

# Overview and Scrutiny Committee

Tuesday 8 March 2016

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A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 8 March 2016 at 6.00pm.

## Membership:

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

## Emergency Procedure

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

## Agenda

### 1. Apologies and Substitutes

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

### 2. Declarations of Interest

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

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

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

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

3. **Minutes**

(a) to confirm the minutes of the Overview & Scrutiny Committee meeting held on 9 February 2016. **(Item 3a/Page 1)**

(b) To note the minutes of the Health Scrutiny Sub-Committee meeting held on 19 January 2016. **(Item 3b/Page 1)**

4. **Comments from the Executive**

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

5. **Update from the Leader of the Council**

Question and Answer session arising from a verbal report from the Leader of the Council giving an update on his corporate and strategic leadership.

6. **Coventry & Warwickshire Local Enterprise Partnership Update**

To receive a verbal update from the Leader of the Council on the CWLEP.

7. **A vision and strategy for Leamington town centre**

To consider a briefing note from the Senior Projects Co-ordinator followed by a verbal update and Question and Answer session. **(Item 7/Page 1)**

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

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

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

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

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

10. **Public and Press**

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

11. **Executive Agenda (Confidential Items and Reports) – Wednesday 9 March 2016**

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

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

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[o&committee@warwickdc.gov.uk](mailto:o&committee@warwickdc.gov.uk)

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**The agenda is also available in large print, on request, prior to the meeting by calling  
01926 456114.**

# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 9 February 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Boad (Chairman); Councillors Mrs Cain, Davison, D'Arcy, Edgington, Miss Grainger, Margrave, Naimo, Parkins and Mrs Redford.

**Also Present:** Councillors Grainger and Shilton.

## 61. **Apologies and Substitutes**

- (a) an apology for absence was received from Councillor Bromley; and
- (b) there were no substitutes.

## 62. **Declarations of Interest**

There were no declarations of interest.

## 63. **Minutes**

The minutes of the meetings held on 1 December 2015 and 12 January 2016 were taken as read and signed by the Chairman as a correct record.

## 64. **Comments from the Executive**

The Committee considered a report from Democratic Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in January 2016.

**Resolved** that the report be noted.

## 65. **Portfolio Holder Update – Neighbourhood Services**

The Portfolio Holder for Neighbourhood Services, Councillor Shilton, gave an update on Neighbourhood Services. In response to questions, he informed the Committee that:

- To ensure that there was not a re-occurrence of missed refuse collections over the Christmas period as had happened in 2015, meetings had been held with the contractor and shortfalls in methods used to retrieve collection dates from the information system had been addressed.
- Staffing positions proved difficult to fill because wage levels were low. The pay structure would need examination. Councillor Shilton stated that this was an issue in several departments and a corporate review was required.
- The refurbishment at the crematorium was now complete and an order had been placed for a generator. Further landscaping work was required and ways to accommodate parking for coaches inside the grounds were being evaluated.

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

- The Council was working closely with Warwickshire County Council to improve recycling figures. Warwick District Council was one of the top performers for recycling. It was hoped to increase the number of people recycling food waste, but paper recycling figures had plateaued. Increasing food waste recycling would have to be done by encouragement and education and there were plans to start this in schools by getting children on-board.
- The Head of Neighbourhood Services informed Members that he would advise them when the advertising and signage contract was to be renewed.
- A group would be formed to review car parking charges and strategy. A meeting would be called to give out the relevant information on the way forward.
- A report from Sita would be forthcoming on improving recycling of cans. Currently this was worth £430,000 to the Council.
- The Council was working with Sita to reduce the waste collection failure rate which currently stood at 400 to 500 bins per month out of 4,000,000 waste collections a year. This level of failure was deemed acceptable. Reasons for failure to collect were varied as it could be Sita's error or the customer's. Normally the reason was simply that a bin had been missed. In these instances, it was not categorised as a complaint, but simply reported to Sita, which then was required to collect the refuse.
- More resources were required to address shortfalls in service handling phone calls, but to do this, pay levels required examination. The telephone answering service had moved in-house from last week. £500,000 had been saved simply by moving the service in-house.

