

Overview and Scrutiny Committee

Tuesday 9 February 2016

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 9 February 2016 at 6.00pm.

Membership:

	Councillor Boad (Chairman)	
Councillor Bromley		Councillor Miss Grainger
Councillor Mrs Cain		Councillor Margrave
Councillor D'Arcy		Councillor Naimo
Councillor Davison		Councillor Parkins
Councillor Edgington		Councillor Mrs Redford

Emergency Procedure

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

Agenda

1. Apologies and Substitutes

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

2. Declarations of Interest

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

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

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

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

3. **Minutes**

(a) to confirm the minutes of the Overview & Scrutiny Committee meeting held on 1 December 2015. **(Item 3a/Page 1)**

(b) to confirm the minutes of the Overview & Scrutiny Committee held on 12 January 2016. **(Item 3b/Page 1)**

4. **Comments from the Executive**

To consider a report from Democratic Services. **(Item 4/Page 1)**

5. **Portfolio Holder Update – Neighbourhood Services**

Question and Answer session arising from a report from the Portfolio Holder for Neighbourhood Services giving an update on his service area. **(Item 5/Page 1)**

6. **Portfolio Holder Update – Health & Community Protection**

Question and Answer session arising from a report from the Portfolio Holder for Health & Community Protection giving an update on her service area. **(Item 6/Page 1)**

7. **The Impact of Letting Boards in Leamington Spa**

To consider a report from Development Services **(Item 7/Page 1)**

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

To consider a report from Democratic Services. **(Item 8/Page 1)**

9. **Executive Agenda (Non Confidential Items and Reports) – Wednesday 10 February 2016**

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

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

10. **Public and Press**

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

11. **Executive Agenda (Confidential Items and Reports) – Wednesday 10 February 2016**

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

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

Published on 1 February 2016

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

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Enquiries about specific reports: Please contact the officers named in the reports.

You can e-mail the members of the this Committee at
o&committee@warwickdc.gov.uk

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

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 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 456114.**

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 1 December 2015 at the Town Hall, Royal Leamington Spa at 6.30 pm.

Present: Councillor Boad (Chairman); Councillors Ashford, Bromley, Mrs Cain, D'Arcy, Davison, Edgington, Margrave, Naimo, Mrs Redford, and Quinney.

Also Present: Councillors Coker, Gallagher, Mobbs and Phillips.

40. Apologies and Substitutes

- (a) There were no apologies; and
- (b) Councillor Ashford substituted for Councillor Miss Grainger and Councillor Quinney substituted for Councillor Parkins.

41. Declarations of Interest

There were no declarations of interest.

The Chairman informed the Committee that Councillor Mobbs would not be reporting on the Coventry & Warwickshire LEP or the LGA District Councils' Network at this meeting. This would be postponed to the January 2016 meeting.

He would also be altering the order in which items were discussed on the agenda to suit those officers and Councillors who had been requested to attend the meeting to answer questions.

42. Minutes

- (a) The minutes of the meeting held on 3 November 2015 were taken as read and signed by the Chairman as a correct record.
- (b) The minutes of the Joint meeting of the Finance & Audit and Overview & Scrutiny Committee held on 3 November 2015 were taken as read and signed by the Chairman as a correct record.

43. Comments from the Executive

The Committee considered a report from Democratic Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in November.

The Chairman was pleased to note that the Executive had agreed to investigate the option of introducing a "Passport to Leisure" into the Leisure Options contract, to enable access to leisure facilities for all members of the community.

Resolved that the report be noted.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

44. Portfolio Holder Update – Housing & Property Services

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

- he was unaware of how many people would be affected by the reduction in the overall benefit cap, whereby the total amount of benefits that a household could receive would be reduced from £26,000 to £20,000 outside London (page 6 of the report);
- the average household income was £27,000; and
- shared ownership options would be investigated to help people get on the housing ladder. He informed Members that the mean house price in Warwick District was £262,000.

The Chairman thanked Councillor Phillips for answering the questions. Councillor Phillips then left the meeting.

45. Current Arrangements for Crime and Disorder Scrutiny

Councillor Coker informed Members that whilst Health & Community Protection was not his portfolio area, he had agreed to substitute for Councillor Grainger, whose portfolio area it was, as she had been unable to attend. It had been his portfolio previously.

Councillor Coker informed Members that arrangements for Crime and Disorder fell to the two Crime & Disorder Reduction Partnerships for Stratford-on-Avon and Warwick Districts. These had been formally merged in 2008 into the South Warwickshire Community Safety Partnership. This Council had two representatives, namely Councillors Grainger and Heath, and meetings took place quarterly. Councillor Grainger was currently the Chairman of the partnership.

At meetings, current statistics for crime were discussed with the Police Commander, and then the Partnership would decide priorities in respect of crime reduction. Councillor Coker was pleased to note that the overall crime figures for the two areas were reducing.

The Committee was reminded that it had a statutory duty to review the work of the Partnership. This report formed the Committee's annual review.

46. Call-in of Executive Decisions – Leisure Development Programme

The Committee considered a report from Democratic Services resulting from a decision made by the Executive on 4 November 2015 on a report entitled "Leisure Development Programme". Following which certain councillors had followed the Council's call-in procedure to request that the decisions made by the Executive were subject to consideration by the Overview & Scrutiny Committee.

