

# Overview and Scrutiny Committee

Tuesday 15 April 2014

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A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 15 April 2014 at 6.00pm.

## Membership:

Councillor Mrs A Blacklock (Chairman)	
Councillor A Boad	Councillor Mrs S Gallagher
Councillor Mrs L Bromley	Councillor B Gifford
Councillor R Brookes	Councillor G Guest
Councillor R Copping	Councillor Mrs E Higgins
Councillor Ms J Dean	Councillor G Illingworth
Councillor R Edwards	Councillor M Kinson
Councillor Mrs J Falp	Councillor B Weed

## Agenda

### 1. **Emergency Procedure**

At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

### 2. **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.

### \*3. **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.**

**\*4. Development Services Portfolio Holder Update**

To receive a report from Councillor Hammon about his Portfolio

**(Item 4/Page 1)**

**\*5. Health & Community Protection Portfolio Holder Update**

To receive a report from Councillor Coker about his Portfolio

**(Item 5/Page 1)**

**\*6. Minutes**

To confirm the minutes of the meetings held on 11 & 25 March 2014.

**(Item 6/Page 1)**

**\*7. Comments from the Executive**

To consider a report from Civic & Committee Services.

**(Item 7/Page 1)**

**\*8. Forward Plan**

To consider the Forward Plan from April 2014 to July 2014.

**(Item 8/Page 1)**

**\*9. Review of the Work Programme**

To consider a report from Civic & Committee Services.

**(Item 9/Page 1)**

- Children's Champion verbal progress report from the Deputy Chief Executive (BH)
- Task & Finish Group SEVs – verbal update from Councillor Brookes

**\*10. Appointments to Outside Bodies**

To consider a report from the Democratic Services Manager.

**(Item 10/Page 1)**

**\*11. Health Scrutiny at Warwick District Council – Recommendations from the Health Scrutiny Working Group**

To consider a report from the Health Scrutiny Working Group.

**(To Follow)**

**\*12. Executive Agenda (Non Confidential Items and Reports) – Wednesday 16 April 2014**

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)**

**\*13. 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.

**\*14. Minutes**

To confirm the confidential minutes of the meeting held on 25 March 2014.

**(Item 14/Page 1)  
(Not for Publication)**

**\*15. Executive Agenda (Confidential Items and Reports) – Wednesday 16 April 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 the Council).**

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**For general enquires please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.**

**Telephone: 01926 353362**

**Facsimile: 01926 456121**

**E-Mail: [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk)**

**For enquiries about specific reports: Please contact the officers named in the reports.**

**You can e-mail the members of the this Committee at  
[o&scommittee@warwickdc.gov.uk](mailto:o&scommittee@warwickdc.gov.uk)**

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**THE AGENDA IS AVAILABLE IN LARGE  
PRINT ON REQUEST, PRIOR TO THE  
MEETING.**

## **DEVELOPMENT SERVICES**

### **Portfolio Holder Statement Update – end of year 2013/14**

#### **1 What have the measures in the Portfolio Holder Statement been telling you about how things are going in service during 2013/14?**

The service area is continuing to perform at a high level with regard to planning application performance with the number of planning applications determined within the statutory time scale remaining at over 90%. It should be noted that there have been a high number of large scale housing schemes submitted within the period. This has resulted in a significant increase in levels of income to date.

The proportion of planning applications submitted electronically has remained stable throughout the year at between 60 – 64%. Our aim is to increase that proportion to over 70%.

The number of successful appeals against officer decisions remains fairly low, together with the number of successful appeals against decisions where members have overturned officer's recommendations. This data is regularly reported to planning committee to be used as a learning tool for officers and members.

The number of enforcement cases registered is generally consistent throughout the year. Whilst there has been a reduction in the amount of resource in the team, there has been focus on dealing with the older decisions to bring them to a conclusion. These have halved in number. We have also focused heavily on ensuring processes are fully electronic and streamlined.

The number of full searches received in the year has reduced by approximately 15% as more people are having personal searches done as they are quicker and cheaper. We have been moving to a more streamlined electronic system of searches which will enable customers to be able to do their own search on-line in the future.

Building Control cases are remaining at a fairly constant level, which in an economic downturn and strong competition from Approved Inspectors is positive. However, the scale and nature of the cases has reduced, which has affected income. Building Control continues to receive positive feedback from clients responding to the customer satisfaction questionnaire, with 98% saying they are very satisfied or fairly satisfied with the service they have received.

The percentage of commercial property voids reflects the condition of individual properties and the market conditions. Those that are empty for longer tend to be in a poorer condition. Until recently the market for offices (in particular) has been poor. When comparing Estates income with the projection, it is broadly on target, which is good considering the market conditions.

The programme for the Local Plan has been kept under review during the year. Due to decisions by the Inspector of the Coventry Core Strategy, the timetable for the Local Plan submission has been delayed to enable a joint Strategic Housing Market Assessment to be undertaken. Whilst the Local Plan has continued to progress, the complexities of the context within which we are working has meant the original timetable could not be achieved without significantly undermining the soundness of the Plan.

**2. Which measures have been of particular interest or concern during the period and what have you learnt about your systems from these measures?**

The public reaction to the Local Plan has been monitored. The 2013 Revised Development Strategy consultation has received a similar level of public response as the 2012 Preferred Options. This seems to indicate ongoing public concern about the proposals which we are analysing in detail. It is interesting to note however, that the public response to the Gypsy and Traveller proposals was three times higher than the revised development strategy and this is having an impact on the Policy team's resources. The consultation on sites in villages also received a high level of response, indicating that these issues are also felt strongly in rural areas. All these consultation underlined the sensitivities associated with new housing and also the importance of delivering high quality infrastructure

Performance on determining planning applications continues at a high level which demonstrates that processes and procedures that have been put in place are working well, and the team have taken responsibility for their performance, at a time when Government are targeting Local Authorities that are not achieving statutory targets.

The proportion of planning applications submitted that were valid on receipt (i.e. included all of the information required to enable them to be progressed at the time that they were submitted) continues to be at a low level of between 50 and 60%. Following the benchmarking that was undertaken last year, with support from the Planning Advisory Service and peer authorities we will be commencing a project designed to significantly improve performance in this area.

The current financial situation does not allow easy investment into properties that are currently void (particularly the regency buildings). In developing the business case for 26 Hamilton Terrace with H&P S, the team is using demand data to assess commercial viability eg: local office requirement data, interviews with potential tenants, Althorpe waiting list. There is a significant contrast between the modern Althorpe Enterprise Hub (Fully let) and other regency offices (eg: 4 Jury Street, 26 Ham Terrace) that are void.

In Building Control, Approved Inspectors are continuing to provide strong competition. The Local Approved Inspectors are concentrating on our traditional "bread and butter" domestic market with some success. One of the key projects in responding to this has been the implementation of a shared building control

service with three of our neighbouring authorities, Rugby, Daventry and Coventry, which Warwick DC is the lead authority.

Customer surveys are carried out but could be shared better across the service area and with staff so there are lessons learnt to make them worthwhile and demonstrate to the customer that we make changes because we have listened.

**3. What have you done to date as a result of learning from these measures?**

Performance on planning applications and enforcement is regularly discussed in team meetings. Although monitoring monthly data is important, longer term trend data provides useful information and we are beginning to build on and use this information. Staff are also taking more responsibility for their case load and performance of the service. As said earlier, a mechanism for learning from appeal decisions is now taking place

We have learnt that we need to survey all our customers, ie. Committee, applicants and neighbours to developments, users of building control and estates. This also needs to be done more frequently.

We have reviewed the land charges service in terms of the cost of searches, as we are significantly more expensive than other authorities in the sub-region. Also, the impact of personal searches is increasing (which is inevitable as they are cheaper and quicker). The service has become more electronic in the last year which helps us deal with them quicker and be more competitive with personal search companies. We have reviewed our fees and as a result are as competitive as all other authorities in the sub-region and have better evidence on how the cost has been derived.

On the Local Plan we have:

- We have agreed a revised Local Plan timetable
- Brought in some additional support (eg work experience and external procurement) to work on consultation inputting and analysis
- Undertaken further studies on air quality, historic environment, transport and housing requirements
- Developed revised site options and policies which are now being prepared for presentation to Council in April 2014.

The consultations on the Local Plan have underlined how important the delivery of high quality infrastructure is.

As indicated in 2 above, there is significant progress now being made on the shared service for Building Control and this will provide the resilience to the service needed in the future.

**4. What has been the impact of what you have done to date?**

There was a re-structure of the service area last year and this has provided us with the opportunity to review the way we were working and to ensure that the service is fit for purpose.

We have been reviewing all the processes and procedures for each part of the service area so that we streamline what we are doing. This continuous improvement work is on-going and has helped us turn performance around, in particular in planning and enforcement, which continues to be at a high level.

One of the recommendations from the Peer Review was to prepare an Enforcement Procedure which has now been adopted. It has assisted the Enforcement Team in prioritising their workload and to provide customers with clarity about the enforcement investigation process. Performance has improved significantly in terms of responses to complaints.

Executive have approved the formation of a Local List of Historic Buildings which is intended to safeguard buildings and structures which whilst not benefitting from national listing are nevertheless of local historic and architectural note. This will be based on a system of criteria against which requests will be considered and it is anticipated that this will commence early next year.

Fundamentally we have changed the way we can make decisions on the non-operational property in estates. We are reviewing the transfer of Estates Management to ensure that we take the option that is best for delivery of the service.

Building Control is working with the three other authorities in the shared service to ensure that we align the way we work so that the customer receives a consistent service across all the authorities involved.

The delays to the Local Plan may have had an impact on the number of major housing planning applications we have received this year. Work on the Local Plan is progressing and is still on track to deliver the revised timetable. Allocation of sites in villages has been dovetailed in to the Local Plan and proposals for Gypsies and Travellers also progressing parallel.

## **5. What else do you plan to do as a result of learning from these measures?**

Different areas of the service are working more closely so that we can offer a better and more joined up service to the customer in a more timely way. As part of that approach officers are also engaging with a peer group comprising representatives of a small number of other similar Local Planning Authorities in order to learn from each other and assist in the provision of a more cost effective and efficient planning service.

Officers have been working closely with the Planning Advisory Service who carried out a Peer Review of the service. We are part of a number of benchmarking groups, and share knowledge with other authorities who also want to learn from the improvements we have made.

There is still further work to do to ensure that the service area is more cost effective and competitive.

With regard to the local plan, there are so many changes at a national level, as well as decisions being made on other authorities local plans that need to be



reflected upon and have had an influence over delaying our timetable, but it is important that the plan progresses towards being a sound plan as we go to examination.

The consultations on the Local Plan underlined how important the delivery of high quality infrastructure is. We are addressing this by preparing an Infrastructure Delivery Plan and importantly by bringing in a new post (funded by development) to monitoring S106 contributions and coordinate the delivery of infrastructure associated with major development sites.

At the half yearly review, members requested a more regular review of the Annual Monitoring Review. However, this is linked into the Regional monitoring that is done annually and it is therefore recommended that we continue on an annual basis.

Members also asked for officers to consider a Conservation Advisory Board for Warwick, the feasibility of which will be explored in 2014/15.