The Chairman thanked Councillor Shilton for answering the questions.

### **66. Executive Agenda (Non-confidential items and reports) – Wednesday 10 February 2016**

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 10 February 2016.

#### Item number 3 – Waste Container Charging

The Overview and Scrutiny Committee supported the recommendations in the report but requested that monitoring take place on information such as the number of bins/boxes bought, number supplied; and whether recycling had increased/decreased. The Committee would be requiring a review in 12 months' time on the service.

(Councillor Shilton left the meeting.)

### **67. Portfolio Holder Update – Health & Community Protection**

The Portfolio Holder for Health & Community Protection, Councillor Grainger, gave an update on Health & Community Protection. In response to questions, she informed the Committee that:

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

- Warwick District Council was performing well in terms of food safety ratings, and its figures were above the national average. Within the District, there were few premises that fell below the acceptable standards.
- The Nuffield Health agreement (detailed in the report in point 7), would mean that the Council would receive payment for providing advice on food safety, health and safety and environment protection matters. The Council would be providing advice that would be nationally recognised and all other local authorities would take this on board.
- There was a requirement to monitor nitrogen dioxide particles and this requirement formed part of the Air Quality Action Plan. This monitoring provided long-term trends of all particles.
- The increase in the levels of recorded attacks of a sexual nature was down in part due to the fact that the Police had changed its way of recording the figures. This year would provide a base level against which the Council would be able to compare itself with other areas.
- The "Dementia Friendly" initiative would require staff training with the intention to have at least one member of staff trained in each department. It was also intended to look at the ways Council buildings could be adapted, but the main thrust of this for the Council's headquarters would take place when the new head office was built.

(Councillor Grainger left the meeting.)

### **68. Executive Agenda (Non-confidential items and reports) – Wednesday 10 February 2016**

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 10 February 2016.

#### Item number 8 – Design Guidance for the Strategic Urban Extension, South of Leamington Spa and Warwick (February 2016)

The Overview & Scrutiny Committee agreed with the design guidance and considered it to be a good document. However, the Committee would like to see in practice higher housing densities where appropriate.

(Councillor Mrs Cain left the meeting during this item.)

### **69. The Impact of Letting Boards in Leamington Spa**

The Committee considered a report that provided an analysis of information collated to establish whether there was a need for a Regulation 7 Direction to control the display of Letting Boards within parts of Royal Leamington Spa under the Terms of the Town and Country Planning (Control of Advertisements) Regulations 2007 (as amended).

Councillors were pleased with the progress made in reducing the proliferation of signs and the Enforcement Manager undertook to write to letting agents in advance of the main lettings period (September) each year to remind them of the regulations and ensure that the issues of too many

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

boards did not re-occur. She would speak to agents who tried to work around the regulations on an ongoing basis as the need arose.

Members were informed that the email address that had been set up to report contraventions of the regulations would be closed down and instead, residents would need to report these occurrences using [planning.enforcement@warwickdc.gov.uk](mailto:planning.enforcement@warwickdc.gov.uk). She would be setting up an internal coding system to monitor these email notifications and she was asked to provide a report in 12 months' time to compare the trends against current figures.

Tara & Co, the main letting agent in the District had adopted a system of using QR scanning whereby people interested in letting a property could scan the QR code in the property window on their smart phone and it would then take them to a webpage with the property details. The Council would encourage other agents to use this system as it considerably reduced the need to use letting boards. However, the system could not be imposed on agents due to its costs.

### **Resolved** that:

- (1) there is no current justification for a Regulation 7 Direction to control the display of Letting Boards;
- (2) it is noted that the Planning Enforcement Team will continue to address issues relating to any unauthorised boards as is currently the case, without the need for the imposition of any further measures;
- (3) the Council will write to letting agents prior to September every year to remind them of the regulations; and
- (4) instances of reported contravention of the regulations will be coded and analysed to report trends in 12 months' time against current figures.

