committee in July.

The report recommended that Council approve the formal Statement of Accounts for the year ended 31 March 2014, which would then be signed by the Councillor chairing the meeting.

The accounts had been closed in respect of the financial year 2013/14 and the outturn duly reported to the Executive in June.

Recommended that Council approves the formal Statement of Accounts 2013/14.

(The meeting ended at 6.50 pm)

Finance and Audit Scrutiny Committee

Minutes of the meeting held on Tuesday, 30 September 2014 at the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillor Barrott (Chair): Councillors Mrs Bunker, Pittarello, Rhead, Mrs Syson, Wilkinson and Williams.

Also Present: Councillors Cross and Shilton (Portfolio Holders).

Apologies for absence were received from Councillors MacKay and Mrs Mellor.

55. **Substitutes**

Councillor Wilkinson substituted for Councillor Mrs Knight.

56. **Declarations of Interest**

Minute Number 63 – Agenda Item 9 – Executive Agenda (Non Confidential Items and Reports) Executive Item 6 – St Mary’s Lands Business Strategy

Councillor Barrott declared an interest because he had been part of the Steering Group relating to St Mary’s Lands.

57. **Minutes**

The minutes of the meeting held on 2 September 2014 were taken as read and signed by the Chair as a correct record.

58. **Executive Agenda (Non Confidential Items & Reports) – Wednesday 1 October 2014**

The Committee considered the following item which would be discussed at the meeting of the Executive on Wednesday 1 October 2014.

Item 3 – Scrap Metal Dealers Act 2013

The Finance & Audit Scrutiny Committee supported the recommendations in the report and was pleased that collectors would now be licensed. However, residents had highlighted concerns to Members about the noise omitted by the collectors’ vehicle sirens when collecting scrap metal and proposed that an amendment to the Policy, banning the use of sirens exclusively, be considered by the Executive.

In addition, it was felt that the Scrap Metal dealers could be encouraged when applying for, or renewing, a licence to contact potential customers by more traditional methods ie. leaflet drops and advertising.

59. **National Fraud Initiative**

The Committee received a report from Finance which informed Members of the outcomes from the Council's investigations into the data matches from the 2012/13 National Fraud Initiative (NFI) Programme.

Members had requested annual updates on NFI activities. Additionally, the Audit Commission had released an outcomes information pack for Members, which was attached as Appendix 1 to the report.

The NFI considered itself to be a major contributor to public sector counter-fraud activity and continually sought to expand its influence in both the public and private sectors. From Warwick District Council's perspective the contribution of NFI to counter fraud activity had always been marginal, but offered significant value as a source of independent assurance on the effectiveness of the Council's preventative controls and as a deterrent against fraud.

Benefit fraud cases revealed by NFI typically accounted for only a small percentage of the proven fraud cases processed by the Council's Benefit Investigations Team. No actual fraud cases had ever been identified in any of the other areas within its scope, typical reasons for matches where no fraud or irregularity was involved had been summarised in Appendix 2 to the report.

The results from the 2012/13 NFI programme were summarised in paragraph 8.1 of the report. The second phase of NFI 2012/13, the processing of the council tax discount matches, was still in progress at the time of writing the report.

The Audit and Risk Manager was thanked for his report and for answering Members' questions.

Resolved that the outcomes to date from the 2012/13 round of National Fraud Initiative programme, be noted.

60. **Risk Management Annual Report**

The Committee received a report from Finance which updated the Risk Management Strategy, attached as Appendix A, and detailed progress in implementing risk management throughout the organisation including the implementation of items in last year's risk management action plan, attached as appendix B to the report.

Members were responsible for overseeing the organisation's risk management arrangements and were therefore asked to note the report and its contents.

The report also requested that members affirm the Council's risk management strategy and confirm they were satisfied with the progress

being made in embedding risk management in the Council, noting the review of Year Three of the 4-year Action Plan.

The Audit and Risk Manager attended and answered a number of questions from the Committee. Members asked if there could be more detail in the Summary of Responsibilities, at Annexe 3, such as who was responsible, who had been consulted and who had acted on the responsibilities listed.

The Audit and Risk Manager was thanked for his report, and the Committee

RESOLVED that

- (1) the report and its contents, in particular that which sets out members' responsibility for risk management, were noted;
- (2) the Council's risk management strategy, attached at Appendix A to the report, was affirmed; and
- (3) Members confirm they are satisfied with the progress being made in embedding risk management in the Council, noting the review of Year Three of the 4-year Action Plan, attached at Appendix B to the report.

61. Neighbourhood Services Risk Register Review

The Committee received a report from Neighbourhood Services which set out the process for the review by Finance & Audit Scrutiny Committee of the Neighbourhood Services Risk Register.

In January 2012, the Executive agreed that service area managers should review their respective Service Risk Registers quarterly with their service area managers. In addition, the Finance and Audit Scrutiny Committee would review service areas risk registers and the relevant Portfolio Holder would attend to present their report and answer any questions.

The latest Neighbourhood Services Risk Register was set out at Appendix 1 to the report and the major risks identified were detailed at 10.3 of the report.

The Portfolio Holder outlined the report, and explained that this was a living document which was continuously changing. He attended along with the Head of Service, Mr Hoof, and responded to robust questioning from the Committee.

Clarity was sought on the ICT system and the difficulties experienced by the contact centre following the transfer of data. It was explained that this had had to be implemented very quickly, with minimal input from

Warwick District. Training was a priority now to ensure that the frontline service continued to be delivered.

In response to questions regarding risks 9 and 10, Accidents / Health and Safety, the Head of Service advised that there had been no accidents involving Council employees. However, the risk remained high in this area of work and robust systems were in place to deal it. Mr Hoof advised that he could supply Members with a record of 'near misses'.

Members discussed risks 13 and 14 in the register which dealt with growth within Warwick District and the ability for the service to continue to be delivered. The Committee were advised that contracts could be 'scaled up' to deal with an increase in demand but as yet the demand on staff was an unknown quantity. The responsibility for providing disposal sites was a County Council issue and officers were still waiting for contingency plans from them.

Mr Hoof advised Members that the due dates detailed against risks 11 and 12 should have been updated and contracts were under constant review. Members agreed that they would like to see when departments had managed to reduce the level of risk and hoped that the register could detail more movement.

The Portfolio Holder assured the Committee that some risks had reduced significantly since the process had started but this wasn't always being explained in the report.

The Audit and Risk Manager advised that he would encourage officers to show more movement and was thanked for his report. The Committee

RESOLVED that the Neighbourhood Services Risk Register, and the comments detailed above, be noted.

62. **Review of the Work Programme & Forward Plan**

The Committee considered its work programme for 2014/15 and the latest published version of the Forward Plan.

Resolved that

- (1) the work programme for 2014/2015 be noted;
and
- (2) at present, there were no forthcoming Executive decisions which Members wished to have an input into before the Executive make their decision.

63. **Executive Agenda (Non Confidential Items & Reports) –
Wednesday 1 October 2014**

The Committee considered the following item which would be discussed at the meeting of the Executive on Wednesday 1 October 2014.

Item 4 – Fees and Charges

The Finance & Audit Scrutiny Committee supported the recommendations in the report and thanked the officers for attending and assisting with their robust questioning.