**6. Of your key projects (as identified in your portfolio holder statement) how many were completed and how many are not? Of those that were not completed please indicate what the revised dates are.**

<b>Project Name</b>	<b>Progress</b>	<b>Original Milestones</b>	<b>New Milestones</b>
<b>Building Control</b>			
Exploring shared service	Significant progress being made and trial underway	Implementati on Jan 14	On target
Review emergency call-outs	Part of shared service review	June 13	May 14
<b>Planning policy</b>			
Development of draft Local Plan	Plan is still being developed ready for submission in Summer 2014	Submission originally to Council June 13	Submission draft to Council Mar/Apr 14

Development of Warwick AAP	Policies now subsumed in Local Plan. Delivery of opportunity being progressed	N/A	
Support Neighbourhood Plans	4 neighbourhood plan areas have been designated and further 5 have been submitted for designation	On-going	5 further designation during 2014/15. Likely that first Plans will be submitted for Examination
Develop CIL Scheme	Draft CIL scheme being prepared for submission alongside Local Plan	Submission Draft to Full Council in June 2013	Submission draft to Council in April 2014
Gypsy and Traveller Site Allocations	Initial options consultation complete. Preferred Options consultation started in March 2014		Submission draft to Council in July 2014 and submission to SoS in Sept/Oct 2014
HS2	Support being provided in terms of planning (officer now in post)	On-going	
Leamington AAP	Initial work commenced	Mar 14	Work to commence on AAP in early 2015

<b>Development Management</b>			
Monitoring performance of determining planning applications	On-going	April 2012	Target met
Planning portal on-line submissions – encourage applicants to make on-line submissions	On-going	Target of 70% by Mar 14	Oct 14
Customer satisfaction surveys	Work has progressed in some areas of the service	June 13	June 14
Review validation checklist	Work has progressed	July 13	May 14
Develop pre-application charging service	Decision made not to progress this	N/A	
Review planning committee		April 13 review done –	Target met
Review S106/CIL implementation	Delay with the implementation of CIL by Central Government		
Monitor S106 contributions including levy at 3%	In place – although set at 1% up to max of £30K	April 13	In place
Develop and implement training plan	Training plan being developed	June 13	Ongoing
Review the use of ICT systems	This is to improve the way we deliver services and	April 13 – this work is continuous	

	to make us more effective and efficient		
<b>Economic Development &amp; Regeneration</b>			
Events Intervention	This project has now been handed over to the events team	May 13	In place
Jobs, Skills & Economy Delivery Plan	This is now awaiting new Leader in place to decide how to take this forward	Sept 13	To be confirmed
Review, Development and delivery of town centre action plans	Progress made on Warwick and Kenilworth	On-going	N/A
Tourism Strategy Implementation	DMO launched Oct 13	May 13	In place
Visitor Services Review		May 13	Jun 14
Provide staff resource into Stoneleigh Hub Enterprise scheme	Project has changed and WDC are no longer providing staff	N/A	
Community Right to Bid	Procedures put in place to deal with bids.	April 13	On-going

**7. Does your Service Area Plan/Portfolio Holder Statement need to be amended? If so, please describe the changes.**

Changes and updates to milestones have been done to the Service Area Plan for 2014/15. The service area has been through significant changes over the last few years and there are external and internal factors that result in some of the target dates not being delivered, particularly in relation to the Local Plan .

# **PORTFOLIO HOLDER REPORT TO OVERVIEW AND SCRUTINY COMMITTEE**

## **Health & Community Protection Portfolio**

**15<sup>th</sup> April 2014**

### **1 What has been the impact of Fit for the Future?**

- 1.1 The Service has adapted well to the new structures following re-design. The changes delivered significant financial savings without reducing the services delivered.
- 1.2 The re-design has enabled a number of service improvements. Within the Regulatory Section the Licensing team are aligning their work processes with the rest of the section and this will allow for easier sharing of information and electronic handling of documents.
- 1.3 Closer working between the noise nuisance anti-social behaviour teams has resulted more efficient working. In particular delivery of the 'your town your choice' events has benefitted from wider team working.

### **2 What further impact do you expect, for staff and for your customers?**

- 2.1 Within the Regulatory Section the Licensing Team is reviewing and amending working practices. It is proposed to combine Regulatory and Licensing Committees to provide a more efficient and effective service and procedures to enable this are being updated. More joined up working between food safety and licensing enforcement has been facilitated, with the merging of teams.
- 2.2 The Safer Communities Section is revising policies in relation to the night-time economy and attainment of the 'Purple Flag' award. This is an accreditation scheme for much of the good work which is already being done to provide a safe and diverse night-time economy in our towns.
- 2.3 Within the Environmental Sustainability Section service re-design has brought together staff dealing with flood risk, emergency planning, sustainability and corporate health & safety. An updated Emergency Plan has just been issued to reflect the new structures within the Council and revised procedures.

- 2.4 We will be tendering for a new work management software system within Bereavement Services. This will improve our ability to deliver good customer service.
- 2.5 Staff will be investigating the potential for new ways of working to deliver better customer service and also in relation to the Riverside House relocation project.

### **3 How are you going to make more savings in the next financial year?**

- 3.1 Discretionary budget reductions have been identified for 2014/15.
- 3.2 Changes to the 'out of hours' working arrangements will provide further savings for future years, towards the 10% discretionary budget savings required over 4 years. A request for Flexible Retirement from a member of staff has been accepted and this will allow for a small additional saving.
- 3.3 One of our teams is involved with ICT in trialling new mobile technology. If this proves a success more flexible and efficient ways of working will be enabled for staff undertaking inspections and visits around the district. Different ways of working are under consideration in preparation for the proposed move from Riverside House and to help deliver the required savings linked to this.
- 3.4 Within the FFF programme there is a project to investigate potential energy savings within Council buildings. This not only has the benefit of reducing our carbon usage but could deliver additional financial savings.

### **4 What are the strategic plans for future development?**

- 4.1 A replacement Sustainability Officer has been appointed and will start work after Easter on a 2 year contract. Her role is to bring forward a more coordinated strategic approach with respect to adapting to climate change, CO2 emission reduction, energy efficiency and renewable energy projects.
- 4.2 The Health & Wellbeing Lead Officer is working with stakeholders, including Public Health, to embed health & wellbeing policy across the Council. A new Health Scrutiny sub-committee has been established to review the effectiveness of our work in this regard.
- 4.3 Works are well advanced on the Oakley Wood Crematorium improvement project and are planned to be completed before the end of 2015. The next stage is for a planning application to be

submitted for the North Chapel extension and car park improvement, in the next 3 months.

- 4.4 A work plan has been agreed for the coming year with our South Warwickshire Safer Communities partners, with funding contribution from the Police and Crime Commissioner.
- 4.5 With the Cubbington flood alleviation scheme due for completion in the first quarter of the year plans are being prepared to bid for resources to fund further flood alleviation works.



# OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the meeting held on Tuesday 11 March 2014 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**PRESENT:** Councillor Mrs Blacklock (Chairman); Councillors Boad, Mrs Bromley, Brookes, Copping, Ms Dean, Edwards, Mrs Falp, Mrs Gallagher, Gifford, Gill, Guest, Mrs Higgins, Illingworth, Kinson and Weed.

**ALSO PRESENT:** Councillor Mobbs (Leader and Portfolio Holder for Finance), and Councillor Shilton (Portfolio Holder for Neighbourhood Services).

## 111. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 112. NEIGHBOURHOOD SERVICES PORTFOLIO HOLDER UPDATE

The Committee received an update from the Portfolio Holder for Neighbourhood Services, Councillor Shilton.

In response to questions from the Committee, Councillor Shilton explained that:

- In respect of street cleansing, the partnership between the Council and the contractor was working well, and if there were any complaints, the contractor dealt with these very quickly.
- Grounds maintenance:
  - the contractor agreement was set at 14 grass cuts per year in the parks, weather permitting, with the interval between cuts set out in the agreement;
  - additional cuts could be arranged when necessary; and
  - the speed at which grass grew could not be predicted.
- Recycling:
  - the amount of paper tonnage collected for recycling had dropped, in line with the reduction in paper waste created; and
  - as the money generated by recycling paper had not been shared between the Council and the contractor, the effect of the loss in income from the paper recycling had not affected the Council.
- Councillor Shilton would ask the Head of Neighbourhood Services to provide more information in respect of fly tipping.
- Councillor Shilton would pass on Councillor Mrs Gallagher's complimentary comments about the service provided by the Fast Response Team in rural areas.
- After the review of parking arrangements in Warwickshire, Warwickshire County Council would be responsible for enforcement of on-street parking and residents' parking zones. Councillor Shilton felt that Warwickshire County Council could be surprised at the volume of work involved, but Warwick District Council was working to try to protect what happened in this District. Warwick District

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

Council would control totally the parking arrangements in its own off-street car parks.

The Chairman thanked Councillor Shilton for answering questions.

### **113. FINANCE PORTFOLIO HOLDER UPDATE**

The Committee received an update from the Portfolio Holder for Finance, Councillor Mobbs. He had also undertaken to answer any questions he could on the Local Enterprise Partnership (LEP) in his role as incoming replacement for Councillor Caborn on the LEP.

In response to questions from the Committee on his Finance Portfolio, Councillor Mobbs explained that:

- In respect of "Concurrent Services" (item 4 in his report), the current scheme would be reviewed with parish and town councils. Historically, concurrent services caused issues and it needed to be reviewed. His approach was to enter the review with a "blank piece of paper".
- Councillor Mobbs explained that to achieve the 2.5% reduction in the Council Tax Reduction Scheme, he had reviewed all portfolio areas and through a process of communication, he had helped all areas trim their budgets.
- He confirmed that some local clubs had been informed that they would have to pay full Council Tax in the coming new financial year. The Clubs had been informed of this increase three years ago to give them a chance to increase their income to meet the additional costs when the business rates relief subsidy ended.
- He would inform Committee Members whether community based clubs were liable for council tax.
- The Council had taken steps to notify the public through various media initiatives that the increase in the council tax was not due to the Council but to other authorities whose budgets also formed part of the calculation to fix the level of the council tax.

Councillor Mobbs also answered Members' questions on the LEP and the various issues it faced that had impacted on progress, not least the difference between the ways a public authority operated compared to a private business. He had identified communication issues between the various councils. He had addressed this by inviting the Leaders to meet. He undertook to give regular progress updates to Warwick District Council councillors.

The Chairman thanked Councillor Mobbs for answering questions.

(Councillor Mobbs and Shilton left the meeting.)

### **114. MINUTES**

The minutes of the meetings held on 11 February 2014 and 26 February 2014 were agreed and signed by the Chairman as a correct record, subject to a slight change to the wording on item 96 of the minutes 11 February 2014 in respect of the declaration of interest Councillor Mrs Bromley made about the 2<sup>nd</sup> Warwick Sea Scouts' Headquarters.

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

### **115. SUMMARY OF COMMENTS FROM THE EXECUTIVE**

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

**RESOLVED** that the report be noted.

### **116. EXECUTIVE AGENDA (NON CONFIDENTIAL ITEMS AND REPORTS) – WEDNESDAY 12 MARCH 2014**

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 12 March 2014.

#### **Item 5 – Housing Strategy 2014-17 Delivery Plan**

The Overview and Scrutiny Committee welcomed the report, commended it to the Executive and thanked the Housing Strategy and Development Officer for answering Members' questions.

#### **Item 6 – Hackney Carriage Fare Increase – Request from Drivers**

The Overview and Scrutiny Committee recommended to the Executive that it delayed any decision in respect of fare increases pending a complete review of the taxi drivers' code of conduct to improve standards of service and vehicles.

The Committee thanked the Regulatory Manager for answering Members' questions.

### **117. FORWARD PLAN**

The Committee considered the Forward Plan which had been published for March 2014 to June 2014.

Members were informed that there would be a briefing on Riverside House offices – relocation options report (reference 528) in two weeks' time. The Health Strategy report (reference 576) had been delayed for another month. Members also enquired whether there were plans to include Warwick within the Local Air Quality Management report (reference 562).