## **70. Review of the Work Programme & Forward Plan**

The Committee considered its work programme for 2016 and the Forward Plan. The Forward Plan published with the agenda had been superseded by an updated version within days of the agenda being issued. The updated version March 2016 to June 2016 was handed to Members at the meeting, and it was from this version that they worked.

### **Resolved** that the following items are added to the Work Programme or amended:

- (1) an update on the Leamington Spa Town Centre Vision be provided at the next meeting, a short briefing note to go out with the agenda,

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

- followed by a verbal briefing at the meeting and questions and answer session;
- (2) for the March meeting, Councillor Boad will provide a Scoping Document for a Task & Finish Group on a Parking Charges Review for approval if the Executive decided not to proceed with a working party;
  - (3) for the March meeting, Councillors Naimo and Davison will provide a report on work being done in respect of "Appointment of Leisure Management Operator – Forward Plan reference 771" to give advice to Members on when it is the appropriate time to schedule in scrutiny on the tender document; how the tender will be evaluated; content of the tender document; Passport to Leisure and surety of the clubs;
  - (4) for 28 June, a written report from HR on recruitment and retention of staff will be provided and will include what analysis is being done and options looked at, what work is being done to "Grow your own" staff and examples of where difficulties in recruitment are encountered;
  - (5) the review of the pre-application charging regime for development proposals be moved back to 28 June;
  - (6) issues surrounding waste management – service and complaints and analysis of the type of complaints and what is being done to reduce them be added to the Work Programme, date to be determined;
  - (7) Housing Strategy 2014-2017 to be added to the Work Programme, date to be determined once the Act has been changed;
  - (8) Council Development Company – Forward Plan Reference 727- be added to the Work Programme, date to be determined;
  - (9) Asset Management Strategy – Forward Plan Reference 641 – be added to the Work Programme, date to be determined;
  - (10) the review of the work undertaken by the Health Scrutiny Sub-Committee be postponed to the third quarter of 2016/2017;



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

- (11) housing adaptations for people with disabilities  
– to consider whether to set up a Task & Finish Group to streamline the assessment process be removed from the Work Programme; and
- (12) review of Taxi Token scheme be removed from the Work Programme.

(The meeting finished at 9.50 pm)

# Health Scrutiny Sub-Committee

Minutes of the meeting held on Tuesday 19 January 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillors D'Arcy, Edgington, Parkins and Mrs Redford

**Also Present:** Councillor Mrs Knight.

## 8. **Apologies and Substitutes**

Apologies for absence were received from Councillors Mrs Falp and Quinney. There were no substitutes.

## 9. **Appointment of Chair**

**Resolved** that Councillor Parkins be appointed Chairman of the Committee for the 2015/16 municipal year.

## 10. **Declarations of Interest**

There were no declarations of interest.

## 11. **Minutes**

The minutes of the meeting held on 24 November 2015 were taken as read and signed by the Chairman as a correct record.

## 12. **Dementia Action Alliance**

The Sub-Committee was introduced to Ms Le Tellier, Operations Manager at the Alzheimer's Society office based in Wise Street, Royal Leamington Spa. She had been asked to speak to the Sub-Committee to explain work being done in conjunction with a county-wide initiative called the Dementia Action Alliance, to transform the lives of people living with dementia; an initiative the District Council was seeking to join.

Ms Le Tellier explained that to become a member of this Alliance, it was necessary to sign a declaration to confirm commitment to improving the lives of people with dementia. The next stage necessitated agreeing an action plan. This was mainly about improving the lives of those people living with the condition, and their carers. This was done through supporting people with dementia to remain being independent and improving their community inclusion and quality of life through raising public awareness and understanding.

Training was provided for people who wished to become Dementia Friends and this training would help them understand the needs of people with dementia.

Members were informed that the Health & Wellbeing Lead was now a Dementia Champion and had delivered training to staff at the Pump Rooms and Riverside House. Examples of areas to consider in helping people living with dementia were structural design issues. Ms Le Tellier was at pains to

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

inform people that people “lived with” dementia; they did not “suffer” from dementia.