One of the main concerns was the overall trend to increase prices in Cultural Services. Members felt that there was some unfairness in the increase of the Health and Fitness Casual Use fees for the over 60's / Disabled / Unemployed categories but accepted that benchmarking exercises had been undertaken and the Council still charged significantly lower fees than the private sector.

Members also felt strongly that recommendation 2.3 needed challenging. The recommendation was to ensure charging consistency but Members highlighted the lower charges for Kenilworth car parks compared to Leamington and Warwick.

Item 6 – St Mary's Lands Business Strategy

The Finance & Audit Scrutiny Committee supported the recommendations in the report and was satisfied with the assurances given by the Deputy Chief Executive at the meeting. Members had significant concerns by the high costs and man hours that had been spent reacting to enquiries about St Mary's Lands.

Item 7 – Multi-Storey Car Park Structural Surveys

The Finance and Audit Scrutiny Committee supported the recommendations in the report but felt that 2.1 needed to include reference to the correct Procurement procedures.

Members also queried whether any of the structural damage would be covered under insurance policies and proposed an additional recommendation 2.4 to cover this.

Item 8 – Significant Business Risk Register

The Committee proposed that the Executive should defer this item because the Leader of the Executive had been unexpectedly called away from their meeting and, therefore, could not answer any questions that Members had.

Item 11 – Skills Initiative

The Committee supported the recommendations in the report.

Item 13 – Asbestos Contract

The Finance & Audit Scrutiny Committee supported the recommendations in the report but had significant concerns that this was the second time an exemption to the Code of Procurement Practice had been requested. Members appreciated the circumstances behind the request but advised that the Finance and Audit Scrutiny Committee would be unable to support any exemptions to this contract in the future.

64. **Public and Press**

Resolved that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item, by reason of the likely disclosure of exempt information within paragraphs 1, 3 and 7 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

65. **Comments from the Executive**


A report from Civic and Committee Services summarised the Executive's responses to comments which the Finance & Audit Scrutiny Committee gave on reports submitted to the Executive on 3 September 2014.

Resolved that the contents of the report be noted.

66. **Minutes**

The confidential minutes of the meeting held on 2 September 2014 were taken as read and signed by the Chair as a correct record.

(The meeting ended at 8.30 pm)

 WARWICK DISTRICT COUNCIL	FINANCE & AUDIT SCRUTINY COMMITTEE 4TH NOVEMBER 2014	Agenda Item No. 4
Title	Review of Housing & Property Services Contracts Register	
For further information about this report please contact	Andy Thompson Head of Housing & Property Services Tel: 01926 456403 Or Mike Snow Head of Finance Tel: 01926 456800	
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		
Background Papers		

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

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	16/10/14	Chris Elliott
Head of Service	16/10/14	Andy Thompson
CMT	16/10/14	
Section 151 Officer	16/10/14	Mike Snow
Monitoring Officer	16/10/14	Andy Jones
Finance	16/10/14	Sue Simmonds
Portfolio Holder(s)	23/10/14	Norman Vincett Stephen Cross
Consultation & Community Engagement		
Insert details of any consultation undertaken or proposed to be undertaken with regard to this report.		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report sets out the process for the review by Finance & Audit Scrutiny Committee of the Housing and Property Services Contracts Register.

2. **Recommendation**

- 2.1 That Finance & Audit Scrutiny Committee should review the Housing and Property Services Contracts Register attached at Appendix 1 and make observations on it as appropriate.

3. **Reasons for the Recommendation**

- 3.1 The Housing and Property Services Contract Register is presented as Appendix 1 for members to consider as part of their role in promoting good procurement practice.

4. **Policy Framework**

- 4.1 **Policy Framework** – Under the Council’s Code of Procurement Practice, details of all contracts for the supply of goods, services and supplies should be held on the Council’s central Contracts Register. The Code also states the tender process to be used by officers when procuring goods and services.
- 4.2 **Fit for the Future** – By following the Council’s Code of Procurement Practice in procuring goods, services and supplies, officers will be contributing to the Council’s vision, and key policy priorities included within the Sustainable Community Strategy. The following specific benefits should arise:-
- The Council will be sure it is obtaining value for money from its expenditure, in the provision of all its services for local council tax payers.
 - Opportunities will be given to local employers to tender for Council contracts, thus contributing to the Prosperity Agenda.
 - It will be demonstrable that the Council, and officers, are operating fairly, in an open and transparent manner.

5. **Budgetary Framework**

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

6. **Risks**

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

7. Alternative Option(s) considered

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

8. Background

8.1 The Terms of Reference for the Finance and Audit Scrutiny include "Promote value for money and good procurement practice". This is a role that the Committee has actively pursued. In carrying out this role the Committee appointed three of its members to act as Procurement Champions to assist and advise the Procurement Manager. Partly as a result of these actions, the status and knowledge of procurement has increased substantially across the organisation in recent years.

8.2 In March 2014, the Committee considered the Executive report "Housing and Property Services: Contracts Update". This report highlighted failings in the procurement processes within that Service and across the Council. The Committee expressed disappointment to have to consider such a report. A separate report that is to be presented to the Executive November 5th, 2014 details progress in the actions coming out of that report.

8.3 In considering the March report, the Finance and Audit Scrutiny Committee requested that it review each departmental Contracts Register in turn. These reviews were intended to follow the approach used to review the Risk Register, whereby the relevant Portfolio Holder and Head of Service are available to answer the Committee's questions.

8.4 The March report did highlight that the Council's corporate Contracts Register was incomplete. Since then, the Procurement Team have been working actively with heads of service to ensure that all contracts, and details relating to them, are included within the Register. This work is nearing completion.

9. Housing and Property Services Contract Register

9.1 The latest version of the Housing and Property Services elements of the Corporate Contracts Register (H&PSCR) is set out as Appendix 1.

9.2 General Contract Management

9.2.1 As can be seen from the H&PSCR, Housing and Property Services manages a variety of different contract types and service delivery arrangements. Responsibility for day-to-day management is delegated to the officer with direct responsibility for the service area served by the contract. The detailed management of each contract depends upon the contractual terms in place and the service being provided. These have been grouped into three broad categories and are considered in greater detail below. However, for all contracts the following policy and practice is now in place for all officers with responsibility for contracts:

- Recorded monthly monitoring of budgets by Service Managers, which includes a review of expenditure on all contracts
- The Contracts Register is regularly updated to record information about the management and procurement of contracts, and is formally reviewed quarterly by the Housing and Property Services Management Team

- Performance monitoring against the required outcomes and outputs of contracts is continuously undertaken by Service Managers, who have authority to take immediate remedial issue, including the use of default notice or the imposition of financial penalties, where necessary to remedy poor performance.

