

# OVERVIEW AND SCRUTINY COMMITTEE

Minutes of the meeting held on Tuesday 3 June 2008 at the Town Hall, Royal Leamington Spa at 6.00 p.m.

**PRESENT:** Councillor Gifford (Chair); Councillors Barrott, Boad, Britland, Coker, De-Lara-Bond, Mrs Gallagher, Gill, Mrs Higgins and Weed.

**ALSO PRESENT:** Councillor Caborn (Portfolio Holder for Customer Business and Improvement).

Apologies for absence were received from Councillors Copping and Mrs Sawdon.

## 121. DECLARATIONS OF INTEREST

### Minute number 128 – Executive Agenda item numbers 6 & 19 – Bedford Street Car Park

Councillor Gifford declared a personal and prejudicial interest because he lived close to Bedford Street car park. He left the room whilst the item was considered.

## 122. EXECUTIVE AGENDA (NON CONFIDENTIAL ITEMS AND REPORTS) – WEDNESDAY 4 JUNE 2008

The Committee made the following comments for forwarding to the Executive:

### Agenda Item number 4 – Corporate Strategy and Local Area Agreement

This item was withdrawn from discussion and no comments were made on it.

### Agenda Item Number 5 – WD Sustainable Community Strategy

This item was withdrawn from discussion and no comments were made on it.

### Agenda item Number 8 - Gypsy and Traveller Sites and Protocol

The report was noted and there were no comments to be forwarded to the Executive.

### Agenda Item Number 9 – Review of Cemeteries Regulations

The Committee supported the recommendations in the report and recommended that a report be submitted to the Executive in 12 months to monitor the impact of the new regulations.

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

### **123. PERFORMANCE**

The Committee considered a report from Organisational Development and Performance on the end of year performance results for 2007/08, along with the mitigations and corrective actions for those indicators that were off target. It also showed, in appendix 1 to the report, the 2007/08 performance of those indicators which would still be reported in 2008/09, along with the trends for each indicator for the past five quarters.

The regular and systematic reporting of performance results against target, trended over time and compared with other authorities were a fundamental element of the Council's integrated performance management framework. The performance management framework in turn remained a key tool for ensuring the Council stayed focussed on what mattered to ensure it delivered its services efficiently and effectively.

When examining performance results for any given area the following points should be considered with relation to the results achieved and used to evaluate the appropriateness of any corrective action proposed:

- Result against target - As in previous quarters, a report detailing performance against targets relating to each portfolio had been prepared and arranged to enable the Executive Overview and Scrutiny Committee to hold portfolio holders to account for the performance of services within their portfolio area.
- Result compared to best in class or top quartile (where available) - The latest year for which comparative data on Best Value Performance Indicators (BVPIs) was available is 2006/07. A summary of these was shown in section 7 of the report, with full details in Appendix 1, to the report.
- Result compared to previous results - trend over time - Appendix 2, to the report, showed the results, including trend information, for each of the 2007/08 performance indicators that were being continued into 2008/09. Section 8 of the report, showed a summary of these performance indicators by portfolio.

It was reported that there had been some problems with the reporting system and the indicators did not show the full picture. The Committee would receive a further report, hopefully, at their next meeting.

The Committee expressed some concern with the targets in the Housing Portfolio, especially in relation to rent arrears. It was agreed that the Housing Portfolio should be asked to attend the next meeting of the Committee.

The Committee also highlighted concerns with the Royal Spa Centre and would like to complete a scoping document with the possibility of establishing a Task and Finish Group to look at the issues further.

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

### **RESOLVED** that

- (1) the report be noted;
- (2) the Portfolio Holder for Housing, Councillor Mrs Grainger, be requested to attend the meeting of this Committee in July; and
- (3) the following items be the subject of scoping documents and possible Task and Finish Groups;
  - the Royal Spa Centre
  - Newbold Comyn Golf Course

#### **124. REVIEW OF WORKPLAN**

The Committee considered a report from Members' Services and Policy and Performance.

The report informed the Committee of their terms of reference, set out new ways of working, and asked the Committee to discuss the outstanding items from the workplans of the former Culture and Social Policy Committee and Environment and Economic Policy Committee.

The workplans for the Culture and Social Policy Committee and the Environment and Economic Policy Committee were considered at their last meetings on 19 March 2008. The attached workplans, shown in appendix 1 & appendix 2 to the report, incorporated the suggestions made at that last meeting. The only item outstanding from Executive Overview and Scrutiny Committee was the Flooding Scrutiny Group which was on-going and an item on the Committee's agenda.

After due consideration all items contained in the workplans from the previous Culture and Social Policy Committee and the Environment and Economic Policy Committee were not included in the new work programme, with the exception of recycling and new refuse collection scheme. The Committee also asked for a report to a future meeting on section 106 agreements.

The Committee also agreed that scoping documents for the Royal Spa Centre, Newbold Comyn Golf Course, recycling and new refuse collection scheme and CCTV should be completed during the training session at the special meeting on 16 June 2008. Once these were completed, the Committee would then decide if Task and Finish Groups should be appointed, and the order of prioritisation.