Resolved that the meeting be recorded during the public session of debate on the Leisure Development Programme.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

The Chairman reiterated the choice of recommendations Members could make, as stipulated in the report. He then asked Councillors who had initiated the call-in process who were at the meeting to give a proper account for the reasons of the call-in.

The main concerns of Members who had called in the decision were:

- incorrect information had been given to Members during the period prior to publication of the report:
 - firstly that the in-house option for managing the centres would be an option even if it went out to tender; and
 - all key decisions on the centres would be taken by the Council.
- Councillors were effectively denied sufficient time to examine the facts and there were flaws in some of the information provided;
- there had been insufficient consultation with the community

When it became evident that debate was moving into information that was confidential, it was

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

During the confidential session, the Head of Cultural Services answered Members' questions on the bidding process and how the figures/estimates on costs had been calculated; following which, the meeting went back into public session again.

The Chairman invited Councillor Gallagher, Portfolio Holder Cultural Services to speak. She assured Members that staff affected had been consulted. This process had started in September 2014. She was concerned that the current delay was unsettling for the staff. She pointed out that the provision of Leisure Centres was a discretionary service, and that any concerns Members had on pricing structure for the provision of activities should be considered in the light that market forces would prevail on pricing. She also informed Members that what was being proposed was not privatisation because the Council's assets were not being sold. She was at pains to point out that the petition that had been started after the Executive had made its decision was factually inaccurate; in response to which Councillor Quinney pointed out that the petition only concerned the privatisation of the management of the centres.

Members of the Conservative Group sought a resolution for option 1 in the recommendations in the report:

"To allow the decision to be implemented without further delay"

on the grounds that this would lead to a very large improvement in these facilities for the constituents, and by letting our facilities out to external

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

management would provide further for the repayment of the investment and a return of income instead of the current necessity of subsidy.

This motion was defeated on the casting vote of the Chairman of Overview and Scrutiny Committee.

A motion for option 4 in the recommendations in the report was withdrawn following advice from the Deputy Chief Executive and Monitoring Officer (AJ), who pointed out that the procedures for call-in had been recently revised and it had only now been realised that option 4 could result in a perpetual loop, with no final outcome. This would only serve to continue uncertainty for the staff affected.

After a motion proposed by Councillor Quinney, and seconded by Councillor Boad, the Committee subsequently voted on option 2 in the recommendations in the report (expanded to include the consideration of further advice to be provided by the Monitoring Officer) and this resolution was carried unanimously.

Resolved to refer the decision back to the Executive together with the observations of the Overview and Scrutiny Committee and further advice provided by the Monitoring Officer.

(After the meeting, it was realised that consensus had not been reached on what observations would go forward from Overview and Scrutiny and therefore the report that went to Executive 13 January 2016 "Call-in of Executive Decisions – Leisure Development Programme" – Item 8 on the agenda, included all reasons given at the meeting for the call-in and observations made about it at the Overview and Scrutiny meeting.)

47. Air Quality Action Plan

The Chairman informed Members that this item had been discussed by the Health Scrutiny Sub-Committee at its meeting in November. It was agreed that this subject should remain on the sub-Committee's work programme.

The Chairman also invited Members to consider joining the Sub-Committee because currently it only had four voting members; this risked insufficient voting members present at Sub-Committee meetings to ensure a quorum.

48. Executive Agenda (Non-confidential items and reports) – Wednesday 2 December 2015

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 2 December 2015.

Item number 5 – Digital Transformation of Council Services

The Overview & Scrutiny Committee supported the report but recommended that all Members were informed in advance when it was planned to:

(a) cease cash and cheque payments; or

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

(b) close generic email accounts

49. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2015/16 and the latest published version of the Forward Plan.

Following on from discussion of items for the Work Programme and Forward Plan, it was

Resolved that:

- (1) the report be noted; and
- (2) the Coventry and Warwickshire LEP update and the LGS District Council's Network report be moved to January 2016.

(The meeting finished at 9.30 pm)

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 12 January 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Boad (Chairman); Councillors Bromley, Cain, Mrs Cain, Cooke, Gill, Margrave, Naimo, Parkins and Mrs Redford.

Also Present: Councillor Mobbs

50. **Substitutes**

- (a) An apology for absence was received from Councillor Davison.
- (b) Councillor Gill substituted for Councillor D'Arcy, Councillor Cain substituted for Councillor Edgington and Councillor Cooke substituted for Councillor Miss Grainger.

51. **Declarations of Interest**

There were no declarations of interest.

52. **Minutes**

- (a) The minutes of the meeting held on 1 December 2015 were unavailable and would be submitted to the February meeting.
- (b) The minutes of the Joint meeting of the Finance & Audit and Overview & Scrutiny Committee held on 1 December 2015 were taken as read and signed by the Chairman as a correct record.
- (c) The minutes of the Health Scrutiny Committee held on 24 November 2015, were noted.

53. **Comments from the Executive**

The Committee considered a report from Democratic Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in December 2015.

Resolved that the report be noted.

54. **Portfolio Holder Update – Neighbourhood Services**

The Portfolio Holder for Neighbourhood Services, Councillor Shilton, was unable to attend due to ill health. It was therefore agreed that this item would be carried forward to the February meeting.

55. **Update on the Development of the Council's Car Park Strategy**

The Committee received a report from Neighbourhood Services which updated Members on the development of the Council's Car Parking Strategy for the District.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Deputy Chief Executive (BH) presented the report to the Committee and highlighted the particular issue with regard to Linen Street car park in Warwick and the options being considered for its future.