9.2.2 All contracts are now being risk assessed by the Housing and Property Services management team with particular reference to:

- Risk of contractor failure
- Inadequate service provision
- Fraud
- Reputational impact
- Overcharging

The result of this assessment will be included in the Contracts Register, with effect from January 2015

9.3 Open Book Contract Management

9.3.1 This type of contract requires the Council and the contractor to agree on which costs, including variously labour, materials and agreed overheads, are remunerable and the margin for profit that the contractor can add to these costs. It is in effect a variation of the Cost Plus¹ model of contract. An additional bonus payment can be paid in return for efficiency gains or the contractor achieving certain service standards. The contractor is required to share with the Council its accounts for the works and services provided allowing the Council the opportunity to subject these accounts to analysis and either agree or disagree with the Contractor on the remunerable costs, related profit margin and any additional payments

9.3.2 Open book contracts are currently used by Housing and Property Services for the following services:

Service	Contractor
Kitchen & bathroom replacements and repairs	Lovell's
Planned maintenance for window and door replacement	Lovell's
General housing repairs & voids	Ian Williams
Gas Servicing (housing)	D&K Heating
Internal & external decorating	Ian Williams

9.3.3 Responsibility for determining the detailed work to be provided rests with the contractor working to a service or works standard set by the Council. This means that the Council relies upon the integrity of the contractor to only undertake those works that are necessary to meet the standard rather than specifying in advance the precise nature of the work or service to be delivered. The Council manages the quantity and quality of work by:

- Each contract is subject to a monthly valuation either by interrogating the Council's repairs management system or by means of a submission by the contractor. The Council's Contract Administrators assess the valuation to make sure that works claimed for have been undertaken and the costs are fair, reasonable and in line with the contract documentation. Unusually high

¹ Cost Plus – the contractor is paid for all of its allowed expenses, sometimes up to a set limit depending on the precise terms of the contract, plus an additional payment to allow for a profit.

and low costs are returned to the contractor for explanation and substantiation. No payments are paid until the variations are agreed.

- Currently constrained resources militate against a full programme of post inspections for day-to-day repairs but subject to completion of the proposed Re-design of the Asset Management Service, this will recommence in 2015.
- Planned works are inspected and supervised by the Council's Clerk of Works.

9.3.4 Our experiences of this way of working since the open book contracts began in April 2013 suggest that there may models that could be better suited to the needs of the Council, when considering value for money across both the works and the administration of the service. The Housing and Property services team over the remainder of the current financial year are therefore exploring and assessing options to improve the way these services are delivered.

9.3.5 The Council has had to employ an external cost consultancy to support the financial management of the majority of these contracts due to the complexity of the contracts. This is because the Council, to ensure value for money, has to reconcile the cost claimed by the contractor with the works delivered. This work is resource intensive and the Council does not have in-house either the capacity or the capability to do this work.

9.3.6 Differences have been highlighted for the first year – 2012-2013 - between the Council's assessment of which costs should have been incurred, based on the works undertaken by the contractor, and the account submitted for payment. Reconciliation has therefore been prolonged and resource intensive for both the Council and the contractor. This process has been additionally delayed by the hiatus in the process caused by the temporary embargo placed earlier in 2014 upon the use of the Council's chosen cost consultancy. Final reconciliation of the open book contracts is now expected to be complete by November 21st, 2014.

9.4 Traditional Contract Management (including Measured Term Contracts)

9.4.1 This type of contract requires the contractor to agree in advance of delivery the price for the works or service to be provided. The Council sets the standard against which such pricing should be determined. The contractor's price is usually non-negotiable after the contract has been agreed and formalised, meaning that the risk of rising costs and any delivery inefficiencies rests with the contractor. Conversely, if the contractor is able to reduce costs and improve efficiency during the lifetime of the contract, the benefits accrue solely to them. This approach is often used alongside a Schedule of Rates in which the contractor gives a series of prices for a wide range of activities, the Council deciding at any given time which of those activities it wants delivered.

9.4.2 Traditional contracts are currently used by Housing and Property Services for the following services:

Service	Contractor
Repair and maintenance of the crematorium equipment at Oakley Wood.	Facultative Technologies
WDC tenants contents insurance	AON
The energy supply to WDC buildings and other installations requiring electrical power	Southern Electric (trading name of Scottish & Southern Energy) (ESPO 191/b)
Electrical repairs to all WDC corporate & housing buildings	EM&I
Electronic procedure manual: resource tool for case law etc....	Destin Solutions Ltd
Liquefied fuel supply to the Jubilee House, Kenilworth	Pace Fuel Care (ESPO 301) (Certas Energy)
Gas supply to WDC buildings and other sites requiring gas.	ESPO Energy using Total Gas and Power (ESPO 191/a)
The maintenance of the HRA Door Entry & Fire Alarm system to WDC housing properties	Baydale
All minor repairs to corporate buildings. E.g. roads, fences, concreting, paths	RJ Harwell;G McVeigh&Co, Allworks
The regular maintenance of fire extinguishers and other fire fighting/prevention equipment in corporate properties	Phoenix Fire Services Ltd
This provision is at the sheltered accommodation	Cirrus
This is for the service and maintenance of the telecare control desk at Acorn Court	Tunstall (Call off Northern Housing Consortium)
Mobile phones and devices	O2
Roofing replacement & repair	G Purchase
General corporate repairs	Pinners
Lift Repair & maintenance	Foster & Cross
Fire alarm service & maintenance	Fire & Safety Services
Intruder Alarm service & maintenance	Close Circuit Security Services
Air conditioning Service & maintenance	D&K Heating
Water Management inc Legionella testing	Hertel
Lightning Protection	Horizon
Mobile platform for telecare	Jontek
4. Building Cleaning	Ocean Contract Cleaning
Gas repairs to WDC properties & corporate buildings	Renuvo

Replacement of Rural Footway Lighting Columns and Lanterns including Maintenance and Reactive Repairs	Hi Lite
A Scheme to assist Council tenants to exchange decoration vouchers for decorating materials only. To be used within WDC properties.	PPG Architectural Coatings UK Ltd
Design , Supply and Install Biomass Boiler at Tannery Court, Kenilworth	Treco Limited
To provide court desk and debt advice	Coventry Law Centre
To provide a homeless prevention service.	Bromford
ActiveH	MIS
Provision of Rural Housing Enabler Services	Warwickshire Rural Community Council
Cost Manager Consultant	Impartlinks
Court Desk and Financial Health Check Service for the Warwick District Council	The Law Society
Supported Living	Baydale

9.4.3 Responsibility for determining the detailed work or service to be provided rests with the Council calling upon the contractor to deliver in accordance with the specification and to the agreed price. The Council manages the quantity and quality of traditional contracts by

- Checking the contractor's application for payment against the works or services ordered and provided, this being overseen by a Contract Administrator or directly by the budget holder.
- The quantity and type of work ordered is determined by the Council, either by pre-ordering (for examples repairs to equipment) or by the use of services (for example, gas supply).

9.4.4 Financial management of fixed price contracts by Housing and Property Services is a straightforward process. The contractor submits an invoice for the works delivered which is then validated by the ordering officer against the order and evidence of the works or services received. The primary duty of the officer is to make sure that there is no discrepancy between the detailed order, the relevant invoice and the outcome of post works inspections where these are deemed necessary.

9.5 Informal and Historic Agreements and Arrangements

9.5.1 Housing and Property Services has a number of informal and historic agreements and arrangements to provide services. These are generally of low value but never the less are now being subject to review with the intention of either re-procuring the service or in isolated instances where the number of potential suppliers or the value of the works would make re-procurement

uneconomic to pursue, formalising the arrangements either through formal contracts or Service Level Agreements.

9.5.2 This is to:

- Secure consistency across the service of how external providers are managed
- Make sure that both service providers and the Council have clear expectations of what is required of them
- Reduce the risk of overpayment and fraud
- Secure value for money

9.5.3 Informal and historic agreements and arrangements are currently in place for the following services:

Service	Provider
Temporary Accommodation	Judith Chandler
Independent body fused to assist with homeless medical assessments and appeals	Now Medical
Provision of emergency accommodation for the homeless department	Pandy Nijjar
Emergency homeless accommodation	Salvation Army
Young parents accommodation	Chapter One
Young persons' emergency homeless accommodation	Chapter One
Contribution towards domestic abuse services	Women's Aid
Right To Buy valuations	Godfrey Payton
Right to buy structural surveys	R W Hancock

9.5.4 Management of these arrangements varies depending on the service provided, with greater detail to be found in Appendix A.