**RESOLVED** that the report be noted.

### **118. REVIEW OF THE WORK PROGRAMME**

The Committee considered a report from Civic and Committee Services on the Committee's work programme.

#### **Health Scrutiny Working Party**

Councillor Mrs Falp, Chairman of the Working Party reported that the Group had met and agreed the recommendations it would be making in its report that was anticipated to be presented to the Committee in April. The Group

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

had expressed disappointment that the Health Strategy report that was to be presented to the Executive had been delayed and Councillor Mrs Falp asked the Committee to urge the Executive to receive the report soon.

### Children's Champion

The Deputy Chief Executive (BH) would be speaking with both Councillors Mrs Falp and Mrs Gallagher before the next Scrutiny meeting.

### Task & Finish Group – SEVs

The Committee was pleased to note that progress had been made and the consultation would start on 24 March, ending on 12 May. It was hoped that the Committee would hear an indication of results to-date at its April meeting. Councillor Brookes undertook to ensure all Members of Overview and Scrutiny would be sent a copy of the consultation survey and to inform them of the number of people to be surveyed.

### Review of the Volunteering Policy

Members agreed to review the policy in 12 months' time.

### HARP

It was hoped that a draft report would be ready for the meeting in April.

### Task & Finish Group – Staff Volunteering

Councillor Illingworth reported that this had not progressed. A motion to end the work of the Task & Finish Group was accepted and it was decided to review the position in 12 months' time to see if a Task & Finish Group should be formed to continue the work.

**RESOLVED** that the Task & Finish Group – Staff Volunteering be dissolved and the position be reviewed in 12 months' time.

### Task & Finish Group – Dog Control Orders

The Chairman informed Members that she had spoken to the Portfolio Holder, Councillor Coker, and he was looking at which recommendations could be actioned quickly.

### Other items

Members asked that Councillor Cross talk about the Spa Centre when he attended a Committee meeting to give an update on his portfolio.

The Chairman explained that it was intended that a joint briefing would be provided to both Scrutiny Committees on the Social Value in Procurement, but as yet, a date had not been set.

Members asked for the LEP to be put on the Work Programme to ensure regular updates on progress.

**RESOLVED** that the work programme be amended to include an item for a regular update on the LEP.

(Councillor Copping left the meeting whilst the Work Programme was being discussed.)

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

**RESOLVED** that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items, 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, as set out below.

Minute No.	Para Nos.	Reason
120 - 122	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

### **120. MINUTES**

The confidential minutes of the meeting held on 11 February 2014 were agreed and signed by the Chairman as a correct record.

### **121. SUMMARY OF COMMENTS FROM THE EXECUTIVE**

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

**RESOLVED** that the report be noted.

### **122. EXECUTIVE AGENDA (CONFIDENTIAL ITEMS AND REPORTS) – WEDNESDAY 12 MARCH 2014**

Item 12 – Proposed Housing Development on Bowling Green Street / Theatre Street, Warwick

The Overview and Scrutiny Committee supported the recommendations in the report which it believed would benefit Warwick.

(The meeting finished at 8.38 pm)

# OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the meeting held on Tuesday 25 March 2014 at the Town Hall, Royal Leamington Spa at 7.00 pm.

**PRESENT:** Councillor Mrs Blacklock (Chairman); Councillors Boad, Mrs Bromley, Ms Dean, Edwards, Mrs Gallagher, Illingworth, Kinson and Weed.

**ALSO PRESENT:** Councillor Wreford-Bush (observing only).

Apologies for absence were received from Councillors Copping, Mrs Falp and Guest.

Due to the fact that the joint presentation to both the Finance & Audit Scrutiny Committee and the Overview & Scrutiny Committee held prior to this meeting overran, prior commitments meant that Councillors Brookes, Gifford, and Mrs Higgins were unable to remain.

## 123. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 124. **PETITION AGAINST THE HIGH SPEED RAIL (LONDON-WEST MIDLANDS) BILL**

This was an item added to the Executive agenda after the Overview and Scrutiny Committee agenda was published. Members pointed out that it was not a confidential report, but there were no public or Press present at the meeting anyway.

Immediately prior to this meeting, Members had received a presentation from the Council's representative on 51M, Councillor Illingworth and the Development Manager on where the HS2 line would cut through the District and the need to petition for mitigation to reduce the impact on all those affected.

The Overview and Scrutiny Committee agreed with both recommendations in the report in principle and recommended to the Executive that the Council's representative on 51M was included in the named parties given delegated authority in recommendation 2.2 of the report. It also recommended that all councillors saw the final petition before it was submitted.

## 125. **PUBLIC & 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 paragraph 3 of Schedule 12A of the Local Government Act 1972, following the Local

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

Government (Access to Information) (Variation) Order 2006, as set out below.

Minute No.	Para Nos.	Reason
126	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)


The full minutes of Minute 126 would be contained within a confidential minute which would be considered for publication following the implementation of the relevant decisions. However, a summary of the decision was as follows:

### **126. EXECUTIVE AGENDA (CONFIDENTIAL ITEMS AND REPORTS) – WEDNESDAY 26 MARCH 2014**

#### **Item 6 – Relocation of the Council’s HQ offices – Part B report**

The Overview and Scrutiny Committee made a recommendation to the Executive to take into consideration at its meeting.

(The meeting finished at 9.00 pm)

 <b>Overview and Scrutiny Committee – 15 April 2014</b>		<b>Agenda Item No. 7</b>
<b>Title</b>	Comments from the Executive	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Civic & Committee Services	
<b>Wards of the District directly affected</b>	N/A	
<b>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</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	11 March 2014 & 25 March 2014	
<b>Background Papers</b>	Executive Minutes – 12 March 2014 & 26 March 2014	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No

<b>Officer/Councillor Approval</b>		
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).		
	<b>Date</b>	<b>Name</b>
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

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



## 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 March.

## 2. **RECOMMENDATIONS**

- 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 OPTIONS 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 –  
12 March 2014 & 26 March 2014**

**12 March 2014**

<b>Item no.</b>	<b>5</b>	<b>Title</b>	<b>Housing Strategy 2014-17</b>	<b>Requested by</b>	<b>Lib Dem Group &amp; Labour Group</b>
<b>Reason considered</b>	<p>Lib Dem Group - Its importance to the District and to get greater clarification.</p> <p>Labour Group – Members had some questions about schedules.</p>				
<b>Scrutiny Comment</b>	<p>The Overview and Scrutiny Committee welcomed the report and commended it to the Executive.</p>				
<b>Executive Response</b>	<p>The Portfolio Holder for Housing and Property Services, Councillor Vincett, endorsed the report and thanked the Overview and Scrutiny Committee for its support.</p> <p>Having read the report and having heard the representation from the Scrutiny Committee, the Executive decided to agree the recommendations as written.</p>				


<b>Item no.</b>	<b>6</b>	<b>Title</b>	<b>Hackney Carriage Fare Increase – Request from Drivers</b>	<b>Requested by</b>	<b>Labour Group</b>
<b>Reason considered</b>	<p>Members had questions about the process.</p>				
<b>Scrutiny Comment</b>	<p>The Overview and Scrutiny Committee recommended that the Executive delayed any decision in respect of fare increases pending a complete review of the taxi drivers' code of conduct to improve the standards of service and vehicles.</p>				
<b>Executive Response</b>	<p>Members were concerned about the comments raised at Overview and Scrutiny Committee and were uncomfortable with the proposed new fares, considering the level of service currently being reported. In addition, it was felt that a 50% increase in the soiling charge was too high.</p> <p>Councillor Coker also felt that further communication should take place between officers and the hackney carriage drivers, during the review of processes, to negotiate a more suitable fare increase, with a report to come back to Executive at a later date.</p> <p>Having read the report and having and in light of the comments from Overview &amp; Scrutiny Committee, the Executive refused the recommendations in the report and resolved:</p> <ol style="list-style-type: none"> <li>1. That the recommendations in the report were refused.</li> <li>2. The existing fares were confirmed at their current rate.</li> <li>3. That the Executive fully supported the pending review of the policies and procedures relating to Taxi Licensing.</li> <li>4. As part of that review, officers were asked to negotiate with drivers about fare charges, and report back to the Executive in due course.</li> </ol>				

**26 March 2014**

<b>Item no.</b>	3	<b>Title</b>	Petition against the High Speed Rail (London West Midlands Bill)	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	This is a key issue for the Council and the District and members had some questions about how matters will be taken forward.				
<b>Scrutiny Comment</b>	The Overview and Scrutiny Committee agreed with both recommendations in principle and recommended that the Council's representative on 51M was included in the named parties given delegated authority in recommendation 2.2. It also recommended to the Executive that all councillors see the final petition before it was submitted.				
<b>Executive Response</b>	The Executive agreed with the comments from the Scrutiny Committee. Members accepted that they could not name Councillor Illingworth or the Council's 51M representative within the decision because they did not hold a formal position relevant to this matter. However the Executive provided assurance that Councillor Illingworth would be involved in the formulation of the response.				

<b>Item no.</b>	6	<b>Title</b>	Relocation of the Council's HQ offices	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	This is a key issue for the Council and the District and members had some questions about how matters will be taken forward.				
<b>Scrutiny Comment</b>	The Overview and Scrutiny Committee recommended that the Executive delayed the decision for a short period to confirm that the correct decision had been made on the relocation site.				
<b>Executive Response</b>	<p>In response to the recommendations from the Scrutiny Committees the Leader proposed the following amended and additional recommendations:</p> <p>Amended 2.4 That Executive approves a WDC project budget of £100,000, separate from the LLP forward funding, to cover 'client' project costs, subject to any expenditure being compliant with the Code of Procurement Practice.</p> <p>Amended 2.6 That Executive notes, the proposed Project timetable, as set out at Appendix Four, and that this will require the presentation of a further report in February 2015 seeking final approval for the project once the financial appraisals have been undertaken and all necessary planning approvals gained, subject to a revision to Appendix Four to ensure that the award of the contract to a development partner is not made until after the Executive decision.</p> <p>New 2.10 That, in parallel with the LLP funded detailed financial and design appraisals of the Spa Centre site, Executive instruct officers to formally review the potential use of other WDC town centre landholdings as alternative relocation sites and to report back no later than May 2014.</p>				

	<p><b>New 2.11</b></p> <p>That Executive agree to establish a sub-group to the existing Member Reference Group, made up of 1 member of each Group who is not a member of Planning Committee (and will also become ineligible to be a substitute for any Planning Committee meeting relevant to this project) to review, with officers, the design specification and car parking arrangements for the proposed new HQ offices at the Spa Centre site.</p>
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 <b>Overview and Scrutiny Committee – 15 April 2014</b>		<b>Agenda Item No. 8</b>
<b>Title</b>	Forward Plan	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Civic & Committee Services	
<b>Wards of the District directly affected</b>	N/A	
<b>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</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	11 March 2014	
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No

<b>Officer/Councillor Approval</b>		
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).		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		
<b>Consultation Undertaken</b>		
n/a		
<b>Final Decision?</b>		Yes
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **SUMMARY**

- 1.1 This report informs the Committee of the current Forward Plan, attached at appendix 1 to the report.

## 2. **RECOMMENDATIONS**

- 2.1 (i) the contents of the Forward Plan be noted; and
- (ii) 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:
- a) 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.
  - b) 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 RECOMMENDATION**

- 3.1 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 have an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committees' remit to feed into these processes.
- 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. **ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The only alternative option is not to undertake these aspects of the overview and scrutiny function.