The Dementia Action Alliance held meetings where information was exchanged on what other organisations were doing and work that organisations had in common. Once the Council became a member it would need to decide whether it should encourage other businesses to sign up to the Alliance.

In response to Members’ questions, Ms Le Tellier informed them that:

- The work being done by the Alzheimer’s Society was undertaken by a mixture of paid staff and volunteers; there were twice as many volunteers than paid staff and within the Warwickshire area about 8,000 people were living with dementia.
- To diagnose whether a person had the condition, a GP would refer the patient to the Arden Memory Service; however, a definitive diagnosis was only possible at post-mortem, following death.
- Dementia amongst younger people was rare, and unfortunately this meant that the services provided to help were not geared towards them, especially since their needs might require one to one care.
- Organisations could do a lot to help, such as looking at the tone of language used in letters and information, and they could try different types of communication.
- The aim within the Council was to have at least one member of staff in every department to be a Dementia Friend.

The Health & Wellbeing Lead informed Members that the Council had already drafted an Action Plan which was currently being checked by the Warwickshire County Council co-ordinator. The schedule to train staff had already been started and Members would also be trained. A report would be going to the Executive on 10 February recommending the Council become “Dementia Friendly”.

The Chairman thanked Ms Le Tellier for her talk.

### **13. Joint Healthy South Warwickshire – Funding Award 2016**

The Sub-Committee considered a report from Health & Community Protection which advised Members of the outcomes of the bidding process for funding to support health projects in South Warwickshire.

Members were advised that the Council had approved £10,000 each year as match funding with Public Health and the South West Clinical Commissioning Group, totalling £40,000, to fund one-off health improvement projects to assist small-scale schemes with health objectives out in the community. Groups had to bid for funding and the report gave details of the number of bids received and examples of some of these.

**Resolved** that the report be noted.

### **14. Review of the Work Programme & Forward Plan**

The Sub-Committee considered its work programme for 2015/16.

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

Members were keen to discuss what the Council was doing in respect of promoting people to do physical activity. Councillor Mrs Knight was concerned that work needed to be done in tackling social isolation at swimming pools.

The issue of health service planning linked to major new developments and work done on Health Service commissioning related to the Local Plan was also raised. The Head of Health & Community Protection was asked to investigate who might talk to the Sub-Committee about these and to progress the item on the use of S106/CIL money for health issues.

The Sub-Committee asked the Health & Wellbeing Lead to progress the "the health service implications from the night-time economy". It suggested that the Chief Executive of the South Warwickshire NHS Foundation Trust, Mr Glen Burley, be invited to talk about this too and the Health & Wellbeing Lead was asked to speak to him about this possibility.

Following on from discussion of items for the Work Programme it was


**Resolved** that the following items be added to the Work Programme:

- (1) the Sports and Leisure Manager attend the next meeting to talk about the Council's role in promoting physical activity;
- (2) 16 March 2016 - health service planning linked to major new developments; and
- (3) Health Service commissioning related to the Local Plan.

**Resolved** that the following items be progressed:

- (1) guest speaker for mental healthcare;
- (2) health service implications from the night-time economy; and
- (3) use of S106/Community Infrastructure Levy (CIL) money for health issues.

(The meeting finished at 6.54 pm)

	<b>Overview and Scrutiny Committee – 8 March 2016</b>	<b>Agenda Item No. 4</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>	Democratic 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>	9 February 2016	
<b>Background Papers</b>	Executive Minutes – 10 February 2016	

<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 February.

## 2. **Recommendation**

- 2.1 The responses made by the Executive are noted.