Resolved that the report be noted.

56. Proposed "Vision" for Royal Leamington Spa Town Centre

The Committee received a verbal update from the senior Project Co-ordinators regarding the Proposed "Vision" for Royal Leamington Spa Town Centre.

They explained that they were working with all key partners within the town to develop proposals for the future of the Town Centre. This included finding how to meet aspirations and looking at the right formal structures for the work without duplicating current groups or organisations. They envisaged that a report would be brought before Members in April setting out their work to date.

57. Coventry & Warwickshire LEP Update

The Leader, Councillor Mobbs, addressed Members and updated them on the Coventry and Warwickshire Local Enterprise Partnership.

Councillor Mobbs summarised the minutes from the last Board meeting for the Committee, which were available on line. He also explained that it was anticipated that the creative quarter proposal would receive backing from the LEP Board in January 2016 and it would be necessary for the Council to try and gain external funding for this scheme.

The Chairman thanked the Leader for his update.

58. LGA District Councils' Network

The Leader, Councillor Mobbs, addressed Members and updated them on the Local Government Association District Council's Network.

The District Council's Network was a cross party member-led network of 200 District Councils which provided a single voice for District Council's within the Local Government Association. It lobbied government, the political parties and other stakeholders directly on behalf of its members, as well as commissioning research, providing support, and sharing best practice.

The network had an Executive of 21 Council Leaders, which included Councillor Saint of Stratford District Council, and had a Chief Executives network that included Ian Davies of Rugby Borough Council.

Warwick District Council only attended meetings when needed rather than as a matter of routine but recognised the importance of the network. For example, by being part of the network the Council had been able to be part of the case study and impact assessment of the Housing and Planning Bill on our Housing Revenue Account and new build aspirations. This had led to the Council being invited to a meeting with the Housing Minister to raise its concerns directly.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Currently the network was lobbying on the future proposals for business rates retention and the impact of the Local Government Finance settlement.

The Chairman thanked the Leader for his update.

59. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2015/16 and the latest published version of the Forward Plan.

Resolved that:

- (1) Portfolio Holder Update – Neighbourhood Services be deferred to February 2016;
- (2) the consideration to set up a Task & Finish Group to look at adaptations for people with Disabilities be deferred to February 2016 so it can be considered in line with the report to Executive; and
- (3) the Forward Plan be noted.

60. Executive Agenda (Non-confidential items and reports) – Wednesday 13 January 2016

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 13 January 2016.

Item number 10 – Review of the Sexual Entertainment Establishment Policy

The Committee noted the report.

Item 13 – Electric Vehicles and Charging Infrastructure

The Committee noted the report.

(The meeting finished at 7.10 pm)



Title	Comments from the Executive
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk
Service Area	Democratic 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	12 January 2016
Background Papers	Executive Minutes – 13 January 2016

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).		
	Date	Name
Relevant Director		
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 informs the Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive in January.

2. **Recommendation**

- 2.1 The responses made by the Executive are noted.

3. **Reasons for the Recommendation**

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

4. **Alternative Option considered**

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

5. **Budgetary Framework**

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

6. **Policy Framework**

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

7. **Background**

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

**Response from the meetings of the Executive on Overview and Scrutiny
Committee Comments – 13 January 2016**

Items no.	10	Title	Review of the Sexual Entertainment Establishment Policy	Requested by	Labour Group
Reason considered	For further clarification on some of the details.				
Scrutiny Comment	The Committee noted the report.				
Executive Response	The Executive approved the recommendations in the report.				

Items no.	13	Title	Electric Vehicles and Charging Infrastructure	Requested by	The Whitnash Residents' (Independent) Group
Reason considered	Wanted to know how the types of cars were chosen.				
Scrutiny Comment	The Committee noted the report.				
Executive Response	The Executive approved the recommendations in the report.				

Overview & Scrutiny Committee

12th January 2016

Neighbourhood Services Portfolio Holder Update

Service Plan Performance

Neighbourhood Services provides a range of key front line services including waste collection/recycling, street cleansing, parks and open spaces, off street car parking, bereavement services, and oversees the operation of the customer service centre and one stop shops which are provided jointly with Warwickshire County Council.

There are approximately 4 million waste collections carried out each year, with 99.9% of completed on the scheduled day. The Council's recycling rate is approximately 56%, which is well ahead of the national target of 50% by 2020.

The standard of street cleansing remains high due a variety of cleansing regimes, the work of the Rapid Response Teams and the additional input of the new Ranger Service.

The maintenance of parks and open spaces continues to improve by working closely with the Council's grounds maintenance contractor and other partner organisations. The Green Flag and Green Heritage Award have been retained for Jephson Gardens, in addition to the BALI National Landscapes Award. The NS team also supported Warwick Town Council in achieving the Britain in Bloom Gold Award, and Leamington Town Council in achieving Silver Gilt. NS also play a key role in providing the high quality bowling greens at Victoria Park where the men's and women's National Bowls competitions are held each year.

The Bereavement Services Team has continued to provide a high quality service despite the challenges of operating in the centre of a construction site, due to the Crematorium building and car park improvements project.

The performance of the joint Customer Service Centre has continued to be below the standard required despite the best efforts of staff. Changes to the way this service is provided will be implemented in early 2016, with the aim of improving the quality of service provided to customers.