## 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. **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 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
- 7.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account' and to feed into the pre-decision scrutiny of Executive decisions, the Committee need to examine the Council's Forward Plan and identify items which they would like to have an impact upon.
- 7.3 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 have 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.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 As members are aware, the scrutiny process has been developing over the last few months and there has been good progress made with the Task and Finish Groups, and the structured setting of the agenda for the Overview and Scrutiny Committee. Therefore, it was felt that the pre-decision scrutiny of Executive decisions and policies were the next steps to develop.
- 7.8 The Committee should be mindful that any work they wish to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan. The Forward Plan has also been recently amended to contain much more information and Committee may wish to give greater consideration to the reports in section 2 of appendix 1, to maximise the time available for them to input into the process.



## **FORWARD PLAN**

### **Forward Plan April to July 2014**

**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) 412656. 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 April to July 2014**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive –date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
<b>April 2014</b>						
Extension of Allpay Contract (Ref 599)	To seek approval to extend the existing contract with Allpay for over the counter payments (Moved from March 2014 reason 4)		<del>Executive 12 March 2014</del> Executive 16 April 2014	7 April 2014	Fiona Clark Cllr Grainger	
Racing Club Warwick Update (Ref 601)	To advise members as to the latest position with regard to Racing Club Warwick and land matters seeking an agreement on the way forward		Executive 16 April 2014	7 April 2014	Andy Jones Cllr Coker	
Sustainability Report (Ref 551)	To seek agreement for the strategic approach to climate change/sustainability		Executive 16 April 2014	7 April 2014	Richard Hall Cllr Coker	
Local Air Quality Management (Ref 562)	To seek member approval for new air quality planning guidance and an extension to the Leamington Air Quality Management Area		Executive 16 April 2014	7 April 2014	Grahame Helm Cllr Coker	DEFRA WCC Leamington Town Council Chamber of Commerce Local Developers

Fetherston Court Development Scheme Update (Ref 589)	To provide an update of the latest project budget estimate and programme following review  <b>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)</b>		Executive 16 April 2014	7 April 2014	Matt Jones Cllr Vincett	Fetherston Court Development Scheme Update 8 January 2014 Executive
Locally Listed Parks and Gardens (Ref 597)	confirmation of boundaries		Executive 16 April 2014	7 April 2014	Alan Mayes Cllr Hammon	
Garage Site Disposals (Ref 602)	<b>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)</b>		Executive 16 April 2014	7 April 2014	Ken Bruno Cllr Vincett	
Procurement Exemption (Ref 606)	<b>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that</b>		Executive 16 April 2014	7 April 2014	Ken Bruno Cllr Vincett	

	information)					
<b>May 2014</b>						
Council Procedure Rules (Ref 594)	To consider revisions to the Council procedure rules from the Constitution Working Party		Executive 8 May 2014	28 April 2014	Graham Leach Cllr Mobbs	
<b>June 2014</b>						
Final Accounts (Ref 553)	To report on the Council's outturn position for both revenue and capital		Executive 11 June 2014	2 June 2014		
Voluntary sector commissioning priorities for 2015-18 (Ref 585)	To confirm the priorities around which future Voluntary Community Sector commissioning will be based, and provide a brief summary of the sector in-district.		Executive 11 June 2014	2 June 2014	Liz Young Cllr Grainger	Workshop; Face to face feedback
Review of the Warwick District Council/Waterloo Housing Group Joint Venture (Ref 591)	To consider the joint venture's performance since its inception		Executive 11 June 2014	2 June 2014	Andrew Jones Cllr Vincett	

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)		<del>Executive 14 November 2012</del> <del>Executive 9 January 2013</del> <del>Executive 11 September 2013</del> <del>Executive 12 February 2014</del> <del>Executive 12 March 2014</del> Executive 11 June 2014	2 June 2014	Chris Elliott Cllr Caborn	Kenilworth Town Council  Warwickshire County Council  Report to Executive generally on Neighbourhood Plans in July 2012
<b>July 2014</b>						
Code of Conduct Review (Ref 593)	To consider revisions to the Council's Code of Conduct and associated papers		Executive 30 July 2014	23 June 2014	Graham Leach Cllr Mobbs	Written correspondence Asking for their views
Sports and Leisure Options Appraisal (Ref 603)	To report on the Sports and Leisure Options Appraisal		Executive 30 July 2014	23 June 2014	Rose Winship Cllr Cross	Partners schools, Sport England, Sports NGBs  Interviews with consultants

Review of Business Rates Pooling Arrangements (Ref 610)	To inform Members of the Outcome of the first year's pooling arrangement		Executive 30 July 2014	23 June 2014	Dave Leech Cllr Mobbs	
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**Section 2 - Key decisions which are anticipated to be considered by the Council between August 2014 and December 2014****August 2014**

Budget Review to include Financial Projections (Ref 567)	To report on the latest financial prospects for the current and future 5 years					
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**September 2014**

Statement of Accounts 2013-2014 (Ref 568)	To formally approve the Council's statutory accounts 2013/2014		Council 24 September 2014		Marcus Miskinis Cllr Mobbs	
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**October 2014**

Fees and Charges Income Max (Ref 569)	To propose the level of fees and charges to be levied in 2013/14		Executive 1 October 2014	22 September 2014	Andy Crump Cllr Mobbs	
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**November 2014**

Budget Review (Ref 571)	To advise members of any variations from approved budgets		Executive 5 November 2014	27 October 2014	Andy Crump Cllr Mobbs	
Housing Allocations Policy (Ref 607)	To approve a new housing allocations policy		Executive 5 November 2014	27 October 2014	Ken Bruno Cllr Vincett	Housing Strategy 2014 - 2017
Housing Buy To Flip Policy (Ref 608)	To approve a "Buy To Flip" policy for housing		Executive 5 November 2014	27 October 2014	Ken Bruno Cllr Vincett	Housing Strategy 2014 - 2017
<b>December 2014</b>						
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	

## 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
Evening Economy (Ref 362)	Action Plan 2012-2015	<del>Executive 11 September 2013</del>	Joe Baconnet Cllr Hammon	Moved from September 2013 Reason 1 & 4		
Corporate Debt Policy (Ref 516)	To approve the Corporate Debt Policy	TBC	Jon Dawson Cllr Mobbs			
Housing & Property Services Advisory Services Review (Ref 524)	To present various options for the service to (i) improve value for money of existing services and (ii) accelerate and maximise new affordable housing through the HRA Business Plan.	<del>Executive 11 December 2013</del>	Cllr Vincett	Reason 3	Report to Executive 6th March 2012, recommendation number 6.  Report for Finance and Audit Scrutiny Committee 11th December 2012  Report for Finance and Audit Scrutiny Committee	



					18th June 2013.	
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)	<del>Executive 12</del> <del>March 2014</del>	Rob Chapleo  Cllr Coker			
Code of Procurement Practice (Ref 611)	To seek approval of the updated Procurement Code of Practice		Susan Simmonds  Cllr Mobbs			

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

**April 2014**

**May 2014**

**June 2014**

**July 2014**

Review of The Significant Business Risk Register (Ref 609)	To advise members of Corporate Business Risks				Mike Snow Cllr Mobbs	
Review of Business Rates Pooling Arrangements (Ref 554)	To inform members of the outcome of the first year's Pooling Arrangements				Richard Barr Cllr Mobbs	

**August 2014**

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**September 2014**

<b>October 2014</b>						
Review of Significant Business Risk Register (Ref 570)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	
<b>November 2014</b>						
<b>December 2014</b>						
Housing Revenue Account Budgets 2015-2016 (Ref 590)	To consider the following year revenue budgets for the Housing Revenue Account				Mark Smith Cllr Mobbs	
Review of Significant Business Risk Register (Ref 587)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	

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](http://www.warwickdc.gov.uk/committees)**

**The forward plan is also available, on request, in large print on request, by telephoning (01926) 412656**

 <b>Overview and Scrutiny Committee – 15 April 2014</b>		<b>Agenda Item No. 9</b>
<b>Title</b>	Review of the Work Programme	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Civic and Committee Services	
<b>Wards of the District directly affected</b>	N/A	
<b>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</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	11 March 2014	
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No

<b>Officer/Councillor Approval</b>		
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).		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		
<b>Consultation Undertaken</b>		
n/a		
<b>Final Decision?</b>		Yes
<b>Suggested next steps (if not final decision please set out below)</b>		

1. **SUMMARY**

- 1.1 This report informs the Committee of their work programme for 2014, appendix 1.

2. **RECOMMENDATIONS**

- 2.1 The report be noted; and
- 2.2 Any amendments suggested at the meeting, be made accordingly.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The work programme needed to be updated at each meeting to reflect the work load of the Committee.

4. **ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There are no alternative options.

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 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.
- 7.2 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.



**OVERVIEW AND SCRUTINY COMMITTEE**  
**Work Programme 2014**

**15 April 2014**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Portfolio Holder Update Development Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report	Councillor Hammon		Every April & October	
Portfolio Holder Update Health & Community Protection – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report	Councillor Coker		Every April & October	
Outside Appointments Representation – Draft Proposals to Annual Council	Group Leaders Meeting 20 January 2014	Report as an appendix to the Work Programme	Graham Leach	N/A	November 2014	15 April 2014



Task & Finish Group SEVs – Progress report	Full Council October 2012	Verbal Report by Councillor Brookes	Councillor Rhead	Councillors Brookes, Davies, Mrs Knight, Pittarello, Rhead, weed & Wreford-Bush	May 2014	
Children's Champion – progress report and meetings	November 2013	Verbal update	Bill Hunt			
Health Scrutiny Working Party	O & S 6 August 2013	Report	Councillor Mrs Falp		May 2014	
HARP	O & S 6 August 2013	Report	Amy Carnall			

**7 May 2014**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Discretionary Housing Payments update following 12 months of operation	O & S 10 December 2013	Written report	Andrea Wyatt			
Annual review of the O & S work programme 2013/14	Standard annual item.	Written report	Lesley Dury / Councillor Mrs Blacklock		May 2015	May 2014
To set the O & S Work Programme for 2014/2015	Councillor Mrs Blacklock	Discussion			May 2015	May 2014
Review the Portfolio Holder Update process	Councillor Mrs Blacklock	Discussion				May 2014

**10 June 2014**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Portfolio Holder Update Housing & Property Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report	Councillor Vincett		Every June & November	
Portfolio Holder Update Community and Corporate Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report	Councillor Mrs Grainger		Every June & November	
LEP Update	O & S 11 March 2014		Councillor Mobbs		Every three months	

**1 July 2014**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Portfolio Holder Update Cultural Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months and a progress report on the cinema and its future.	O & S October 2013	Report	Councillor Cross		Every June & November	

### **September 2014**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Portfolio Holder Update Neighbourhood Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Shilton		Every September & March	
Portfolio Holder Update Finance – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Mobbs		Every September & March	
LEP Update	O & S 11 March 2014		Councillor Mobbs		Every 3 months	
Review of effectiveness of measures taken by the Police re anti-social behaviour at St Nicholas Park and Myton Fields	O & S February 2014		Councillor Mrs Blacklock			

### October 2014

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Portfolio Holder Update Development Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Hammon		Every October & April	
Portfolio Holder Update Health & Community Protection – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Coker		Every October & April	

**November 2014**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Portfolio Holder Update Community & Corporate Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Mrs Grainger		Every November & June	
Portfolio Holder Update Housing & Property Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Vincett		Every November & June	

Portfolio Holder Update Cultural Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Cross		Every November & June	
Outside appointments Report – Annual statement of the work undertaken by the Body  (Request to be sent by CSO by 1 October, reminder by 15 October, deadline of 10.00 am on 23 October)	O & S September 2013	Written report	Lesley Dury		Every November	No end date as this is an annual report



### December 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
LEP Update	O & S 11 March 2014		Councillor Mobbs		Every 3 months	