## 3. **Reasons for the Recommendation**

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

## 4. **Alternative Option considered**

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

## 5. **Budgetary Framework**

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

## 6. **Policy Framework**

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

## 7. **Background**

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

**Response from the meetings of the Executive on Overview and Scrutiny  
Committee Comments – 10 February 2016**

<b>Items no.</b>	3	<b>Title</b>	Waste Container Charging	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	To consider the impact on the service.				
<b>Scrutiny Comment</b>	The Overview and Scrutiny Committee supported the recommendations in the report but requested that monitoring take place on information such as the number of bins/boxes bought, number supplied; and whether recycling has increased/decreased. The Committee will be requiring a review in 12 months' time on the service.				
<b>Executive Response</b>	<p>In response to the comments from the Scrutiny Committees it was explained that the charging scheme would only recover around 50% of the costs to the Council and therefore a budgeted was required to fund the remaining 50%.</p> <p>The Portfolio Holder agreed that further work needed to be done to train operatives to ensure boxes were not damaged and returned correctly to households. That said this work was ongoing and improvements had already been made due to the robust working relationship that the Council had with Sita. He welcomed the report back to Overview &amp; Scrutiny Committee in 12 months and informed the Executive that he would be providing them with regular updates.</p>				

<b>Items no.</b>	8	<b>Title</b>	Design Guidance for the Strategic Urban Extension, South of Royal Leamington Spa and Warwick (February 2016)	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	To discuss comments from the consultation that could be incorporated into the guidance e.g. on housing design and density.				
<b>Scrutiny Comment</b>	The Overview & Scrutiny Committee agreed with the design guidance and considered it to be a good document. However, the Committee would like to see in practice higher housing densities where appropriate.				
<b>Executive Response</b>	The Executive noted the comments from the Overview & Scrutiny Committee but highlighted that density of housing was not matter that could be considered as part of this document.				

## Overview & Scrutiny Committee

**Date:** 8<sup>th</sup> March 2016  
**Briefing Note:** A vision & strategy for Leamington town centre  
**From:** Philip Clarke (Senior Projects Co-ordinator)

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Members will recall that at its meeting on 12<sup>th</sup> January, the Committee received a verbal update on discussions that had taken place with stakeholders regarding developing a vision and strategy for Leamington town centre.

During the summer and autumn of 2015, officers met with a number of internal and external stakeholder groups with an active interest and involvement in Leamington town centre. These groups ranged from Leamington Town Council, BID Leamington and Leamington Chamber of Trade through to the University of Warwick Students Union and the Leamington Society. There were also meetings with all Service Areas within WDC and with officers from the County Council.

It was clear from these meetings that:-

- Despite the different perspectives of the different stakeholder groups, there is a significant consensus around what any “vision” for Leamington town centre may comprise in general terms.
- There is an appetite from stakeholders to work with the Council to develop a vision and strategy for Leamington town centre and to see whether there may be opportunities for us to work in partnership to deliver this.

Executive has now had the opportunity to consider a model for how such work could be taken forward. It has informally agreed the principle that the Council establishes a “**Leamington Town Centre Forum**”. The precise terms of reference for such a group are still being finalised, but it is likely that they will be broadly as follows:-

1. It will be a Task & Finish Group with a specific remit to develop a strategy for Leamington town centre, consider delivery and implementation issues arising from the strategy, consider who may take these forward and how this may be done.
2. It will include representatives of local businesses, societies, local authorities, and other key stakeholders. The involvement of this Council will be led by Deputy Chief Executive Bill Hunt.
3. Importantly, the Forum will have no decision making powers. Each organisation represented will have the responsibility to take any recommendations from the Forum back to their own organisation for consideration and (if necessary) approval. Members will commit to working in a spirit of openness and partnership to do this.
4. The Forum will aim to complete its work within 12 months of its first meeting.

In order to ensure that councillors are kept fully informed of the discussions at the Forum, and are able to consider when and how more formal reports from the Forum should be reported back to the Council, it is proposed that a **Member Reference Group** is set up.




Before any of this is done, Executive has agreed that **formal briefings** should be held with all district and county councillors representing wards in Leamington, and with Leamington Town Council. These groups may make suggestions which cause Executive to revise these proposals before the Leamington Town Centre Forum is launched.

It is hoped that these briefings can be arranged within the next month, and the Town Centre Forum established shortly after this.