9.6 Procurement

9.6.1 Housing and Property Services in October 2014 put in place a Priority Action Plan covering the period 2014-2017. This brings together the Council's commitments and obligations as laid down in the Housing Strategy, the Housing Health Check, the internal Service Review conducted in autumn 2014 by the Housing and Property Services management team and the development of the Contract Register. The plan details what is to be done each year, including forthcoming procurement requirements arising from the expiration or review of existing contracts.

9.6.2 All Housing and Property Services procurement is undertaken in partnership with the Council's Procurement Team, with multi-skilled task-and-finish project groups established for medium and high risk services. Such groups allow for a range of skills to be brought to bear on a particular service area. They encourage critical analysis of the future service design to reflect client expectations and experiences and so shape the services to be secured and the way in which those services could be provided. One current example is that of cleaning services on municipal housing estates and in certain corporate buildings.

9.7 Priority Areas

9.7.1 The three priority Contract Register areas for Housing and Property services are:

- Reconciliation of existing open book accounts followed by a review of the repairs and maintenance contracts, detailed above in section 9.3. This work is to be completed by March 2015 and is being undertaken to address the following concerns:
 - Enhancing the Council's control over costs by better managing responsive repairs in tandem with planned and cyclical works programmes
 - Enhancing the Council's control over the maintenance and repair of the municipal housing stock by making sure that works are those required and contribute to long term utility of the housing stock
 - Developing and maintaining a real-time continuous Stock Condition Survey through understanding at first hand the condition of the stock
 - Simplify the management and administration of the contract to reduce the resources needed for this work and reduce the risk of error in payments and accounts.
- Secure formalised consistency and clarity across the various contracts and agreements in place to deliver the services provided by Lifeline and associated tenancy support activity in the Council's sheltered housing schemes. This work is to be completed by March 2016 and is being undertaken to address the following concerns:
 - Inconsistent levels of service
 - Simplify the management and administration of Lifeline and tenancy support services to reduce the resources needed for this work in the Council's sheltered schemes
- Secure formalised consistency and clarity across the various contracts and agreements in place to deliver services to homeless and other households in need of accommodation. This work is to be completed by March 2016 and is being undertaken to address the following concerns:
 - Simplify the management and administration of the services needed for this work
 - Make sure that the type and volume of temporary accommodation is suitable and meets the needs of households in need of temporary accommodation and minimises the need to use 'bed and breakfast' type accommodation
 - Make sure that the way temporary accommodation is provided is value for money and wherever practicable and reasonable generates income for the Council to offset against costs

Appendix A

Warwick District Council/Housing and Property Services

Contracts Register - Housing and Property Services Contracts

This document is sourced from the Council's Corporate Contracts Register.


Contract Title	Description	Supplier	Contract type	Start date	End date	Annual value	Contract value	Comments - including price change provisions and review dates.
Temporary Accommodation - Tachbrook Road	Temporary Accommodation	Judith Chandler	Informal and Historic Agreement and Arrangement	26/02/2003		£15,000	N/A	Review of all Temporary Accommodation (TA) and related services scheduled for 2015-2016. The TA Review will formally consider options for providing this service element.
Now Medical	Independent body for appeal, used to assist with homeless medical assessments	Now Medical	Informal and Historic Agreement and Arrangement	01/01/2005		£400	N/A	Service used as and when required.
B&B	Providing emergency accommodation for the homeless department	Pandy Nijjar	Informal and Historic Agreement and Arrangement	01/01/2006		£75,000	N/A	Service used as and when required. TA Review will consider options for providing this service element.
Servicing and repair of cremators & ancillary equipment	Repair and maintenance of the crematorium equipment at Oakley Wood.	Facultative Technologies	Traditional Contract	01/04/2009	01/03/2014	£27,000	£135,000	Exemption from the Code of Practice for Procurement granted to allow an extension of current arrangements to use Facultative Technologies (FT) as for a time FT was the only appropriately qualified and skilled supplier available for these services. A second supplier has now entered the market. Time table for reprocurement is being developed in the third quarter of 2014-2015.
E-Bed	Emergency homeless accommodation	Salvation Army	Informal and Historic Agreement and Arrangement	01/01/2010		£3,379		Used as and when needed to accommodate clients in emergency situations. TA Review will consider options for providing this service element.
Willes Road	Young parents accommodation	Chapter 1	Informal and Historic Agreement and Arrangement	01/04/2010	31/03/2013	£10,000		In return for an annual payment of £10,000 WDC is able to make referrals of young people for TA. TA Review will consider options for providing this service element.
Insurance : Tenants Contents Scheme	WDC tenants contents insurance	AON	Traditional Contract	31/05/2010	31/05/2015	£27,500.00	£137,500.00	Housing and Property Services (H&PS) starting reprocurement process October 2014.
Electricity	The energy supply to WDC buildings and other installations requiring electrical power	Southern Electric (trading name of Scottish & Southern Energy) (ESPO 191/b)	Traditional Contract	01/10/2010	30/09/2016	Utilities	Utilities	20.10.14: Procured in accordance with WDC policy and practice and signed contracts in place.
Electrical Repairs Corporate and Housing	Electrical repairs to all WDC corporate & housing buildings	EM&I	Traditional Contract	01/04/2011	01/04/2011	£854,870.75	£1,709,741.40	H&PS are currently working with Procurement Team to reprocure before contract expiry. Only minor updates are needed to the service specification.
Destin	Electronic procedure manual: resource tool for case law etc....	Destin Solutions Ltd	Traditional Contract	08/04/2014	31/03/2015	£2,250.00		Payment is for a licence cost and is in the form of a rolling contract. From 2015, the renewal will be subject to a formal Cost Benefit Analysis by H&PS