#### **Future Items:**

##### **TBA:**

- Social Value in Procurement – November 2013
- HARP – when it appears on the Executive Agenda (anticipated April or May 2014)

##### **March 2015:**

Review of the Volunteering Policy (see minutes 11 March 2014)

Review whether to re-commence a Task & Finish Group for Staff Volunteering (see minutes 11 March 2014)

The Portfolio statements as set out in the Executive agenda 11 December 2013 be considered to evaluate how these can be scrutinised.	O & S December 2010	Discussion				
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 <b>Overview &amp; Scrutiny Committee</b> <b>15 April 2014</b>		<b>Agenda Item No. 10</b>
<b>Title</b>	Appointments to Outside Bodies	
<b>For further information about this report please contact</b>	Graham Leach 01926 456114 <a href="mailto:Graham.leach@warwickdc.gov.uk">Graham.leach@warwickdc.gov.uk</a>	
<b>Wards of the District directly affected</b>	None	
<b>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?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>		
<b>Background Papers</b>	None	

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

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	4 April 2014	Andrew Jones
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer	4 April 2014	Andrew Jones
Finance		
Portfolio Holder(s)	4 April 2014	Andrew Mobbs
<b>Consultation &amp; Community Engagement</b>		
The report brings forward the discussions of Group Leaders following the consideration and advice from the Overview & Scrutiny Committee in November 2013.		
<b>Final Decision?</b>		No
<b>Suggested next steps (if not final decision please set out below)</b>		
The appointments will be determined by Annual Council		

## 1. **SUMMARY**

- 1.1 The report informs the Overview & Scrutiny Committee on the proposed changes to outside bodies considered by Group Leaders in consultation with the Deputy Monitoring Officer

## 2. **RECOMMENDATION**

- 2.1 That Overview & Scrutiny Committee note the changes to be made to outside appointments as set out at Appendix 1 and those to either cease immediately or in May 2015 as set out at Appendix 2.

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The scheme of delegation for officers provides delegated authority to the Monitoring Officer for "Subject to consultation with Group Leaders", make appointments to outside bodies in accordance with the political balance already agreed." This delegation is re confirmed by Annual Council each year.
- 3.2 The Deputy Monitoring Officer has been authorised by the Monitoring Officer to undertake this work on his behalf.

## 4. **POLICY FRAMEWORK**

- 4.1 **Policy Framework**–The report does not impact upon the Policy Framework.
- 4.2 **Fit for the Future** – The appointments to outside bodies should contribute to the aims of Fit for the Future and the overall vision to Make Warwick District a great place to live work and visit.

## 5. **BUDGETARY FRAMEWORK**

- 5.1 The report does not impact upon the budgetary framework.
- 5.2 The appointment to an outside body includes the ability for the Councillor to claim expenses for attending these meetings. Provision for this is included within existing budgets. However with fewer appointments there would be less demand upon the budgets, but this would be minimal overall due to the low volume of claims made by Councillors generally.

## 6. **RISKS**

- 6.1 The greatest risks associated with outside appointments are for the Councillors themselves in terms of personal responsibility, and in some cases liability.
- 6.2 However it should be noted that some of the organisations require a District Councillor on them for them to continue to exist. In most cases this is the transferring of responsibility under the Local Government Act 1972. It is for that reason it is proposed to write to those organisations now to enable them to revise their governance arrangements ahead of the appointment ceasing.

## 7. **ALTERNATIVE OPTION(S) CONSIDERED**

- 7.1 The report is brought for information by the Committee and it can provide views upon the proposals for consideration before the final decision is taken.

## 8. **BACKGROUND**

- 8.1 It is considered good practice to regularly review the outside appointments by the Council to ensure that they are beneficial to the Council and the Councillor appointed is held to account for their actions.
- 8.2 The Overview & Scrutiny Committee therefore received reports from all Councillors on outside appointments and it is intended to continue this arrangement on an annual basis.
- 8.3 Groups Leaders have met with the Deputy Monitoring Officer and discussed the reports to and feedback from Overview & Scrutiny Committee as well as undertaking further research.
- 8.4 Council agreed the following criteria for appointing a Councillor to an outside body:
1. A body or partnership to which the Council provides significant financial contribution;
  2. An established Council partnership with agreements in place;
  3. A body or partnership to which the Council is obliged to appoint a Member;
  4. A body or partnership which relates to the management of an asset of the Council; or
  5. Appointments made at the discretion of the Council.
- 8.5 In addition to these, the appointment should contribute to the aims of Fit for the Future and the overall vision to Make Warwick District a great place to live work and visit.
- 8.6 It should be noted the appointments have now been split between Executive and Council appointments. Executive appointments are ones which are appointments made by the Executive and therefore cannot be made by Council and in doing this are not subject to the calculation of political proportionality. However these are included in the report for information.
- 8.7 It should be noted that the appointments to Hill Close Gardens Trust will be reviewed as part of the overall review of the Council's involvement in St Marys Lands.
- 8.8 The Overview & Scrutiny Committee considered reports from each outside body in November 2013. Following this the Chairman of the Committee wrote to the Group Leaders with the following comments:
1. that some bodies with multiple representation do not need the number of councillors sent to them
  2. that where its constitution requires a councillor, the body is asked if a local Ward councillor can be acceptable, OR a person nominated by the Council with appropriate expertise who is not a councillor
  3. that it is better not to adhere strictly to party proportionality but to appoint a councillor who is interested and available and has the right background or experience
  4. that we appoint a Council representative only where the body is District-wide or wider

5. that appointed councillors are briefed to understand what is expected of them especially if they become Trustees; and that failure to produce an annual feedback report will lead to them being removed.

8.9 The Group Leaders welcomed the work of the Overview & Scrutiny Committee and hoped they would continue to seek the feedback from Councillors on outside appointments each November. In response to the specific comments they stated that

1. They agreed with this understanding but in many situations the representation was part of balance between all members of the Group and therefore such changes would require approval from all parties to the Group. That said there are now only five appointments with more than one Councillor and one of these was in the process of being reviewed by a wider review.
2. The Group Leaders agreed that they should look to end the appointment to some of the Groups which were more locally focussed. That said, the Group Leaders felt that all appointments should be a District Councillor because they wanted to ensure that they could hold them to account for their actions when representing the Council.
3. The Group Leaders disagreed with this because they do look to ensure that Councillors who are interested in appointments are given the opportunity but equally these should be politically proportionate otherwise some appointments which are needed would not take place;
4. The Group Leaders remain committed to the criteria from the previous review of outside bodies;
5. The Group Leaders agreed with this and this has now started with new appointments. They have requested that the guidance to members on outside bodies be updated following the conclusion of the review of code of conduct. In addition officers have been asked, that following this update of outside appointments, to write to all organisations, to be appointed to, for a an outline of the organisation and the responsibilities required of the Councillor appointed. These will be included on the Committee Management System for all Councillors to access and will also be included in the report to Overview & Scrutiny Committee in November.

Executive appointments

Conservative Appointments	Number of places	Councillor
Warwickshire County Council - Pension Fund Consultative Panel (Finance Portfolio Holder)	1	Cllr Coker
Warwickshire County Council - Supporting People Partnership (H&PS Portfolio Holder)	1	Cllr Vincett
Warwickshire Police & Crime Panel (Health & Community Protection Portfolio Holder)	1	Cllr Coker
West Midlands Employers formerly West Midlands Councils and West Midlands Leaders Board	1	Cllr Mobbs
Coventry and Warwickshire LEP	1	Cllr Caborn
City Deals	1	Cllr Caborn
LLP Board	3	Cllr Caborn Cllr Hammon Cllr Mobbs
Safer Stronger and Communities Board (Health & Community Protection Portfolio Holder)	1	Councillor Coker
South Warwickshire Community Safety Partnership (Health & Community Protection Portfolio Holder)	1	Councillor Coker
Total	11	

Warwick District Council appointments

Conservative Appointments	Number of places	Councillor
Coventry Airport Consultative Committee	1	Cllr Hammon
Kenilworth Abbey Advisory Committee	1	Cllr Vincett
Kenilworth Town Centre Partnership	1	Cllr Coker
LGA District Councils' Network	1	Cllr Doody
Racing Club Warwick	1	Cllr Rhead
South Warwickshire NHS Foundation Trust	1	Cllr Bunker
Warwick Town Centre Management Group	1	Cllr Kinson
Warwickshire County Council – Adult Social Care and Health Overview & Scrutiny Committee	1	Cllr Kinson
Warwickshire Waste Management Forum	1	Cllr Shilton
51m	2	Cllr Hammon Cllr Illingworth
National Association of Councillors	1 (but with two votes)	Cllr Caborn
Birmingham Airport Consultative Committee	1	Cllr Guest
<b>Total</b>	<b>13</b>	

Labour Appointments	Number of places	Councillor
Bath Place Community Venture & Management Committee	1	Cllr Dean
Warwick District Care and Repair Advisory Committee	1	Cllr Wilkinson
Warwick District Citizens Advice Bureau	1	Cllr Wilkinson
Royal Leamington Spa Town Centre Partnership	1	Cllr Wilkinson

		(revised down from 3)
Old Town Mary Portas Group	1	Cllr Wilkinson (New appointment)
<b>Total</b>	<b>5</b>	

<b>Liberal Appointments</b>	<b>Number of places</b>	<b>Councillor</b>
Bid Leamington Board	1	Cllr Gifford
Warwick – Community and Voluntary Action	1	Cllr Copping
Warwick District Mobility	1	Cllr Syson
South Warwickshire Community Safety Partnership (Non Executive rep)	1	Cllr Boad
<b>Total</b>	<b>4</b>	

<b>Independent Appointments</b>	<b>Number of places</b>	<b>Councillor</b>
South Warwickshire Plato Trust	1	Cllr Falp
Chase Meadow Community Centre	1	Cllr Mrs Mellor (Sub to be appointed)
<b>Total</b>	<b>2</b>	

There is a need to appoint a substitute for the Chase Meadow Community Centre Board by the Independent Group.