The One Stop Shops continue to provide a range of services to customers in Warwick, Leamington, Whitnash, Kenilworth and Lillington. A review of the service will be carried out in 2016 to better understand customer needs, the services being provided, and potential benefits of implementing the Council's digital strategy.

Risks

The main risk identified by NS at present is the condition of two of the Council's multi storey car parks. Surveys have identified that Linen Street (Warwick) is coming to the end of its operational life, and may have to close in the next 6 to 12 months. Covent Garden (Leamington) requires a significant amount of investment if it is to have a long term future, due to a number of structural issues.

Workforce Planning

Over the last year recruitment to vacant posts has become more difficult, especially in relation to the Ranger Service. Even after numerous rounds of recruitment there are still two vacant posts, and the delay in employing the required number of staff has hindered the roll out of the new service.

Additional posts have been created and recruited to the Green Space Team, due to the increased work load and the number of projects that need to be delivered in the next three years.

The repatriation of staff from the Customer Service Centre will add two extra posts to the Business Support Team, with the team taking on all NS calls directly from April 2016.

Budget

Neighbourhood Services achieved the 2.5% saving on discretionary budgets in 2015/16, and have identified a further 5% saving (£30k) for 2016/17.

Income from recycling credits is likely to be in line with budget estimates of approximately £430k.

Car parking income continues to remain strong due to the increased usage and no disruption as a result of bad weather.

The decision to take back the responsibility for WDC calls will deliver savings of at least £170k, and avoid additional costs of £250k by continuing to operate the current model.

The cost of providing waste collection receptacles (wheeled, bins, boxes and bags) continues to rise as they begin to fail, are lost or damaged. A review is being carried out as to how to address this issue, especially with the added pressure of housing growth in the district all requiring a range of waste receptacles for each property.

Repairs to the multi storey car parks and ongoing maintenance costs are currently being evaluated, and are likely to become a significant budget issue.

Consultation is currently underway in regards to increases in car park charges with aim of increasing income by approximately £170k per annum.

Work Streams and Projects

The £1.2million refurbishment of Oakley Wood Crematorium has been completed successfully, with improved chapel facilities and additional car parking capacity.

The Green Space Team has completed a number of projects as part of the roll out of the Green Space Strategy which include:-

St Johns Playing Field, Kenilworth
Eagle Recreation Ground, Leamington
Roxborough Croft, Leamington
St.Michaels Open Space, Warwick
Stamford Gardens, Leamington

Other projects completed include:-

Jephson Gardens sensory garden, poppy memorial and Chelsea exhibit
Victoria Park irrigation system
Oakley Wood Crematorium Landscaping
Improved security measures at Shrublands Park

Green Space Strategy planned improvements for the next 2 years include:-

Ebourne Close, Kenilworth
Redland Recreation Ground, Whitnash
Cubbington Waterworks, Leamington
Wych Elm Drive, Leamington
Villiers Street, Leamington
Priory Pools, Warwick
Shrublands Park, Leamington
The Holt, Leamington
Mason Avenue, Leamington
Saltisford Common, Warwick

Other planned projects:-

Pump Room Gardens project, Leamington
Country Park, Bishops Tachbrook
St. Nicholas Park, Warwick
Victoria Park skate park, Leamington

Any Changes Required to Service Area Plan

The decision to end the shared Customer Service Centre with WCC will mean that the responsibility for taking WDC calls will be passed to each individual Service Area, therefor no longer the responsibility of NS.

HEALTH & COMMUNITY PROTECTION
PORTFOLIO HOLDER STATEMENT
HALF YEAR REVIEW 2015-16

Performance

1. What do the measures in the Service Plan tell you about the performance of the service at this point in the year?

Comments

- Customer service, in dealing with the range of service requests across the service, remains strong.
- The number of food businesses with a high food hygiene rating has continued to increase. The percentage of those businesses which are 'broadly compliant' has also increased.
- The Community Safety Partnership is working well with continued reductions in serious acquisitive crime. Whilst there is projected to be a considerable reduction in vehicle crime there is a small increase in theft of vehicles. Anti-social behaviour incidents continue to fall with a projected 18% reduction at year-end.
- Anti-social behaviour incidents continue to fall with a projected 18% reduction at year-end.
- Due to changes in the way violent crime is recorded the number of incidents will be seen to increase, though the longer term trend is still down. We are confident that the level of harm has not risen but it will impact on the total recorded crime figures.
- The monthly monitoring results for nitrogen dioxide, at numerous sites around the district, indicate increases in the last quarter. To some extent this can be explained by seasonal fluctuations.
- Due to changes in the Community Partnership team it has been difficult to provide data to report measures.

2. What actions do you intend to take based on the measures?

Comments

- To maintain our good service delivery and high levels of food safety assurance, we continue to look for opportunities to enable new technology. We are trialling the use of 'Totalmobile' for use in food safety inspections. We are also working to enable service delivery increasingly by electronic means, particularly in relation to licensing.
- Officers will visit high performing Community Safety Partnerships in the family group in order to identify best practice and better understand the impact of the new recording standard.
- There have been changes to the Community Partnership arrangement with Warwickshire County Council which has meant a reorganisation of the team and

has led to uncertainty. One of the team has also taken maternity leave and this has necessitated other changes in staffing. The necessary staff changes have now been made and routine management.

- The Council has adopted a new Air Quality Action Plan and progress towards improving air quality will be monitored annually by the Health Scrutiny Sub-Committee

Risks

3. Highlight any significant changes to the risks in your Service Plan and any actions that you intend to take to address the revised risks.