Bill Hunt, Philip Clarke and Duncan Elliott will be available at the meeting to take any questions about the town centre vision and strategy.

Philip Clarke  
26<sup>th</sup> February 2016

 <b>Overview and Scrutiny Committee – 8 March 2016</b>		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>8</b></div>
<b>Title</b>	Review of the Work Programme & 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>	Democratic 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>	9 February 2016	
<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
n/a	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
<b>Consultation &amp; Community Engagement</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 its work programme for 2016 (Appendix 1) and of the current Forward Plan March 2016 to June 2016 (Appendix 2).

## 2. **Recommendations**

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

## 3. **Reasons for the Recommendations**

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

## 4. **Policy Framework**

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

## 5. **Budgetary Framework**

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

## 6. **Risks**

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

## 7. **Alternative Options Considered**

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

## 8. **Background**

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

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

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

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

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

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

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

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

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

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

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

**Overview and Scrutiny Committee  
Work Programme 2016**

**8 March 2016**

**To be discussed under agenda item 8:**

<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>
Appointment of Leisure Management Operator (Forward Plan Ref 771). To include: Advice on when it is the appropriate time to schedule in scrutiny on the tender document - how the tender will be evaluated and the content of the tender document; Passport to Leisure; Surety of the Clubs. <b>Item 8 Appendix 3</b>	9 February 2016	Report from Councillors Naimo and Davison (Members of the Working Party)	Councillors Naimo & Davison			
Parking Charges Review – update from Councillor Boad if the Exec has decided on a Working Party. If not, Councillor Boad to present a Scoping document for a T&F Group for approval	O & S 9 Feb 2016	Verbal Report / Scoping Document if applicable for T & F Group	Councillor Boad			

**Discussed as a separate item on the agenda:**

To note Health Scrutiny Sub-Committee Minutes <b>Item 3b on the agenda</b>					5 April 2016	
Update from the Leader of the Council on his corporate and strategic leadership <b>Item 5 on the agenda</b>	30 June 2015	Verbal report / Q & A	Councillor Mobbs		8 March 2017	Annually
CWLEP – Verbal Update <b>Item 6 on the agenda</b>	O & S July 2015	Verbal update	Councillor Mobbs		5 April 2016	
A vision and strategy for Leamington town centre <b>Item 7 on the agenda</b>	O & S 9 Feb 2016	Short briefing note to go out with the agenda. At the meeting, a verbal update with Q&A	Bill Hunt / Duncan Elliott / Phillip Clarke			

## 5 April 2016

<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>
End of Term report	Mandatory	Written report	Committee Services		5 April 2016	
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		Next O & S Meeting following: 23 May, 25 July, 10 October, 28 November	
Children’s Champions – End of Year Report	Council recommendation	Written report	Bill Hunt and Member Children Champions		April/May 2016	
To note Health Scrutiny Sub-Committee Minutes					TBA	



**1 June 2016**

<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>
Elect an Overview and Scrutiny Committee Chairman					1 <sup>st</sup> meeting of Municipal Year 2016/17	Annually
Health Scrutiny – re-confirm the status of the sub-committee, the sub-committee’s standing orders and appoint membership.		Written Report			1 <sup>st</sup> meeting of Municipal Year 2016/17	Annually
Social Value in Procurement & what is happening about this in the Council update report.	29 September 2015	Report	Mike Snow			1 June 2016

## 28 June 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Recruitment and Retention of Staff – what analysis is being done and options. “Grow your own” and feasibility. What work is being done and examples where difficulties have been encountered	Feb 2016	Written Report	Tracy Dolphin			
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke			Every three months

## Future Items or Dates to be Agreed 2016 onwards

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Housing Strategy 2014-2017	February 2016	TBA	TBA		TBA once the changes to the Act have been published.	
Issues surrounding Waste Management – service and complaints. What is being done to reduce complaints and type of complaints received.	February 2016	TBA	TBA		TBA	
Council Development Company (Forward Plan Ref 727) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	February 2016	TBA	TBA		TBA	
Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Report	Councillor Coker		TBA	