<b>Appointments by one or more Groups</b>	<b>Number of places</b>	<b>Councillor 2013/14</b>
Friends of Leamington Art Gallery	2	Cllr Weber Cllr Goode
Warwick Town Centre Partnership	3	Cllr Mrs Bromley Cllr Higgins Cllr Caborn
Hill Close Gardens Trust (Under review)	2	Councillor Kinson Councillor Pittarello
<b>Total</b>	<b>7</b>	

**In addition the following an appointment needs to be to following. One for the Lib Dem Group and one for the Independent Group**

- National Parking Adjudication Service PATROL
- Safer Stronger and Communities Board (Non Executive rep)

**Total non Executive appointments 34**

<b>Group</b>	<b>Entitlement</b>	<b>Present Allocation</b>
Conservative (22)	16.22	16
Labour (8)	5.91	6
Liberal Democrats (9)	6.65	6
Independents (7)	5.17	4
<b>Total</b>		

(Appointments (34) / Council (46)) x Group size = Seats per Group


**To cease immediately**

<b>Appointments by one or more Groups</b>	<b>Number of places</b>	<b>Councillor 2013/14</b>	
Warwickshire Rural Community Council - Executive Committee	1	Cllr Pratt	WDC no longer entitled to appoint to this role
Victim Support Mid - Warwickshire	1	None	No contact has been made with organisation and they have not chased attendance
Warwickshire County Council – Overview & Scrutiny Board	1	Cllr Gifford	No longer exists
Warwickshire Rural Community Council - Works & Projects Committee	1	Cllr MacKay	WDC no longer entitled to appoint to this role
Warwickshire Direct Partnership	1	Cllr Kirton	This work has now ceased at Councillor level
Local Government Association – Urban Commission	1	Cllr Mrs Grainger	Urban commission has been closed
Local Government Association - Rural Commission	1	Cllr MacKay	Rural commission has been closed

**To stop in May 2015 following annual Council**

<b>Appointments by one or more Groups</b>	<b>Number of places</b>	<b>Councillor 2013/14</b>	<b>Year to end</b>
Lapworth Charity	1	Cllr Caborn	May 2015
Thomas Oken Charity	1	Cllr Caborn	May 2015
William Riley Charity (Alms Houses in Brunswick ward)	1	Cllr Gill	May 2015



 <b>Overview &amp; Scrutiny Committee – 15</b> <b>April 2014</b>		<b>Agenda Item No. 11</b>
<b>Title</b>	Scrutinising Health Issues at Warwick DC – Recommendations from the Health Scrutiny Working Group	
<b>For further information about this report please contact</b>	Councillor Mrs Falp – Chairman of the Health Scrutiny Working Party and Lesley Dury – Committee Services Officer	
<b>Wards of the District directly affected</b>	All	
<b>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?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>		
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality and Sustainability Impact Assessment Undertaken</b>	No
This report makes recommendations on the process for the Council to scrutinise health issues, and does not discuss the actual health issues which would require such an assessment.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	7/4/14	Chris Elliott
Head of Service	2/4/14	Richard Hall
CMT		
Section 151 Officer	7/4/14	Mike Snow
Monitoring Officer	8/4/14	Andrew Jones
Finance	3/4/14	Jenny Clayton
Portfolio Holder(s)	7/4/14	Councillor Coker
Consultation & Community Engagement		
The Working Group has consulted with CMT, the Democratic Services Manager and the Portfolio Holder for Health & Community Protection is a member of the Working Group. The Head of Service for Health & Community Protection has attended all Working Group meetings.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

## 1. **SUMMARY**

- 1.1 In April 2013, the Overview and Scrutiny Committee set up a Working Party tasked with recommending to the Committee the way health scrutiny should be dealt with at Warwick District Council. This report presents the work the Working Group has undertaken and its recommendations and seeks a decision from the Overview and Scrutiny Committee on this.

## 2. **RECOMMENDATION**

- 2.1 That health scrutiny be dealt with by a sub-committee of the Overview and Scrutiny Committee consisting of at least four members of the Overview and Scrutiny Committee.
- 2.2 That the membership of the sub-committee and delegated powers be determined by the Overview and Scrutiny Committee at the first meeting of the 2014/2015 municipal year.
- 2.3 That the terms of reference of the sub-committee be framed by the Council's Health and Wellbeing Strategy, viz
- promoting Health & Wellbeing in its community.
  - promoting Health & Wellbeing in its workforce.
  - As a scrutiny body for the local activities and performance of NHS bodies located within the District of Warwick and in other areas of Warwickshire, in liaison with and the County Adult Health & Social Care Overview and Scrutiny Committee.
- 2.4 That in order to assist the sub-committee in its scrutiny arrangements, the powers will include the capability of inviting individuals and organisations to present evidence on particular health issues. Every meeting agenda will make provision for the involvement of the Voluntary Sector, and of Public Health Warwickshire, representatives of which will be called upon to attend and to speak.
- 2.5 That the sub-committee be provided support from Committee Services for constitutional and administrative support.
- 2.6 That the way health scrutiny is handled by the sub-committee and Overview and Scrutiny Committee be reviewed in March 2015 to see if it is working efficiently or if an alternative option should be considered with the formation of the newly elected Council in May 2015.

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The Working Group felt that the following was immediately required for effective health scrutiny:
- Councillors needed to learn about how health scrutiny would operate top down, from the County Council level, through to the District Council. The Working Group members had been able to assimilate this information after a couple of pertinent meetings with expert advisers and this had been easily managed because the Working

Group consisted of five members, so it had not been difficult to find convenient dates in people's diaries. In this case, a rapid learning curve had been achieved on the basis that a small group of people was far more flexible and responsive than a larger number of people.

- That any vehicle the Council decided upon for health scrutiny, would require decision making authority so that recommendations it made carried weight with the Executive. A sub-committee structure allows some decision making authority and also in the absence of decision making authority, any recommendation is referred to the parent committee, in this case, the Overview and Scrutiny Committee.
- A sub-committee meets in public and so is transparent with published agendas, reports and minutes.
- A sub-committee structure is provided officer support by Committee Services staff (not necessarily guaranteed in the case of a Working Group). The Working Group felt that this was essential to avoid the pitfalls experienced under the previous and now dissolved Health Forum structure.
- It was felt that in the short-term, the sub-committee structure was the best vehicle for health scrutiny; but it was also felt that as the Council adopted a more proactive approach to considering health issues with any of its decisions, in time, a committee structure might become more appropriate. To this end, it was felt that a review of whether the sub-committee was still appropriate should be held shortly prior to the municipal elections in May 2015. This would ensure that when the newly formed council constituted its committees, if a committee structure was felt to be a better approach, it could be done and Groups could ensure that councillors particularly interested in health issues could form part of the membership of the committee. Equally if a sub-committee was still considered to be the right approach, Groups could ensure that interested councillors sat on the Overview and Scrutiny Committee.
- A sub-committee is a more responsive vehicle than a committee structure. It is easier to call additional meetings than it is for committee meetings.

- 3.2 The Working Group acknowledge that the disadvantage of the sub-committee approach within the current Overview and Scrutiny Committee structure is that there may not be sufficient members of the Committee with a particular interest in health issues to form a cross-party sub-committee. However, to balance this, a sub-committee can co-opt other councillors who do have particular interest in health issues from whatever political affiliation to advise at the meetings, although these councillors will not have voting rights. Additionally, the sub-committee's membership will only be valid through the 2014/2015 municipal year, at which point councillors with a particular interest in health issues can lobby their Group to either sit on the Overview and Scrutiny Committee or a Health Scrutiny Committee if that route is followed.

#### 4. **POLICY FRAMEWORK**

- 4.1 **Policy Framework** – The report does not impact on the Policy Framework.

#### 4.2 **Fit for the Future**

Health scrutiny will ensure that in every decision the Council takes and within all the services it operates, health is a key consideration which can only bring

benefit to the residents of the District and the Council's staff. Fit for the Future focusses on "Service, People and Money" and health is fundamental to all of these.

One of the Council's Sustainable Community Strategy's five main themes is 'to enable and encourage the people of Warwick District to have an equal access to a healthy life and sense of wellbeing, ensuring that our actions are aligned with the Warwickshire Health & Wellbeing Board's Strategy'. The creation of a Health Scrutiny sub-committee will enable this aim and the priorities and actions arising out of it, to be monitored.

## **5. BUDGETARY FRAMEWORK**

- 5.1 The report does not impact upon the budgetary framework.
- 5.2 Councillors can claim travel expenses for attending meetings and meetings themselves can involve expense which is currently controlled within the budget held by Democratic Services.

## **6. RISKS**

- 6.1 The main risk associated with health scrutiny is that if the Council does not handle it effectively, it will get left behind by the other organisations involved in the process and it will not ensure that its residents and staff benefit from the process. Ensuring that health is put near or at the top of any decision the Council makes will help to save money in the long run as the public will have more access to the services on hand and will help to ensure councillors and officers will know where to point people who require help on a health issue.

## **7. ALTERNATIVE OPTION(S) CONSIDERED**

- 7.1 A Health Scrutiny Committee

Assumption: A Health Scrutiny Committee would have equal standing to any other Scrutiny Committee. It would meet prior to a meeting of the Executive to discuss reports going to the Executive and make its recommendations and comments to be taken into account before any decision taken by the Executive.

Constitutional Requirement: A Committee requires at least 11 members and also substitute members.

The Working Group questioned whether in the last year of this council, councillors would be prepared to accept the additional commitment of sitting on another committee. The committee would operate in the same way as the other two sitting scrutiny committees and would be required to meet prior to a meeting of the Executive. This presented practical issues within Committee Services to provide support as currently there are insufficient committee services staff to do this. The current process of publishing agendas and reports prior to any committee meeting is time consuming and relies heavily on the postal service to deliver the required paperwork. This means that practically, under current arrangements, the meeting of the Health Scrutiny Committee would have to take place on the same night as the other scrutiny committees to give councillors sufficient time to study the reports. The move towards a paperless process should give additional flexibility in the future. Additionally, report authors would possibly be required to attend three scrutiny committees.

The Working Group felt that councillors handling health scrutiny would require training and it would be required that all members of the committee and the substitute members would need to undertake this training before they could properly contribute to discussions and decisions. It was felt that it was more appropriate that a small group of councillors forge the path in the first instance to find out what worked and this knowledge could then be passed on.

The Working Group considered that a committee approach in the first instance was not a flexible enough approach for learning a new area of council responsibility and it recognised that the last year of this council might not be the most appropriate time to ask councillors to take on yet another major commitment. It was also considered that the administration required to operate a committee system would put tremendous pressure on staff within Committee Services to staff three major committees on the same evening, plus a further meeting of the Executive on the following evening. There was potential for more choice once the Council moved towards a paperless process. Additionally, report authors could potentially be called upon to attend three scrutiny meetings on the same evening.

## 7.2 Health Scrutiny to form part of the Overview and Scrutiny Work Plan

The Working Group felt that whilst health scrutiny was new to the Council, trying to ensure that all 15 members of the O & S Committee and substitute members were given sufficient training would be difficult and that not all members of O & S would wish to take on this additional training if their particular focus was not primarily health.

It was also felt that simply making health part of the O & S Work Plan would not give health sufficient standing and it might get small consideration at meetings where there was a very full agenda.

## 7.3 A Working Group

The Working Group approach has proved to be a very flexible vehicle to quickly learn what is involved with health issues and the way it will be handled by the County Council and other health bodies. The Health Scrutiny Working Group at first favoured this approach but it came across issues that meant the Group discounted this approach; these were:

- no transparency to the general public because there is no requirement to issue agendas or minutes or to hold meetings in public;
- no delegated authority – a Working Group has no delegated authority which means that recommendations it makes can be overlooked without proper evaluation/consideration. This lack of delegated authority could have the effect of devaluing health as a major concern of the Council in all of its decisions;
- no delegated authority means that all decisions have to be taken by Overview and Scrutiny Committee which means training for all members of the Committee and the substitutes and a steep learning curve. It also means that decisions will have to wait until the Committee meets so reduced flexibility;
- a Working Group has no automatic right to any support from Committee Services staff which devalues its importance; and
- no substitute members.

## 7.4 A Task and Finish Group

A Task and Finish Group would mean that councillors with a particular issue in health matters could take part, but again there were concerns that a Task and Finish Group would have no delegated decision making powers and that this might give an impression of insufficient importance. The Group also felt that a Task and Finish Group should work on a specific issue with a given end date and not have a "rolling" mandate. Similar issues apply to a Task and Finish Group as a Working Group except a Task and Finish Group is provided with support from a Committee Services Officer.