Comments

- Workforce and succession planning has been one of the main risks for the service. Plans have been put in place to ensure timely recruitment and re-alignment of services, to ensure continued service delivery.
- Further to new legal opinion in relation licence fees and charges there is a significant risk of a legal challenge. This could lead to the need to refund fees over a period of 6 years. Work is being carried out to assess our position and to make necessary changes to protect the Council's position.
- The County have withdrawn some support for the community partnership arrangement. This has reduced resources for community partnership work.

Workforce Planning

4. Highlight any significant changes to your Workforce Planning and any actions that you intend to take to address the revised plan.

Comments

- The decision by the County Council to alter their approach to the community partnership arrangement necessitated changes within our own set-up to maintain the community development and Community Forum work, which continue to be managed through a difficult period of change.
- The Head of Service and Environmental Sustainability Manager announced that they would retire at the end of the financial year. Plans have been put in place to recruit to the posts and to ensure a smooth transition.
- The CCTV manager also retired within the period and one of the Engineers took up a post outside of the Council. This has resulted in a minor re-alignment of services to fit in with succession planning for the Head of Service retiring.
- Some changes of roles and job descriptions have been implemented within the Licensing Team. These corrected some anomalies in job descriptions which existed over a period of time and ensures that the team is better structured for future service delivery. It has not affected the number of staff employed.

Budget

5. Highlight any significant changes to the budget pressures highlighted in the Service Plan and any actions required to address these changes.

Comments

- Budget pressures continue to be kept under review. Savings of 5% in discretionary budgets have been agreed for the 2016/17 financial year. Further savings of approximately £66,000 in the revenue budget have also been identified as part of the re-alignment of the service when the Head of Service retires. This is as set out in the Fit of the Future programme.

Planned changes, work streams and projects

6. Highlight any work streams/projects that have been completed at this point in the year

- We are now working with stakeholders, towards accreditation for the Purple Flag award.
- The Cubbington Flood Alleviation Scheme was completed and all legal and financial matters resolved, within budget.
- The Voluntary Sector Commissioning contracts were let and the review and monitoring regime implemented. Progress to date has been good.
- A proposal to implement a trial project for the use of electric vehicles has been reported to Executive, as part of the Sustainability agenda.
- A peer review of the Council's progress towards the Healthy Workplace Charter was conducted in December. Feedback from this is expected in January.
- The Health & Wellbeing Lead Officer has undertaken Dementia training and is now an accredited Dementia Champion. Proposals have also been put forward to for the Council to become 'Dementia Friendly'
- A review of the Sexual Entertainment Venues policy has been conducted. A report has been made to Executive in January which recommends going out to public consultation on the proposed changes.

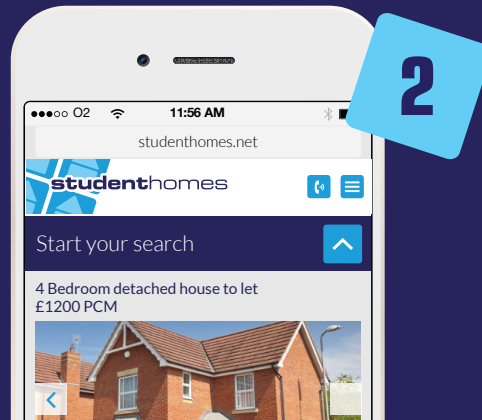
7. Highlight any significant changes or new work streams/projects expected during the year.

- Having become an accredited trainer for this purpose, the Health & Safety Coordinator will be delivering IOSH refresher training to managers and staff in early 2016 to ensure corporate compliance with our health & safety obligations.
- Further to the potential risk highlighted in relation to licence fees, work to review our position has commenced.
- We are about to sign a 'Primary Authority' agreement with Nuffield Health. This will mean that the service will act as the lead local authority nationally, on Food Safety, Health & Safety and Environmental Protection matters and will receive payment for this. The company has approached the department for this arrangement because of their confidence in dealing with officers locally.

SCAN & SIGN



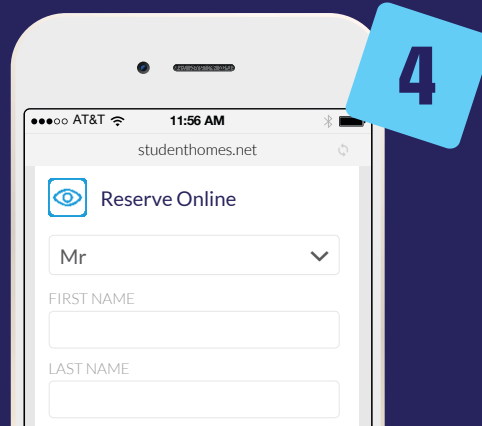
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 Overview and Scrutiny Committee- 9th February 2016		Agenda Item No. 7
Title	The Impact of Letting boards in Leamington Spa	
For further information about this report please contact	Rajinder Lalli	
Wards of the District directly affected	All Leamington Spa Wards	
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	Overview and Scrutiny Committee: 2 nd September 2015	
Background Papers	Agenda and minutes of meeting as above	

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	N/A

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	28/1/16	Chris Elliott/Bill Hunt
Head of Service	28/1/16	Tracy Darke
CMT	28/1/16	Bill Hunt
Section 151 Officer	28/1/16	Mike Snow
Monitoring Officer	28/1/16	Andrew Jones
Finance	28/1/16	Mike Snow
Portfolio Holder(s)	28/1/16	Cllr Stephen Cross
Consultation & Community Engagement		
Consultation and engagement with Members, the public and the Leamington Society		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report provides an analysis of information collated to establish whether there is a need to for a Regulation 7 Direction to control the display of Letting Boards within parts of Royal Leamington Spa under the Terms of the Town and Country Planning (Control of Advertisements) Regulations 2007 (as amended).