Contract Title	Description	Supplier	Contract type	Start date	End date	Annual value	Contract value	Comments - including price change provisions and review dates.
Crash Pad	Young persons emergency homeless accommodation	Chapter 1	Informal and Historic Agreement and Arrangement	01/05/2011	30/04/2013	£11,265.80	N/A	Refer young people to this accommodation service on an as-needs basis. TA Review will consider options for providing this service element.
Kerosene supply to WDC Corporate building	Liquefied fuel supply to the Jubilee House, Kenilworth	Pace Fuel Care (ESPO 301) (Certas Energy)	Traditional Contract	01/01/2012	30/09/2015	Utilities	Utilities	H&PS are currently discussing with Procurement Team moving towards an open tender for resupply of these services.
E-On	Energy supplied for Temp Accommodations	E-On	Informal and Historic Agreement and Arrangement	See comments	See comments	Utilities	Utilities	Monthly rolling contracts with energy suppliers. H&PS reviewing current arrangements with new proposals for VFM arrangements by end 2014-2015.
Gas	Gas supply to WDC buildings and other sites requiring gas.	ESPO Energy using Total Gas and Power (ESPO 191/a)	Traditional Contract	01/04/2012	31/03/2016	£640,000.00	TBC	H&PS are currently discussing with Procurement Team moving towards an open tender for resupply of these services.
Maintenance of HRA Door Entry & Fire Alarm system	The maintenance of the HRA Door Entry & Fire Alarm system to WDC housing properties	Baydale	Traditional Contract	01/04/2012	31/03/2016	£80,000.00	£240,000.00	Procured in accordance with WDC policy and practice and signed contracts in place.
Engineering Framework Agreement	All minor repairs to corporate buildings. E.g. roads, fences, concreting, paths	RJ Harwell;G McVeigh&Co, Allworks	Traditional Contract	01/04/2012	31/03/2016	£85,000.00		Procured in accordance with WDC policy and practice and signed contracts in place. Further two year option taken with revised prices from 1.4.14 - to be reviewed after 12 months.
Maintenance and servicing of fire fighting equipment	The regular maintenance of fire extinguishers and other fire fighting/prevention equipment in corporate properties	Phoenix Fire Services Ltd	Traditional Contract	01/05/2012	31/03/2017	£11 500.00	£11 500.00	Procured in accordance with WDC policy and practice and signed contracts in place.
Service & Maintenance (telecare associated) of Fire Alarm, Warden Call and Door Entry	This provision is at the sheltered accommodation	Cirrus	Traditional Contract	01/10/2012	30/09/2014	£12,757.25	£25,514.50	<p>Cirrus contract has been extended until September 30th 2015 to allow time for completion the Lifeline Services Review (LSR) for the provision of all services relating to Lifeline and sheltered schemes, which started in October 2014. This review includes where appropriate re-specifying the services and so building a contract specification able to accommodate current and future client needs and to take advantage of opportunities provided by technological development. This will conclude in March 2015 when a proposal will be presented to Members to re-procure the services. Subject to approval, the procurement will be completed during 2015-2016.</p> <p>Fire Alarms - re-procurement through a competitive process started October 2014 to replace fire alarm systems in our five Sheltered Scheme blocks.</p>

Contract Title	Description	Supplier	Contract type	Start date	End date	Annual value	Contract value	Comments - including price change provisions and review dates.
Service & Maintenance (telecare associated) of PNC 6 telecare control desk	This is for the service and maintenance of the telecare control desk at Acorn Court	Tunstall (Call off Northern Housing Consortium)	Traditional Contract	01/10/2012	30/09/2014	£19,791.81	£19,791.81	Extension of contract undertaken until March 31st 2015.
Mobile phones and devices	Mobile phones and devices	O2	Traditional Contract	01/12/2012	30/11/2014	Utilities	Utilities	Procured two years ago via a government framework. Current arrangements will roll on past November 2014 on a monthly payment basis pending reprcurement of services. Awaiting advice on how to manage prudently early termination costs for individual services.
LOT 1 R&M	Kitchen & Bathroom replacements and repairs	Lovell's	Open Book Contract	01/04/2013	31/03/2018	£966,061.80	£4,830,309.00	Reconciliation currently in progress but delayed because of delays in securing information from contractor. Final reconciliation predicted for 21.11.14. Contract documents signed.
LOT 3 R&M	Planned maintenance for window and door replacement	Lovell's	Open Book Contract	01/04/2013	31/03/2018	£486,927.99	£2,434,639.95	Reconciliation currently in progress but delayed because of delays in securing information from contractor. Final reconciliation predicted for 21.11.14. Contract documents signed.
LOT 4 R&M	Roofing replacement & repair	G Purchase	Traditional Contract	01/04/2013	31/03/2018	£309,297.48	£1,546,487.40	WDC has now met the vast majority of roofing replacement needs and is considering for the future a call off arrangement for roofing works as and when needed.
LOT 5 R&M	General housing repairs & voids	Ian Williams	Open Book Contract	01/04/2013	31/03/2018	£953,450.00	£4,767,250.00	Procured in accordance with WDC procurement guidelines. Signed documents in place. Reconciliation: Five elements to the contract that each need to be reconciled: Labour, Materials, Plant, Prelims, Subcontractors. This is planned to be completed by 21.11.14. Reconciliation work was due to start June 2014 but was delayed due to contractual arrangements being clarified between the Council and its cost consultants. . In Q3 and Q4 of 2014-2015, H&PS will be reviewing the current arrangements for repairs and maintenance of the Council's housing stock, taking into account the experiences of both the Council land the contractors under the current arrangements. This may lead to changes being proposed to reduce the cost of contract management, allow for higher levels of cost and quality control and increase the efficiency of the overall service to tenants.
LOT 6 R&M	General Corporate repairs	Pinners	Traditional Contract	01/04/2013	31/03/2018	£244,190.00	£1,220,950.00	Contract running to plan
LOT 7 R&M	Gas Servicing (housing)	D&K Heating	Open Book Contract	01/04/2013	31/03/2018	£1,000,256.31	£5,001,281.55	Final account fully reconciled.
LOT 8 R&M	Internal & External decorating	Ian Williams	Open Book Contract	01/04/2013	31/03/2018	£1,082,266.58	£5,411,332.90	Reconciliation started. Contract documents in production - will be signed Q3 2014-2015.
LOT 2 M&E	Lift Repair & maintenance	Foster & Cross	Traditional Contract	01/04/2013	31/03/2018	£231,781.29	£1,158,906.45	WDC Standard Services contract to be in place by end Q3 2014-2015. Final accounts have been completed. This contract has been agreed by H&PS, Procurement and Finance as being Low Risk.

Contract Title	Description	Supplier	Contract type	Start date	End date	Annual value	Contract value	Comments - including price change provisions and review dates.
LOT 3 M&E	Fire alarm service & maintenance	Fire & Safety Services	Traditional Contract	01/04/2013	31/03/2018	£20,151.24	£100,756.20	WDC Standard Services contract to be in place by end Q3 2014-2015. Final accounts have been completed. This contract has been agreed by H&PS, Procurement and Finance as being Low Risk.
LOT 4 M&E	Intruder Alarm service & maintenance	Close Circuit Security Services	Traditional Contract	01/04/2013	31/03/2018	£15,000.00	£75,000.00	WDC Standard Services contract to be in place by end Q3 2014-2015. Final accounts have been completed. This contract has been agreed by H&PS, Procurement and Finance as being Low Risk.
LOT 5 M&E	Air conditioning Service & maintenance	D&K Heating	Traditional Contract	01/04/2013	31/03/2018	£4,996.00	£24,980.00	WDC Standard Services contract to be in place by end Q3 2014-2015. Final accounts have been completed. This contract has been agreed by H&PS, Procurement and Finance as being Low Risk.
LOT 6 M&E	Water Management inc Legionella testing	Hertel	Traditional Contract	01/04/2013	31/03/2018	£34,635.00	£173,175.00	WDC Standard Services contract to be in place by end Q3 2014-2015. Final accounts have been completed. This contract has been agreed by H&PS, Procurement and Finance as being Low Risk.
LOT 7 M&E	Lightning Protection	Horizon	Traditional Contract	01/04/2013	31/03/2018	£5,000.00	£25,000.00	WDC Standard Services contract to be in place by end Q3 2014-2015. Final accounts have been completed. This contract has been agreed by H&PS, Procurement and Finance as being Low Risk.
Mcare assisted platform	Mobile platform for telecare	Jontek	Traditional Contract	01/04/2013	31/03/2015		£18,000.00	This service was procured according to procurement policy and practice. It will be included in the Lifeline Service Review.
WDC Waste contracts	4. Building Cleaning	Ocean Contract Cleaning	Traditional Contract	01/04/2013	31/03/2021	£382,288.88	£3,058,311.04	Contract currently under scrutiny due to concerns about the quality of service being provided to the Council.
Corporate & Communal Gas	Gas repairs to WDC properties & corporate buildings	Renuvo	Traditional Contract	07/05/2013	31/03/2018	£49,977.50	£250,000.00	Procured in accordance with WDC policy and practice and signed contracts in place.
Rural Footway Lighting Replacement and Maintenance	Replacement of Rural Footway Lighting Columns and Lanterns including Maintenance and Reactive Repairs	Hi Lite	Traditional Contract	01/10/2013	30/09/2015	TBC	TBC	Procured in accordance with WDC policy and practice and signed contracts in place.
Decorating Voucher Scheme	A Scheme to assist Council tenants to exchange decoration vouchers for decorating materials only. To be used within WDC properties.	PPG Architectural Coatings UK Ltd	Traditional Contract	01/12/2013	30/11/2018	£60,000.00	£300,000.00	20.10.14: Procured in accordance with WDC policy and practice and signed contracts in place.
Design , Supply and Install Biomass Boiler at Tannery Court, Kenilworth	Design , Supply and Install Biomass Boiler at Tannery Court, Kenilworth	Treco Limited	Traditional Contract	01/09/2014	31/10/2015	£148,012.00	£148,012.00	Procured in accordance with WDC policy and practice and signed contracts in place. One off procurement exercise. Works now underway. Retention of 20% payable in 12 months from sign off of project.
H & PS Healthcheck	Housing & Property Healthcheck	PSI	One-off Procurement	01/03/2014	30/06/2014	£11,550.00	£11,550.00	Service delivered as per specification.