## 8. **BACKGROUND**

- 8.1 In December 2012, the Executive considered a report about how it would implement health scrutiny in the Council. It resolved that this should be handled by a sub-committee of Overview and Scrutiny. In March 2013, the Committee discussed the decision made by the Executive, but the Committee expressed concerns on how this could be implemented because of the constitutional constraints within the membership of a sub-committee and because the Committee was unsure about how delegated authority would work. It was agreed that the Deputy Chief Executive (AJ) would present a report to the Committee in April 2013. At the April meeting, the Overview and Scrutiny Committee resolved to form a Working Party to investigate the best way to handle health scrutiny in the Council. The Committee gave the Working Party a list of items on which it required guidance (see Appendix 1 for the list of items on which the Committee required guidance, together with what the Group has achieved or is working towards).
- 8.2 Five councillors (cross-party) were appointed to the Working Party, Councillors Coker, Mrs Falp, Mrs Knight, Weber and Wreford-Bush. The Head of Health and Community Protection and the Health and Wellbeing Lead provided advice and guidance to the Working Group and a Committee Services Officer was allocated to provide constitutional and administrative support.
- 8.3 The Working Group held its first meeting in August 2013, at which Councillor Mrs Falp was appointed Chairman of the Working Group. Copies of notes taken at this and subsequent meetings the Working Group held are attached at Appendix 2.
- 8.4 During the course of the Working Group's work, Councillors Caborn, Kinson and Copping were asked to attend the Group's meetings because of their involvement in health issues at the County Council and/or knowledge of health issues within the District.
- 8.5 The Group started its investigations without much insight on how health scrutiny would feed through to District councils from County level. The structure and how each of the many organisations involved was unclear and confusing. To this end, the Group invited various guest speakers to its meetings and also attended events organised by the County Council where other representatives involved in health scrutiny were present. The Group gradually built up knowledge of where the District Council's involvement lay and what each component organisation was responsible for. In tandem with this, the Health and Wellbeing Lead was tasked with recommending to the Executive the health strategy for the Council and District, and he gave a presentation of the "vision" to the Group.

8.6 Guest speakers who attended one of the Group's meetings were:

- Ann Mawdsley, the main officer responsible for Health Scrutiny at Warwickshire County Council. She informed the Group of work undertaken so far by the County on scrutinising health services and what activity the District Council would be involved with and where it could influence.
- Anna Burns, Director of Strategy and Engagement, NHS South Warwickshire CCG. She gave the Group a talk on the history of how the South Warwickshire CCG had formed, what it was and what it did.
- Dr John Linnane, Director of Public Health Warwickshire – Communities Group. He explained the remit of the County Council and how he hoped district councils would feed into the process.

8.7 Group members attended a Health event at the County Council in September 2013 at which various representatives from health organisations gave presentations on their respective roles and at which the Group members had a valuable opportunity to network. Some of the Group also attended a further event in December 2013 at the County Council which was a joint meeting on public health for Districts and Councils.

# **Health Scrutiny Working Party Terms of Reference**

<b><u>Requirement</u></b>	<b><u>Progress</u></b>
<p>To provide guidance to Overview and Scrutiny Committee on the following:</p> <ol style="list-style-type: none"><li>1. Training/briefing on the requirements of the protocol, public health and the current position.<ol style="list-style-type: none"><li>a. The Working Party should recommend how this will be provided and by whom, for example Ann Mawdsley might be able to do this with support from Richard Hall.</li><li>b. The Working Party should recommend when this will be provided, for example, should this be outside a normal scheduled meeting of the O &amp; S Committee.</li></ol></li><li>2. Understanding of how Warwick District Council considers health implications within its decision making at present and any changes which may need to be made.</li><li>3. Understanding of the lead health role that Warwick District Council provides in specific areas (this is possibly outlined in the Health and Wellbeing Delivery Plan).</li><li>4. Understanding of current Warwick District Council lead health projects currently in operation.</li><li>5. Define a working relationship with the O &amp; S Committee about what its role is expected to be, for example, is it a sounding board (like a Task and Finish Group) where they produce recommendations for O &amp; S to consider and adopt; or should they be taking the final decision.</li><li>6. Organising a presentation from the Quality Care Council to all Councillors and considering how this would fit into the overall considerations of health by the</li></ol>	<p>In progress. Dr Linnane, Director of Public Health has been invited to address all councillors in August. (Two previous attempts to organise this have been thwarted by other priorities.)</p> <p>The Council's Health Strategy will be presented to the Executive. This has been written by the Health &amp; Wellbeing Lead, Rob Chapleo.</p> <p>See above.</p> <p>See above</p> <p>Recommendations in this report and Constitution rules governing sub-committees.</p> <p>None.</p>



<p>Council.</p> <p>7. How we appoint to, and who we appoint to:</p> <ul style="list-style-type: none"> <li>a. The Health O &amp; S Committee at Warwickshire County Council</li> <li>b. Our Health Advocate</li> </ul> <p>8. How the Council representative at the County Council would link into this Council's Health Scrutiny.</p>	<p>Part of the process for appointments to Outside Bodies.</p> <p>Recommendations in this report to co-opt interested parties onto the sub-committee.</p>
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**Notes from the meeting of the Health Scrutiny Working Group**  
**5 August 2013, Town Hall**

Present:

Councillors Coker, Mrs Falp, Mrs Knight, Weber and Wreford-Bush

Officers: Richard Hall, Ann Mawdsley and Lesley Dury

1. Election of Chairman

Councillor Mrs Falp was elected Chairman of the Working Group.

2. Ann Mawdsley gave a short talk on work done and to be done on scrutinising the Health Services. She passed a copy of her presentation to all members of the Working Party.

Members were given an overview of the type of activity the District Council would be involved with and where it could influence. Ann Mawdsley stressed the importance of both the District and County Council sharing their Work Programmes where health and wellbeing could be affected.

3. Councillor Coker gave a short talk on the Health and Wellbeing Board.

4. Richard Hall gave a short talk on:

- Understanding of how Warwick District Council considers health implications within its decision making at present and any changes which may need to be made;
- Understanding of the lead health role that Warwick District Council provides in specific areas (this is possibly outlined in the Health and Wellbeing Delivery Plan);
- Understanding of current Warwick lead health projects currently in operation.

**ACTION: Richard Hall was asked to pass a copy of his presentation to Lesley Dury for her to circulate to the Working Group members.**

5. Ann Mawdsley explained that the meeting at the County Council on 23 September would be open to everyone on the Working Party. It would be a very useful chance to network.

**ACTION: All those that wish to attend this meeting should inform Lesley Dury.**

6. Next meeting

10 September at 4pm to examine the Draft Terms of Reference and determine a plan of action for the Working Party; discuss training requirements and also to discuss the possibility of asking some representatives from outside bodies such as the CCG to attend an Overview and Scrutiny meeting.

Councillor Coker indicated that he might not be able to attend and if he could not, would ask Councillor Caborn to attend in his place as Conservative Group representative.

**Notes from the meeting of the Health Scrutiny Working Group**  
**10 September 2013, Town Hall**

Present:

Councillors: Mrs Falp, Mrs Knight, Weber and Wreford-Bush

Also Present: Councillors Caborn and Kinson

Officers: Richard Hall and Lesley Dury

Apologies: Councillor Coker

1. The notes taken from the last meeting on 5 August 2013 were agreed.
2. Group members had concerns that they did not yet understand what role Warwick District Council within the whole area of Health Scrutiny. The Health and Wellbeing Board was already setting its priorities and it was felt that Warwick District Council should be feeding into this process.
3. It was agreed that Richard Hall and Lesley Dury should work together to draw up a organisational chart of the machinations of Health Scrutiny from County level down, so that it would be possible to see where the District fitted in and what areas it would be involved with.
4. Councillor Caborn informed Members that Warwickshire County Council was investigating pulling health matters and social care closer together. Mental health would form part of the remit. He listed other areas also, such as drugs, Food, Housing, and Leisure, all of which had public health implications. He was keen the District should work out what its proper involvement was, what was already available and then making what was already provided work for us.
5. Councillor Kinson informed Members that he sat on the Warwickshire County Council O & S Health Forum and had done so for the last nine years. This had been amalgamated with Adult Social Care for about four years. Among matters he raised were parking at Warwick Hospital, excessive phone calls to GP surgeries, obesity in school age children and liaison between the police and teachers for prevention of issues such as grooming for sex. He mentioned concern that the Voluntary Hospital Transport System was in danger of collapse from lack of funding.
6. Members suggested that the following initiatives should be assessed:
  - a. A system to ensure that District Councillors who also served as Warwickshire County Council Councillors fed back pertinent information to the District;
  - b. How to ensure Health and Wellbeing is embedded into Warwick District Council. Does what Warwick District Council doing fit within what Warwickshire County Council is doing? How to ensure we have a much more strategic view of what we do with health issues. Part of Rob Chapleo's work will be to guide the Council on this.
  - c. Whether Health Scrutiny should be a standing item on the O & S agenda.
7. Members requested that Anna Burns be asked to attend the next meeting, together with the Director of Public Health at Warwickshire County Council. Possible dates were 22 or 29 October.

8. Richard Hall will provide Lesley Dury with details of a meeting scheduled for 10 October to pass onto the Working Group to attend. <sup>1</sup>
9. Next meeting – 29 October at 4.30pm.

(The meeting ended at 5.15pm)

**Notes from the meeting of the Health Scrutiny Working Group**  
**29 October 2013, Town Hall**

**Present:**

Councillors: Coker, Mrs Falp, Mrs Knight, Weber and Wreford-Bush

**Also Present:** Councillor Kinson

**Officers:** Richard Hall, Rob Chapleo and Lesley Dury

**Guest Speakers:** Ms Anna Burns – Director of Strategy and Engagement, NHS South Warwickshire CCG and Dr John Linnane – Director of Public Health Warwickshire – Communities Group

**Apologies:** Councillor Caborn

1. The notes taken from the last meeting on 10 September 2013 were agreed subject to a minor change on item 5 – “Among matters *they dealt with* were parking at Warwick Hospital...” should have stated “Among matters *he raised* were parking at Warwick Hospital...”.
2. The Chairman, Councillor Mrs Falp, introduced Anna Burns and stated that she had thought about asking her to address Full Council, but had felt that it was better for her to speak to the Working Party first.
3. Ms Burns informed Members of the history of how the South Warwickshire CCG had formed, what it did and how it operated. The South Warwickshire CCG covered both Stratford upon Avon’s District Council’s area as well as Warwick District Council’s area. Ms Burns talked about the structure of the workforce at the SWCCG and how they operated. Some detail was given on how the budget was spent to commission services such as acute hospital services, mental health services and continuing health care for long term conditions. There was cross-over between the services commissioned by the CCG and those by NHS England. For example, when acute hospital services moved into specialised care, then this was commissioned by NHS England. Screening and immunisations was handled by NHS England on behalf of SWCCG.

She then went on to explain how the SWCCG’s integrated plan for 2013-2015 had been built up. The plan set the vision for health services in South Warwickshire and outlined what would be done in the next three years to achieve it. A major concern would be addressing the needs of the frail and elderly whose numbers were increasing. New ways to deliver services had to be found and ways to prevent long-term conditions had to be examined.

Some success had already been achieved, and examples cited were:

- a number of business cases to improve the care of the elderly had been approved;

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<sup>1</sup> This has been postponed.

- specialist nurses had been appointed to advise nursing care staff; and
- a GP practice had been aligned to each care home.

There were some significant challenges to be faced, such as trying to educate the public not to go to A & E inappropriately and much work was being done to find out why some public preferred to attend A & E rather than their GP or out of hours service.

4. Dr Linnane explained that Public Health was part of the remit of the County Council but he was keen for it to be seen as a resource for the district councils. Examples of areas managed by Public Health were:
  - a. health protection such as control of infectious diseases;
  - b. health improvement such as lifestyle improvements, smoking, alcohol, obesity and mental wellbeing;
  - c. health care which involved working with the CCGs to provide evidence for their actions; and
  - d. the wider determinants of health such as housing, and transport – basically those elements controlled by councils. For this to succeed, links were being built with planning and housing departments.

Dr Linnane explained that the Director of Public Health had some statutory duties such as the annual report. The 2013 annual report had just been issued and he wanted the opportunity to speak to Warwick District Council councillors about this.