2. **Recommendation**

- 2.1 That Overview & Scrutiny Committee agree that there is no current justification for a Regulation 7 Direction to control the display of Letting Boards.
- 2.2 That Overview & Scrutiny Committee note that the Planning Enforcement Team will continue to address issues relating to any unauthorised boards as is currently the case, without the need for the imposition of any further measures.

3. **Reasons for the Recommendation**

- 3.1 The monitoring exercise which was undertaken throughout November and December 2015 does not identify a need for a Regulation 7 Direction, the effect of which would be to remove the ability for advertisers to display such boards without applying for the appropriate advertisement consent from the District Council.
- 3.2 This is because a comparison of the number of properties in a street to the number of letting boards being displayed during the monitoring period identified that the number, frequency and location of those boards was not considered to be of a scale or extent which impacted on the character of that area to a significant degree.

4. **Policy Framework**

4.1 **Fit for the Future**

The appropriate and measured control of advertisements contributes to the vision of making Warwick District a great place to live, work and visit by protecting the visual amenities and character of the District and is therefore consistent with the Fit for the Future programme.

5. **Budgetary Framework**

- 5.1 There are no budgetary implications associated with this recommendation.

6. **Risks**

- 6.1 The main risk of not introducing and applying a Regulation 7 Direction is the possibility of an increase in the proliferation of boards in future years and the subsequent impact on the visual amenities of the area.
- 6.2 However, should circumstances change in future years, the need for further such action could be reviewed.

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

7.1 As identified above, the need to introduce a Regulation 7 Direction has been discounted as there is insufficient evidence to warrant that approach at this time.

8. **Background**

8.1 In April 2014, the Leamington Society contacted Development Services regarding the number of student "to let" boards being displayed within Royal Leamington Spa, particularly within areas where there is a frequent turnover of tenants, for example areas where there is a concentration of students.

8.2 By way of response to this, a letter was sent out to all letting agents within the District reminding them of the regulations. The key points being:-

- Boards should be displayed on the land or property being sold
- Once sale or let has been agreed the board should be removed after 14 days

8.2 At that time The Leamington Society and local residents reported a large increase of letting boards being displayed. It was reported that the boards began to appear at the end of October 2014 and that by December 2014 there was a proliferation of boards.

8.3 Site inspections undertaken by your Enforcement Team identified that there were rows of boards on display within particular streets in largely within Brunswick Ward, most specifically associated with properties let to students by a particular letting agent. However, subsequently it was noted that by January 2015 most of the boards had been removed.

8.4 Investigations revealed that this was likely to be because local letting agents advertise student lettings from October –December each year for the following academic year starting in September.

8.5 The matter was raised by Councillors at Full Council in March 2015 when it was resolved that a Task and Finish Group be set up to review this issue. However, to date that Group has not been set up.

8.6 The matter was further considered by Overview and Scrutiny Committee on 2nd September 2015 When the Committee resolved that no further action was required at that stage.

8.7 The Chair of the Overview and Scrutiny Committee was subsequently approached by Leamington Town Councillors and residents to request that further monitoring during November and December 2015 was undertaken. The Chair agreed this with the Enforcement Team and that the findings be reported back to Overview and Scrutiny Committee as set out in this report.

8.8 Your Planning Enforcement Team undertook further monitoring over that period with the assistance of Local Councillors and the public who were asked to provide information about the location of boards that they were aware of.

8.9 During that period, information was received from one Councillor, one local resident and the Leamington Society. The Enforcement Team recorded the

information received which was also supplemented by further site inspections to verify that information.

- 8.10 Letters were sent again to all letting agents within the District reminding them of the regulations and that the Council would be monitoring the number of letting boards with a view to a need for the use of a Regulation 7 Direction. .
- 8.11 A total of 79 boards were recorded particularly in and around Tachbrook Road and New Street areas. During the month of November, some 57 boards were being displayed but by the end of December this figure had reduced to 22 boards.
- 8.12 Of the 22 boards remaining in December, 6 appear to have been continually displayed since they were first noted in November.
- 8.13 The Advertisement Regulations 2007 require the removal of boards within 14 days of a property being let. However, it has been noted that letting agents often fail to remove/change boards within this period.
- 8.14 Nevertheless, the majority of the boards on display in December 2015 were new letting boards suggesting that the majority of boards are now being displayed and removed in accordance with the regulations.
- 8.15 The majority of boards being displayed within that area in late 2014 were displayed by one particular letting agent who is known to have a significant number of student homes within their portfolio and who advised that they held a stock of some 250 boards. However, in 2015 this particular agent is known to have displayed no Student Home boards as they have invested in new software (as shown at Appendix 1) which displays a sticker in the window of a property for let which can be scanned with a smart phone to provide the property details and availability. This approach is very much to be welcomed and is likely to be a response to the concerns previously raised.
- 8.17 It is considered that the absence of information received from Councillors and the public during the monitoring period strongly indicates that there is less public concern about the display of letting boards than might previously have been the case.
- 8.18 The Committee are asked to note that the removal of deemed consent by way of a Regulation 7 Direction would be likely to result in a significant increase in the number of applications for advertisement consent to display boards in this part of the District. Whilst there is no fee associated with such applications, the costs of administering the new control and the assessment of the determination of those applications will fall to the Council.
- 8.19 Whilst this may nevertheless comprise an entirely reasonable approach were it considered to be necessary, the information set out in this report strongly points to the significant reduction in the proliferation of letting boards and also of public concern about this issue in 2015 to the extent that there is considered to be no justification for taking such an approach at the current time.