Contract Title	Description	Supplier	Contract type	Start date	End date	Annual value	Contract value	Comments - including price change provisions and review dates.
Structural Investigation Works	Structural Investigation works at Linen Street Car Park, Warwick	RSK	One-off Procurement	01/04/2014	31/08/2014	£11,965.00	£11,965.00	Procured in accordance with WDC policy and practice and signed contracts in place. One off procurement and works now completed.
Court Desk & Debt Advice	To provide court desk and debt advice	Coventry Law Centre	Traditional Contract	01/06/2014	31/05/2016	£20,781.00	£41,742.00	Services provided at Court for people facing possession hearings. All documentation in place.
Resettlement Support Officer	To provide a homeless prevention service.	Bromford	Traditional Contract		31/03/2014	£0.00	£0.00	Documentation in place. Extended until March 2015. Funded by WCC (Supporting people). WCC in September 2014 started consultation on the future funding of all schemes previously provided under the auspices of Supporting People. Re-procurement will depend upon outcome of that consultation.
Domestic Abuse	Contribution towards domestic abuse services	Womens Aid	Informal and Historic Agreement and Arrangement			£3,000.00	N/A	No claim received for payment for 2014-2015
ActiveH	ActiveH	MIS	Traditional Contract		31/03/2017	spend 2012-13 £41,914.63. spend 2013-14 £58,313.77		Licence runs until March 2017.
Consultancy services agreement	Provision of Rural Housing Enabler Services	Warwickshire Rural Community Council	Traditional Contract	01/05/2014	30/04/2015	£8,080.00		Provide rural housing needs surveys. Executive report 16th April 2014 granted exemption from procurement process on the basis of sole supplier. Currently re-procured on an annual basis.
Right To Buy valuations	Right To Buy valuations-as & when basis	Godfrey Payton	Informal and Historic Agreement and Arrangement			2012-13 spend £8500, 2013-14 spend £6500	N/A	Demand for this service has increased as RTB has increased. Payment on a property by property basis. H&PS starting reprocurement process October 2014.
Right to buy structural surveys	Right to buy structural surveys-as & when basis	R W Hancock	Informal and Historic Agreement and Arrangement			2012-13 spend £2880, 2013-14 spend £2240	N/A	Demand for this service has increased as RTB has increased. Payment on a property by property basis. H&PS starting reprocurement process October 2014.
Joint Venture: Deliver new affordable housing	Joint Venture : Deliver new affordable housing	Waterloo	Joint venture					Review completed in April 2014 by Campbell Tickell. Executive agreed in July 2014 to continue with the Joint Venture with Waterloo for a further 3 years.
Cost Manager Consultant	Cost Manager Consultant	Impartlinks	Traditional Contract	13/05/2014	02/05/2014	£100,000.00	£100,000.00	Call off contract, value is the maximum budget available. Procurement reviewed to bring into compliance with WDC policy and practice and signed contracts in place. Current arrangement is for services totalling £100,000 or one year, whichever comes last.
Court Desk & Financial Health Check Service	Court Desk and Financial Health Check Service for the Warwick District Council	The Law Society	Traditional Contract	01/06/2014	30/05/2016	£20,781.00	£83,124.00	
Supported Living	Supported Living	Baydale	Traditional Contract	TBC	31/03/2016	TBC	TBC	The services will be included in the LSR and any new provider will be introduced when current contract ends.

 Finance & Audit Scrutiny Committee - 4 November 2014		Agenda Item No. <h1 style="text-align: right;">5</h1>
Title	Comments from the Executive	
For further information about this report please contact	Graham Leach Democratic Services Manager & Deputy Monitoring Officer 01926 456114 committee@warwickdc.gov.uk	
Service Area	Civic & Committee Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	Finance & Audit minutes 02/09/2014 Executive minutes 03/09/2014	

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

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

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

1. Summary

- 1.1 This report summarises the Executive's response to comments given by the Finance & Audit Scrutiny Committee on reports submitted to the Executive on 1 October 2014.

2. Recommendation

- 2.1 That the responses made by the Executive be noted.

3. Reasons for the Recommendation

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

4. Alternative Options Considered

- 4.1 The Committee receives and notes the minutes of the Executive instead.

5. Budgetary Framework

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

6. Policy Framework

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

7. Background

- 7.1 As part of the scrutiny process, the Committee no longer considers the whole of the Executive agenda.
- 7.2 Councillors are emailed at the time of the publication of the Executive and Scrutiny Committee agendas, asking them to contact Committee Services by 9.00 am on the day of the Scrutiny Committee, to advise which Executive items they wish the Scrutiny Committee to pass comment on and the reasons why.
- 7.3 As a result, at its meeting on 30 September 2014, the Finance & Audit Scrutiny Committee considered the items detailed in the appendices. The responses which the Executive gave are also shown.