Dr Linnane sits on the Health and Wellbeing Board which is a partnership committee of the County Council. Some members of this are prescribed such as the CCGs have to be represented. Currently the Board is chaired by the Chairman of Warwickshire County Council.

Dr Linnane gave a hand out of part of the Joint Strategic Needs Assessment for 2013-14 which was specific to Warwick District.

He pointed out that the annual report would be coming to Warwick District Council in advance of next year and it would be an opportunity to look for issues specific to Warwick District.

5. The Working Group requested that Dr Linnane be invited to Warwick District Council to brief all councillors about the annual report.

**Action: L Dury to speak to G Leach about arrangements for Dr Linnane to address all councillors.**

6. The Working Group decided that the next meeting should concentrate on examining the options to handle health scrutiny at Warwick District Council, and matters that Rob Chapleo needed to be examined.
7. The Group agreed that the Health Event held at Warwickshire County Council on 23 September had been useful but not all organisations invited to send representatives had done so. The presentations had been a little unstructured.
8. The Group were reminded of a Joint meeting of Public Health for Districts and Councils that would be held at Warwickshire County Council in Northgate House on 12 December. Richard Hall would co-ordinate attendance for the Working Group.

**Action: R Hall to co-ordinate the attendance of the Working Group at the 12 December Health event.**

9. Next meeting – 20 November at 4.00pm.

(The meeting ended at 6.15pm)

**Notes from the meeting of the Health Scrutiny Working Group**  
**20 November 2013, Town Hall**

**Present:**

Councillors: Coker, Mrs Falp, Mrs Knight, Weber and Wreford-Bush

**Also Present:** Councillor Kinson

**Officers:** Richard Hall, Rob Chapleo and Lesley Dury

1. There were no Apologies.
2. The notes taken from the last meeting on 29 October 2013 were agreed.
3. Matters Arising

Lesley Dury has asked Graham Leach to confirm a date with this Council's Chairman for when Dr Linnane can address all update councillors about his annual report. She has sent out a request to all councillors that they hold onto their copy of the annual report in preparation for Dr Linnane's visit.

Richard Hall has received a number of responses from interested councillors about the Joint meeting of Public Health for Districts and Councils that would be held at Warwickshire County Council in Northgate House on 12 December.

4. Outlines of Warwick District Council Health Strategy and Terms of Reference

Rob Chapleo gave the Working Group members a presentation on the Council's draft Health Strategy and Terms of Reference and how Scrutiny will fit in.

The report for approval is intended to be finalised in February 2014.

In discussion of the draft various points were made amongst which were:

- it was important that the two MPs were kept informed about what health issues the Council was considering;
- two-way communication between Warwickshire County Council and Warwick District Council was fundamental and it was important to set out how this would be handled;
- the Council needed to identify areas it wished to discuss on health which would involve looking at the Local Plan and identifying where this impacted on health; and
- with every decision made by this Council, a health impact assessment should be done.

There was some discussion on health issues that the Working Group would like to start work on. Air Quality and the impact of increased traffic in the District featured high on this discussion, but it was decided to delay this discussion until the Working Group had made recommendations to the Overview and Scrutiny

Committee on the way it would handle health scrutiny. Councillor Coker felt that identifying topics should be a two-way process with suggestions coming top-down to the Working Group from Overview and Scrutiny, and bottom-up, with the Working Group also identifying issues it felt needed consideration and recommending this to Overview and Scrutiny.

**Action: Rob Chapleo to circulate the presentation to the attendees.**

5. The way forward to conduct Health Scrutiny at Warwick District Council – Recommendations

The Working Group discussed the options in the Discussion Document that had been sent out with the agenda.

Discussing the pros and cons, both a committee and sub-committee structure were felt too limiting at this stage in the programme when health scrutiny was new. It was also felt that the requirement for 11 councillors on a Committee was too heavy a commitment for Members and the sub-committee structure would require that Members were only from the Overview and Scrutiny Committee.

Councillors felt that a Working Party structure allowed those councillors particularly interested in health issues to be involved, irrespective of political affiliation or committee participation. However, a weakness with the Working Group approach was that it had no delegated decision making authority and there was no mechanism to ensure any recommendation it made would be properly considered, so it lacked “teeth”. It was decided that the Working Party approach should be set on a 12 month trial basis.

Richard Hall and Councillor Mrs Falp were asked to consult with CMT about staffing considerations and about how the Working Party could ensure its recommendations were given proper consideration or “teeth” – in effect Terms of Reference. Following that, Councillor Mrs Falp will speak to Councillor Mrs Ann Blacklock to bring her up to date.

The Working Group will aim to make its recommendations to O & S in February 2014.

**Actions:**

- 1. Richard Hall and Councillor Mrs Falp to consult with CMT (Richard Hall to sort a convenient meeting date), following which:**
- 2. Councillor Mrs Falp to brief Councillor Mrs Blacklock.**

6. South Warwickshire Foundation Quality Account Group Representative

The Overview and Scrutiny Committee at its meeting in November, had requested that the Working Group determine the category that this outside body appointment would fall into. The five categories were detailed in Appendix 3 of the Working Group’s agenda. The Working Group decided that the category was 5 “Appointments made at the discretion of the Council”. Councillor Mrs Knight volunteered to represent the Council on this Body if required to do so.

**Action: Lesley Dury to inform Graham Leach of the category so that he can refer this to Group for them to appoint a representative to the outside body.**

7. Next meeting: 13 January at 4pm. Items for the agenda will be:

- a. Draft Terms of Reference
- b. A work programme
- c. Training for O & S Committee members

(The meeting ended at 5.35 pm)

**Notes from the meeting of the Health Scrutiny Working Group**  
**13 January 2014, Town Hall**

**Present:**

Councillors: Mrs Falp, Mrs Knight, and Wreford-Bush

**Also Present:** Councillor Copping

**Officers:** Richard Hall, Rob Chapleo and Lesley Dury

1. Apologies from Councillors Caborn, Coker, Kinson and Weber.
2. Declarations of Interest

There were no declarations of interest.

3. The notes taken from the last meeting on 20 November 2013 were agreed.
4. Matters Arising

It was agreed that Councillor Coker would welcome Dr Linnane, Director of Public Health to Full Council in January.<sup>2</sup>

Group Leaders would be meeting on 20 January to discuss the outside bodies appointments and so would make a decision on who would represent the Council on the South Warwickshire Quality Accounts Task and Finish Group.

**Action: Lesley Dury to send a list of the SW Quality Accounts Task and Finish Group meeting dates to Councillor Mrs Knight.**

Warwickshire County Council 12 December meeting report

Councillor Wreford-Bush reported that there was an interesting presentation on smoking areas and this raised questions on how we were complying with the tobacco laws. Coventry City Council reported concerns in respect of shisha pipes and associated fire risks. It was agreed that the opening section of the meeting had been targeted at officers and not councillors but that the discussions on smoking, drinking and air quality were very interesting. Members would have liked obesity to have been discussed. Members informed Richard Hall that they would like to attend similar meetings again, but it was not necessary for them to attend sections targeted purely at officers.

Meeting with CMT and meeting with Councillor Mrs Blacklock

Richard Hall agreed that a discussion had been held with the Deputy Chief Executive (AJ) on structure and how Health Scrutiny should be taken forward at

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<sup>2</sup> Subsequent to this report, Dr Linnane informed the Council that he could not make the meeting in January. Another date is to be arranged.



Warwick District Council. CMT was relaxed on how it should be done but had concerns on staff resourcing. The current arrangement could be run on a trial basis for one or two years up to the elections. There was concern when it was reported that Democratic Services might not be allowed to provide staffing resource to a Working Group arrangement and it was agreed that Councillor Mrs Falp would speak to Graham Leach and Andrew Jones to see if an exception could be made in this instance or what suitable other options could be accommodated.

**Action: Councillor Mrs Falp to speak to the Democratic Services Manager and the Deputy Chief Executive (AJ) about Committee Services support for the Working Group.**

Councillor Mrs Falp reported that she had not yet met with the Chairman of Overview & Scrutiny Committee, Councillor Mrs Blacklock.

#### 5. Terms of Reference and a Work Programme

It was reported that Rob Chapleo's report for the Council's Health Strategy was anticipated to go to the Executive in February. The Working Group would look at this to see what topics it should discuss in the future for its Work Programme. It was anticipated that there would be a two-way flow of topics for Health Scrutiny between Rob Chapleo and the Working Group and also a two-way flow of topics for Health Scrutiny between the Working Group and Overview & Scrutiny Committee. The report going to the Executive in February would be passed to Working Group Members ahead of the meeting so that the Members could pass any comments they might have directly to Rob Chapleo. Members then had a general discussion on what were likely subject matters for future scrutiny such as extra care in sheltered housing, issues arising from dementia and E-cigarettes and how licensees respond.

#### 6. Training for O & S Members

It was felt that Dr Linnane's forthcoming presentation would help O & S Members understand the structure for health scrutiny. Additionally it was agreed that Rob Chapleo should attend an O & S meeting either in February or March. Councillor Mrs Falp was asked to discuss this with Councillor Mrs Blacklock.

**Action: Councillor Mrs Falp to speak to the Chairman of O & S re a briefing to Members from Rob Chapleo and agree a date.**

#### 7. Written report to O & S

It was agreed that Rob Chapleo, Lesley Dury, Councillor Mrs Falp and Richard Hall would all work on a report for O & S to go forward to the March meeting. Councillor Mrs Falp and Lesley Dury would meet on 5 February to start the report. Councillor Mrs Falp would present a verbal report to O & S in February.

#### 8. Correspondence

It was agreed that future correspondence would be circulated to Richard Hall and Councillor Mrs Falp who will decide what should be circulated to every member of the Group.

## 9. Next Meeting

Wednesday 5 February 2014 at 4.15 pm.

(The meeting ended at 5.30 pm)

### **Notes from the meeting of the Health Scrutiny Working Group** **11 March 2014, Town Hall**

#### **Present:**

Councillors: Mrs Falp, Mrs Knight, Weber, and Wreford-Bush

**Also Present:** Councillors Copping and Kinson

**Officers:** Richard Hall, Rob Chapleo and Lesley Dury

1. Apologies from Councillors Caborn, and Coker.
2. Declarations of Interest

There were no declarations of interest.

3. The notes taken from the last meeting on 13 January 2014 were agreed.
4. Matters Arising

Group Leaders had agreed that Councillor Mrs Knight would represent the Council on the South Warwickshire Quality Accounts Task and Finish Group.

**Action: Lesley Dury to chase Ann Mawdsley to contact Councillor Knight – Completed, action closed.**

5. Recommendation report for Overview and Scrutiny Committee

Councillor Mrs Falp explained the results of her enquiries to the Democratic Services Manager and information received from the Head of Health & Community Protection. The Democratic Services Manager had explained that staff support from Committee Services was not a foregone conclusion if the Working Group were minded to recommend a Working Group approach to health scrutiny and the Head of Health & Community Protection also advocated a sub-committee approach, although he recognised the limitations of this.

In light of this additional information, the Working Group voted to recommend a sub-committee approach to health scrutiny, with negotiated delegated powers, to be re-evaluated prior to the start of the new council in 2015.

6. Improve dental care and oral health survey

The Committee asked Rob Chapleo to see if he could organise a guest speaker from the Commissioning side to explain services available to councillors. He was also asked to see if a representative from Healthwatch might be available to speak at the 6 May meeting.

Councillors were asked to send any comments they may have about the questionnaire to Rob Chapleo and to bring the papers with them on 6 May.

**Action: Rob Chapleo to investigate the possibility of speakers.**

7. Next Meeting

Tuesday 6 May 2014 at 4.00 pm.

(The meeting ended at 5.05 pm)