**Overview and Scrutiny Committee
Work Programme 2016**

9 February 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Housing – Adaptations for people with disabilities – to consider whether to set up a Task & Finish Group to streamline the assessment process	Suggestion made by Councillor Mrs Falp – O & S 8 April 2015					
<p>Work Programme Items listed as separate items on the Agenda:</p> <p>Item 5 – Portfolio Holder Update Item 6 – Portfolio Holder Update Item 7 – Sales & Lettings Boards Report</p>						

8 March 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		5 April 2016	
To note Health Scrutiny Sub-Committee Minutes					5 April 2016	
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Mobbs		8 March 2017	Annually

5 April 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
End of Term report	Mandatory	Written report	Committee Services		5 April 2016	
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		Next O & S Meeting following: 23 May, 25 July, 10 October, 28 November	
Children’s Champions – End of Year Report	Council recommendation	Written report	Bill Hunt and Member Children Champions		April/May 2016	
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke		April 2016	Every three months
To note Health Scrutiny Sub-Committee Minutes					TBA	

1 June 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Elect an Overview and Scrutiny Committee Chairman					1 st meeting of Municipal Year 2017	Annually
Health Scrutiny – Resolve whether to continue with a sub-committee and if so, re-confirm the sub-committee’s standing orders and appoint membership.		Written Report			1st meeting of Municipal Year 2017	Annually
Social Value in Procurement & what is happening about this in the Council update report.	29 September 2015	Report	Mike Snow			1 June 2016

Future Items or Dates to be Agreed 2016 onwards

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker		TBA	
Review of Taxi Token Scheme – See Health Scrutiny Minutes October 2014 and November 2014	Health Scrutiny Sub-Committee October and November 2014	TBA	TBA		TBA	Deferred until the arrangements for Health Scrutiny have been agreed.
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber		TBA	Quarterly update once the Local Plan has been agreed.
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available
Holding Portfolio Holders to account – Development Services	30 June 2015	Report / Q & A	Councillor Cross		Early September 2016	Annually
Holding Portfolio Holders to account – Cultural Services	30 June 2015	Report / Q & A	Councillor Gallagher		Late September 2016	Annually

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account - Finance	30 June 2015	Report / Q & A	Councillor Whiting		November 2016	Annually
Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		November 2016	Annually
Holding Portfolio Holders to account – Housing & Property Services	30 June 2015	Report / Q & A	Councillor Philips		December 2016	Annually
Scrutiny of South Warwickshire Crime and Disorder Partnership	Mandatory	Verbal briefing and discussion	Pete Cutts		December 2016	Annually
Holding Portfolio Holders to account – Neighbourhood Services	30 June 2015	Report / Q & A	Councillor Shilton		January 2017	Annually
Holding Portfolio Holders to account – Health & Community Protection	30 June 2015	Report / Q & A	Councillor Grainger		February 2017	Annually



FORWARD PLAN

Forward Plan February 2016 to May 2016

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.

(758)

Section 1 – The Forward Plan December 2015 to March 2016

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
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10 February 2016

HRA Rent Setting (Ref 749)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Executive 10/2/2016 Council 24/2/2016	1/2/2016	Andy Thompson Cllr Phillips	
General Fund 2016/17 Budgets & Council Tax (Ref 754)	To update member on the overall financial position of the Council, consider the General Fund Revenue and Capital Budgets for the following financial Year		Executive 10/2/2016 Council 24/2/2016	1/2/2016	Mike Snow Cllr Whiting	
Heating, Lighting and Water Charges 2016/17 – Council Tenants (Ref 755)	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting and water supply.		Executive 10/2/2016 Council 24/2/2016	1/2/2016	Andy Thompson Cllr Phillips	
Treasury Management Strategy (Ref 756)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the following year		Executive 10/2/2016 Council 24/2/2016	1/2/2016	Roger Wyton Cllr Whiting	

Future Delivery of Housing Aids and Adaptations Services – HEART (Ref 734)	To propose a revised approach to the delivery of aids and adaptations for residents of social and private housing.		Executive 30/09/15 02/12/15 13/1/16 Reason 4&5 10/2/2016	1/2/2016	Andy Thompson Cllr Phillips	
Waste container charging (Ref 731)	To consider whether to bring in a charge for wheeled bins, recycling boxes and bags.		Executive 04/11/2015 02/12/2015 13/1/16 Reason 1 10/2/2016	1/2/2016	Becky Davies Cllr Shilton	
Multi-storey car park update (Ref 728)	To consider a report on the structural repairs and refurbishment requirements of our multi-storey car parks		Executive 02/12/15 13/1/16	1/2/2016	Gary Charlton Cllr Shilton	
Design Guidance for the South of Royal Leamington Spa and Warwick (Ref 757)	To endorse the design guidance		Executive 10/2/2016	1/2/2016	Chris Sharp Cllr Cross	
Rural Urban Community Initiative Scheme applications (Ref 758)	Consider applications for Rural and Urban Initiative Grants		Executive 10/2/2016	1/2/2016	Jon Dawson Cllr Whiting	