With regard to future items being added to the work programme, the following process would be applied:

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

- If an item was put forward as an area for scrutiny at the Overview and Scrutiny Committee, the member who made the suggestion would complete a scoping document for submission to the next meeting **or** if it arose during general discussion, a member would be asked to volunteer to complete the scoping document;
- At the next meeting, the scoping document would be submitted to the Committee for consideration which would set out the justification for why a scrutiny should be undertaken;
- If the Committee agreed, then a Task and Finish Group would be appointed to look at the issues, stating when they required a report back;
- Once the Task and Finish Group had completed the scrutiny of the item, within the remit of the scoping document, the item was then signed off by the Committee. If the Committee wished, a progress report could be submitted, but no sooner than 6 months after the end of the scrutiny. If after 6 months, or whenever the progress report was submitted, the Committee was not happy with the area of work, or wanted further information, then the Task and Finish Group would be reappointed to put together another scoping document to establish exactly what the Committee were requiring and how the scrutiny of the issue would progress further; and
- If the Committee deemed the scrutiny not to be too in-depth, then an officer could be asked to report straight to it without appointing a Task and Finish Group. If the item then needed a further report, a Task and Finish Group should then be appointed to look at the new issues which had arisen.

### **RESOLVED** that

- (1) all items contained in the workplans from the previous Culture and Social Policy Committee and the Environment and Economic Policy Committee not are included in the new work programme, with the exception of recycling and new refuse collection scheme;
- (2) the new scrutiny process be noted;
- (3) the following items be subject to scoping documents during the scrutiny training session at the special meeting of the Committee on Monday 16 June 2008:

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

- (i) Royal Spa Centre
  - (ii) Newbold Comyn Golf Course
  - (iii) Recycling and new refuse collection scheme
  - (iv) CCTV; and
- (4) a report be submitted to a future meeting of the Committee on section 106 agreements.

### **125. PLASTIC BAG WORKING PARTY**

The Committee considered a report from the Chair of the Working Party, Councillor Gifford.

Following a notice of motion to Council by Councillor Mrs Higgins, regarding an initiative by Warwick Chamber of Trade to stop using single use plastic carrier bags, a Working Party was established to see how Warwick District Council could assist this initiative. The full scope of the Working Party was detailed in Appendix 1, to the report.

The Working Party met with a Warwick Chamber of Trade representative, Councillor Mrs Higgins who had proposed the review to Council, and the relevant Town Centre Manager to discuss the review. The minutes of the meeting were attached as Appendix 2, to the report.

The Working Party established that very few Council departments issued any plastic bags to customers and those which did, had expressed an interest in joining the initiative.

#### **RESOLVED** that

- (1) the report be noted; and
- (2) the following recommendations be made to the Executive for their approval:
  - (i) the Chambers of Trade within the District be asked to work with the Town Centre Managers to produce a business case, for consideration by the Warwick District Council Executive, for funding an initiative based on the following principles:
    - Single use plastic bags be replaced by reusable and sustainable bags;

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

- The original costs of bags be met by Chambers of Trade, Warwick District Council and potentially other initiatives detailed in the report who the Chambers of Trade would liaise with to agree funding;
  - The cost of bags be recouped by traders and initiatives using them;
  - The money recouped from the bags be centralised and used to purchase the bags as required;
  - Bags be stored centrally in bulk and in small quantities at businesses; and
  - Those contributing and participating in the initiative have their company name over printed on the bag, along with the relevant Town Centre Partnership logo on the other side.
- (ii) Warwick District Council commits to no longer using plastic bags and these be replaced by a reusable and sustainable bag such as ones made from cotton or jute; and
- (iii) the recycling/reusing tips on the Council website be promoted further.

### **126. FLOODING WORKING PARTY**

The Committee considered a verbal report from the Chair of the Working Party, Councillor Alan Boad.

The Working Party had now finished their investigations and a draft report had been produced. The final report would be submitted to the Committee in July.

**RESOLVED** that the report be noted.

### **127. PUBLIC AND PRESS**

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

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

**128. EXECUTIVE AGENDA (CONFIDENTIAL ITEMS AND REPORTS) –  
WEDNESDAY 4 JUNE 2008**

The Committee made the following comments for forwarding to the Executive:

**Agenda Item Numbers 6 & 19 – Bedford Street Car Park**

Councillor Boad took the Chair for this item only.

The Committee supported the recommendations and would like WDC officers to liaise with WCC officers to establish whether it may be possible to investigate establishing a safer routes to school project at St Peter's School, to ease any potential issues caused by the development of the car park site.

**Agenda Item Number 18 – Warwickshire Police Funding in Support of CCTV**

The Committee would like to make the Executive aware that they would be completing a scoping document on the issue of CCTV with the possibility of establishing a Task and Finish Group.

(The meeting ended at 7.50pm)