Responses from the meeting of the Executive held on 1 October 2014 to the Finance and Audit Scrutiny Committee's comments

Item no	3	Title	Scrap Metal Dealers Act 2013
Scrutiny Comment	<p>The Finance & Audit Scrutiny Committee supported the recommendations in the report and was pleased that collectors would now be licensed. However, residents had highlighted concerns to Members about the noise omitted by the collector's vehicle sirens when collecting scrap metal and proposed that an amendment to the Policy, banning the use of sirens exclusively, be considered by the Executive.</p> <p>In addition, it was felt that the Scrap Metal dealers could be encouraged when applying for, or renewing, a licence to contact potential customers by more traditional methods i.e. leaflet drops and advertising.</p>		
Executive Response	<p>The Executive agreed with the comments of the Finance & Audit Scrutiny Committee and for this recommended that subject to the inclusion of wording explaining that "The use of amplified horns is not permitted under section 62 of the con troll of pollution act 1974 makes it offence to use a loudspeaker in the street"</p>		

Item no	4	Title	Fees and Charges 2015/16
Scrutiny Comment	<p>The Finance & Audit Scrutiny Committee supported the recommendations in the report and thanked the officers for attending and assisting with their robust questioning.</p> <p>One of the main concerns was the overall trend to increase prices in Cultural Services. Members felt that there was some unfairness in the increase of the Health and Fitness Casual Use fees for the over 60's / Disabled / Unemployed categories but accepted that benchmarking exercises had been undertaken and the Council still charged significantly lower fees than the private sector.</p> <p>Members also felt strongly that recommendation 2.3 needed challenging. The recommendation was to ensure charging consistency but Members highlighted the lower charges for Kenilworth car parks compared to Leamington and Warwick.</p>		
Executive Response			


Item no	6	Title	St Mary's Lands Business Strategy
Scrutiny Comment	The Finance & Audit Scrutiny Committee supported the recommendations in the report and were satisfied with the assurances given by the Deputy Chief Executive at the meeting. Members had significant concerns by the high costs and man hours that had been spent reacting to enquiries about St Mary's Lands.		
Executive Response	The Executive welcomed the views of the two scrutiny Committees and shared the concerns regarding the cost of responding to enquiries about St Mary's Lands. They also recognised the concern regarding increased car parking for the Golf Course on this special piece of land which any Town would welcome and cherish. The recommendations were proposed subject to recommendation 2.4 being amended to include "as we continue to work closely with stakeholders and develop detailed businesses cases we take comments like those of the scrutiny committee, on board".		

Item no	7	Title	Multi-Storey Car Park Structural Surveys
Scrutiny Comment	<p>The Finance and Audit Scrutiny Committee supported the recommendations in the report but felt that 2.1 needed to include reference to the correct Procurement procedures.</p> <p>Members also queried whether any of the structural damage would be covered under insurance policies and proposed an additional recommendation.</p> <p>The Finance and Audit Scrutiny Committee propose that recommendation 2.1 be amended to read:</p> <p>"...is used to secure the services of a specialist consultant, in accordance with the Code of Procurement Practice, to assist in developing...."</p> <p>An additional recommendation 2.4 was also proposed to read: "Officers be asked to investigate the possibility of whether the cost of the works could be recovered by the Council's insurance policies, before the estimated life expectancy of the structures expires."</p>		
Executive Response	The Executive recognised the concerns of the Scrutiny Committee but highlighted that paragraph 3.3 of the report referred directly to the Code of Procurement Practice. However, they accepted that recommendation 2.1 of the report should be amended to read this and agreed to include the additional recommendation.		

Item no	8	Title	Significant Business Risk Register
Scrutiny Comment	The Finance and Audit Scrutiny Committee propose that this report be deferred to the November Executive because Councillor Mobbs was unexpectedly called away from the meeting and therefore could not answer any questions that Members had.		
Executive Response	The Leader of the Executive explained while he was regretful he was unable to attend the Scrutiny Committee for this item, there was no reason why they could not have considered the report and made comments about it in his absence. He also agreed to attend the January meeting of the Scrutiny Committee when they were next due to consider this matter.		

Item no	11	Title	Skills Initiative Funding
Scrutiny Comment	The Finance & Audit Scrutiny Committee supported the recommendations in the report.		
Executive Response			

Item no	12	Title	Asbestos Contract
Scrutiny Comment	The Finance & Audit Scrutiny Committee supported the recommendations in the report but had significant concerns that this was the second time an exemption to the Code of Procurement Practice had been requested. Members appreciated the circumstances behind the request but advised that the Finance and Audit Scrutiny Committee would be unable to support any exemptions to this contract in the future.		
Executive Response	The Executive noted the concerns of the Scrutiny Committee.		

 Finance & Audit Scrutiny Committee - 30 September 2014		Agenda Item No. <div style="text-align: right; font-size: 2em;">6</div>
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Graham Leach Democratic Services Manager 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	n/a	
Background Papers	n/a	

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

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

1. Summary

- 1.1 This report informs the Committee of its work programme for 2014/15 (Appendix 1) and of the current Forward Plan (Appendix 2).

2. Recommendation

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

3. Reasons for the Recommendation

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

4. Policy Framework

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

5. Budgetary Framework

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

6. Risks

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

7. Alternative Option(s) Considered

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

8. Background

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

- 8.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.
- 8.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.
- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 8.6 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan. The Committee may wish to give greater consideration to the reports in Section 2 of Appendix 1, to maximise the time available for Members to input into the process.

Finance and Audit Scrutiny Committee Work Programme 2014/15

4 November 2014

Audit Items Scrutiny Items

1	Contract Register – Housing & Property Services	Report	Mike Snow	
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2 December 2014

Audit Items

1	Annual Audit Letter	Report	Mike Snow	Annual report
2	Treasury Management Activity Report 2014/15	Report	Roger Wyton	1 st Half Year Biannual report
3	Internal Audit Quarterly Report – Quarter 2 2014/15	Report	Richard Barr	Quarterly report

Scrutiny Items

4	Housing Business Plan Performance Management	Report	Abigail Hay	Biannual report
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13 January 2015

Audit Items

1	2014/15 Audit Opinion Plan	Report	Mike Snow / EA	Annual report
2	External Audit Certification of Claims and Returns	Report	Mike Snow	External Audit Annual report

Scrutiny Items

3	Chief Executives Office - Risk Register Review	Report	Richard Barr	Approved Executive 11.01.12 minute 115
4	Procurement Biannual Report	Report	Susan Simmonds	Biannual report
5	Bowls - Review	Report	Joe Baconnet	F&A minutes 23 & 27 (1 July 2014)

10 February 2015

Scrutiny items

1	Contract Register – Cultural Services	Report	Mike Snow	
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10 March 2015

Audit Items

1	Internal Audit Strategic Plan 2015/16 – 2017/18 and Internal Audit Charter	Report	Richard Barr	Annual report
2	Internal Audit Quarterly Report Quarter 3 2014/15	Report	Richard Barr	Quarterly report
3	Auditing Standards	Report	Mike Snow	Annual report

No scheduled scrutiny items

8 April 2015

Audit Items

1	Housing & Property Services Risk Register Review	Report	Richard Barr	Approved Executive 11.01.12 minute 115
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Scrutiny Items

2	End of Term Report	Report	Peter Dixon / Chair	Annual report
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To be arranged

Contract register reviews to be considered alongside Service Risk Registers. Chairman and officers to discuss format – agreed 25 March 2014 (minute 174) / 7 May 2014 (minute 197)

Presentation on Disabled Adaptations – agreed 11 December 2012 (minute 97, Executive item 5)

Contracts Registers Reviews 2015/16 & 2016/17

June 2015 – Development Services

August 2015 - Neighbourhood Services

November 2015 - Finance

February 2016 - Chief Executives

June 2016 - Health & Community Protection

Service Risk Register Reviews 2015/16

July 2015 – Cultural Services

October 2015 – Development Services



FORWARD PLAN

Forward Plan November 2014 to March 2015

COUNCILLOR ANDREW MOBBS

LEADER OF THE EXECUTIVE

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

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

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

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 353362. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