9 March 2016						
The Rental Exchange (Ref 747)	To seek approval for the Council to pilot 'The Rental Exchange' in order to improve tenants financial capability		Executive 9/3/2016	1/3/2016	John Gallagher Cllr Philips	
Guy Road Housing Development (Ref 750)	A project to develop new homes in Kenilworth		Executive 9/3/2016	1/3/2016	Matt Jones Cllr Phillips	
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company		Executive 9/3/2016	1/3/2016	Andy Thompson Cllr Phillips	
HRA Business Plan Review (Ref 736)	To set out the outcome of the annual review of the HRA Business Plan		Executive 13/1/16 Reason 1 Executive 9/3/2016	1/3/2016	Andy Thompson Cllr Phillips	
Customer Contact Review (Ref 752)	To consider a report regarding the future of this role. This report will be private and confidential because it contains information about an individual.		Executive 13/1/16 Reason 4 Executive 9/3/2016	1/3/2016	Tracy Dolphin Cllr Mobbs	
Rural Urban Community Initiative Scheme applications (ref 759)	Consider applications for Rural and Urban Initiative Grants		Executive 9/3/2016	1/3/2016	Jon Dawson Cllr Whiting	
HQ Relocation (Ref 742)	Part A and B reports regarding the future location of the Council's HQ.		Executive 13/1/16 Reason 3 9/3/2016	1/3/2016	Duncan Elliott Cllr Mobbs	Executive papers – 30/09/2015
6 April 2016						

New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants		Executive 6/4/2016	29.3.2016	Jacky Oughton Cllr Phillips	
Whitnash Community Hub (Ref 741)	To receive information following the feasibility study of a Whitnash Community Hub		Executive 13/1/16 Reason 5 10/2/2016 Reason 4 Executive 6/4/2016	29.3.2016	Andrew Jones Cllr Mrs Grainger	
Rural Urban Community Initiative Scheme applications (ref 760)	Consider applications for Rural and Urban Initiative Grants		Executive 6/4/2016	29.3.2016	Jon Dawson Cllr Whiting	

May 2016 – No Meeting of the Executive

Section 2 Key decisions which are anticipated to be considered by the Council between June 2016 and September 2016						
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
June 2016						
Investment in Leisure Centres (745)	To consider final plans, costs and associated studies and planning applications relating to the proposed investment at St Nicholas Park and Newbold Comyn Leisure Centres	Nov 4 th 2015			Rose Winship Cllr Mrs Gallagher	The report is the culmination of project to expand these 2 leisure centres. Consultation with users through the Planning process and dialogue with clubs and national governing bodies of sport. Various reports from June 2014 onwards.
Rural Urban Community Initiative Scheme applications (Ref 761)	Consider applications for Rural and Urban Initiative Grants				Jon Dawson Cllr Whiting	
Budget review Q1 (Ref 762)	To report expenditure for current year and update financial projections				Jenny Clayton Cllr Whiting	

July 2016						
Rural Urban Community Initiative Scheme applications (Ref 763)	Consider applications for Rural and Urban Initiative Grants					Jon Dawson Cllr Whiting
Budget Review to include financial projections (Ref 764)	To Report on the latest financial prospects for the current and future 5 years					Andy Crump Cllr Whiting

September 2016						
Annual Benefit Fraud Report 765			1 Sept			Andrea Wyatt Cllr Whiting
Rural Urban Community Initiative Scheme applications Ref 766	Consider applications for Rural and Urban Initiative Grants		28 Sept			Jon Dawson Cllr Whiting
Fees and Charges	To propose the level of fees and Charges to be levied from 2nd January 2016		28 Sept			Andy Crump Cllr Whiting

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
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 March 14 Reason 3)	Executive 12 March 2014	Rob Chapleo Cllr Mrs Grainger	The strategy will need to take into account the approach of the new administration and County Health & Wellbeing Strategy		
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings. (Moved Reason 6 Seeking further clarification on implications of report)	5 November 2014 Executive (03/09/15)	Bill Hunt Cllrs Coker & Mobbs			
Delivery of Housing Aids and Adaptations Services – Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Abigail Hay Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined		TBC
Corporate Debt Policy	To approve the Corporate Debt Policy		Jon Dawson Cllr Whiting			

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

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
Nomination for the appointment of Chairman & Vice Chairman of the Council for 2016/17	The Executive to recommend who will be Chairman and Vice-Chairman of the Council in 2016/17		Executive 10/2/2016	1/2/2016	Graham Leach Cllr Mobbs	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 6/4/2016		Richard Barr Cllr Whiting	


Delayed reports:

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

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

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

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

 Overview and Scrutiny Committee – 9 February 2016		Agenda Item No. <h1 style="text-align: right;">8</h1>
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic 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	12 January 2016	
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 and Sustainability Impact Assessment Undertaken	No
n/a	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/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 2016 (Appendix 1) and of the current Forward Plan February 2016 to May 2016 (Appendix 2).

2. **Recommendations**

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

3. **Reasons for the Recommendations**

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

4. **Policy Framework**

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

5. **Budgetary Framework**

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

6. **Risks**

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

7. **Alternative Options Considered**

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

8. **Background**

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

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

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

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

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

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

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

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

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

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

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