Section 1 – The Forward Plan November 2014 to March 2015

Topic and Reference	Purpose of report	If requested by Executive –date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
5 November 2014						
Fetherstone Court (Ref 628)	Final Business Case, costs and sign off project		Executive 5 November 2014	27 October 2014	Matt Jones Cllr Vincett	
Budget Review (Ref 571)	To advise members of any variations from approved budgets		Executive 5 November 2014	27 October 2014	Andy Crump Cllr Mobbs	
Sports and Leisure Options Appraisal (Ref 603)	To report on the Sports and Leisure Options Appraisal (Moved Reason 4 & 5)		Executive 3 September 2014 Executive 5 November	27 October 2014	Rose Winship Cllr Gallagher	Partners schools, Sport England, Sports NGBs Interviews with consultants
Procurement Update (Ref 639)			Executive 5 November 2014	27 October 2014	Mike Snow Cllr Cross	
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings		Executive 5 November 2014	27 October 2014	Bill Hunt Cllr Hammon	

Asset Management Plan (Ref 642)	To report on the activities planned for the current financial year to deliver the asset strategy		Executive 5 November 2014	27 October 2014	Bill Hunt Cllr Hammon	
Future use of the Warwick LLP (Ref 643)	To report on how the LLP might play a wider role in the delivery of the Council's Assets Strategy		Executive 5 November 2014	27 October 2014	Duncan Elliott/Bill Hunt Cllrs Mobbs, Hammon & Cross	
Parish Charter (Ref 644)			Executive 5 November 2014	27 October 2014	Berni Allen	
Prosperity Agenda (Ref 645)	To report on the current activities undertaken to maintain and increase the prosperity of the district and make proposals for new initiatives		Executive 5 November 2014	27 October 2014	Duncan Elliott/Bill Hunt Cllrs Mobbs, Hammon & Cross	
Pre Application charging regime (Ref 635)	Moved from October – as agreed by CMT		Executive 1 October 2014 5 November 2014	27 October 2014	Gary Fisher Cllr Hammon	
Warwickshire Local Council's Charter (Ref 651)			Executive 5 November 2014	27 October 2014	Berni Allen Cllr Coker	Current Local Charter from 2006 Parish Council's Relevant County/ District & Borough Officers Presented draft

						Charter
December 2014						
General Fund Budgets 2015 - 2016 (Ref 586)	To consider the following year revenue budgets for the general fund		Executive 3 December 2014	24 November 2014	Marcus Miskinus Cllr Mobbs	
Housing Revenue Account Budgets 2015-2016 (Ref 590)	To consider the following year revenue budgets for the Housing Revenue Account		Executive 3 December 2014	24 November 2014	Mark Smith Cllr Mobbs	
Climate Change/ Sustainability (Ref 617)	To seek agreement for the strategic approach to climate/sustainability		Executive 3 December 2014	24 November 2014	Susan Smith Cllr Coker	
Member Code of Conduct Review (Ref 593/a)	To consider revisions to the Council's Member Code of Conduct and associated papers		Executive 3 December 2014	24 November 2014	Graham Leach Cllr Mobbs	Written correspondence Asking for their views

Council Procedure Rules (Ref 594)	To consider revisions to the Council procedure rules from the Constitution Working Party (Moved from July 2014 Reason 3)		Executive 3 December 2014	22 August 2014	Graham Leach Cllr Mobbs	
Disposal of WDC owned land at Station Approach in Leamington (Ref 636)	To seek support for the principle of the council disposing of this land		Executive 3 December 2014	24 November 2014	Bill Hunt Philip Clarke Cllr Hammond	
Report on changes to HARP & scheme of Delegation. (Ref 629)	To consider the revised remit of Housing appeal review Panels and amended procedure (Moved Reason 4)		Executive 1 October 2014 Executive 3 December 2014	24 November 2014	Amy Carnall Jacky Oughton Cllr Vincett	
Options for Payroll Service (Ref 645)			Executive 3 December 2014	24 November 2014	Chris Burrows	
W2 Revised Agreement (Ref 646)			Executive 3 December 2014	24 November 2014	Andrew Thompson Cllr Vincett	
Riverside House Relocation Project Update (Ref 647)	To update members on a potential short list of relocation site options		Executive 3 December 2014	24 November 2014	Duncan Elliott/Bill Hunt Cllrs. Mobbs and Hammon	
Options for the future use of the Royal Pump	To feedback on the outcome of the soft market testing of options for the Royal Pump Rooms		Executive 3 December 2014	24 November 2014	Duncan Elliott/Bill Hunt	

Rooms and surrounding area (Ref 648)					Cllr Hammon	
Review of Affordable Rent policy (Ref 650)			Executive 3 December 2014	24 November 2014	Ken Bruno Cllr Vincett	Housing Strategy 2014-17
Service Area Plan/FFF 6 Monthly Update (Ref 640)	A review of progress made over the last 6 months on the FFF programme of work Moved from November – Reason 3 - Waiting for further information from another body		Executive 5 November 2014 3 December 2014	24 November 2014	Andrew Jones	
Compliance with revised Waste Framework Directive 2008 (Ref 651)			Executive 3 December 2014	24 November 2014	Graham Folkes-Skinner. Dave Shilton	
January 2015						
February 2015						

March 2015						

Section 2 Key decisions which are anticipated to be considered by the Council between April 2015 and July 2015

April 2015

Housing Allocations Policy (Ref 607)	To approve a new housing allocations policy (Reason 1 Portfolio Holder has deferred the consideration of the report)		Executive 5 November 2014 Executive 9 April 2014	27 October 2014 27 March 2015	Ken Bruno Cllr Vincett	Housing Strategy 2014 - 2017

May 2015

June 2015

July 2015

TO BE CONFIRMED

Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
Corporate Debt Policy (Ref 516)	To approve the Corporate Debt Policy	TBC	Jon Dawson Cllr Mobbs			
Health Strategy (Ref 576)	To update members on the formulation of the Council's Health Strategy, following the return of Public Health to local authorities (Moved from March 2014 Reason 3)	Executive 12 March 2014 TBC	Rob Chapleo Cllr Coker			
Code of Procurement Practice (Ref 611)	To seek approval of the updated Procurement Code of Practice	TBC	Susan Simmonds Cllr Mobbs			
Kenilworth Area Action/ Neighbourhood Plan (Ref 438)	To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town Moved from November 2012 reason 2 (Moved from June 2013 Reason 3) (Moved from August 2013 reason 3)	TBC	Chris Elliott Cllr Caborn		Kenilworth Town Council Warwickshire County Council Report to Executive generally on Neighbourhood	

					d Plans in July 2012	
Tenant Involvement Strategy (Ref 615)	To approve the Housing & Property Services Tenant Involvement Strategy	TBC	Abigail Hay Cllr Vincett			
Sustainability Report (Ref 551)	To seek agreement for the strategic approach to climate change/sustainability	TBC	Richard Hall Cllr Coker			
Housing Buy To Flip Policy (Ref 608)	To approve a "Buy To Flip" policy for housing	TBC	Abigail Hay Cllr Vincett	Reason 5 Seeking further clarification on implications of report	Housing Strategy 2014 - 2017	

Section 3 - Items which are anticipated to be considered by the Executive but are NOT key decisions

November 2014						
December 2014						
Review of Significant Business Risk Register (Ref 587)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	
January 2015						

Delayed reports:

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

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

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

The forward plan is also available, on request, in large print on request, by telephoning (01926) 353362