Appendix 1 – O&S Work Programme

National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker		TBA	
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber		TBA	Quarterly update once the Local Plan has been agreed.
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available
Holding Portfolio Holders to account – Development Services	30 June 2015	Report / Q & A	Councillor Cross		Early September 2016	Annually
Holding Portfolio Holders to account – Cultural Services	30 June 2015	Report / Q & A	Councillor Gallagher		Late September 2016	Annually
Holding Portfolio Holders to account - Finance	30 June 2015	Report / Q & A	Councillor Whiting		November 2016	Annually
Health Scrutiny – Review of the work undertaken by the Sub-Committee since inception and decide whether to continue with the sub-committee.		Written Report			3 <sup>rd</sup> Quarter of municipal year 2016/2017	Annually

Appendix 1 – O& S Work Programme

Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		November 2016	Annually
Holding Portfolio Holders to account – Housing & Property Services	30 June 2015	Report / Q & A	Councillor Philips		December 2016	Annually
Scrutiny of South Warwickshire Crime and Disorder Partnership	Mandatory	Verbal briefing and discussion	Pete Cutts		December 2016	Annually
Holding Portfolio Holders to account – Neighbourhood Services	30 June 2015	Report / Q & A	Councillor Shilton		January 2017	Annually
Letting Boards – Update against the position 12 months ago and the trend	9 February 2016	Report / Q & A	Councillor Shilton		February 2017	
Waste Container Charging Review – In light of monitoring of figures of numbers of bins/boxes bought / supplied and whether recycling has increased/decreased	9 February 2016	Report / Q & A	Councillor Shilton		February 2017	
Holding Portfolio Holders to account – Health & Community Protection	30 June 2015	Report / Q & A	Councillor Grainger		February 2017	Annually



## **APPENDIX 2 - FORWARD PLAN**

### **Forward Plan March 2016 to June 2016**

**COUNCILLOR ANDREW MOBBS**  
**LEADER OF THE EXECUTIVE**

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

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

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

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

**(782)**

## Section 1 – The Forward Plan December 2015 to March 2016

Topic and Reference	Purpose of report	If requested by Executive –date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
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### 9 March 2016

The Rental Exchange (Ref 747)	To seek approval for the Council to pilot 'The Rental Exchange' in order to improve tenants financial capability		Executive 9/3/2016	1/3/2016	John Gallagher Cllr Philips	
HRA Business Plan Review (Ref 736)	To set out the outcome of the annual review of the HRA Business Plan		Executive 13/1/16 Reason 1 Executive 9/3/2016	1/3/2016	Andy Thompson Cllr Phillips	
Rural Urban Community Initiative Scheme applications (ref 759)	Consider applications for Rural and Urban Initiative Grants from Radford Semele PC (Third party payment to WREN to unlock a grant for refurbishing / updating a playground)		Executive 9/3/2016	1/3/2016	Jon Dawson Cllr Whiting	
Review of the Housing Allocations Policy (Ref 767)	The purpose of the report is to update members on issues that have arisen in the implementation phase of the new housing allocations policy approved by Council in August 2015.		Executive 9/3/2016	1/3/2016	Ken Bruno Cllr Phillips	

Corporate Property Repairs and PPM Programme 2016-17 (Ref 768)	To approve the Corporate Property Repairs and PPM Programme 2016-17		Executive 9/3/2016	1/3/2016	Matt Jones Cllr Phillips	
69 Willes Road (Ref 769)	Tenancy Payments – to request approval to make adjustments to the rent account for 69 Willes Road .  It is envisaged that this report will be confidential because of information relating to the financial or business affairs of any particular person (including the authority holding the information)		Executive 9/3/2016	1/3/2016	Andy Thompson  Cllr Peter Phillips	
Rural Urban Community Initiative Scheme Review of Criteria (ref 773)	Annual review of the scheme to provide clarity in some specific areas.		Executive 9/3/2016	1/3/2016	Jon Dawson  Cllr Whiting	
Pump Room Gardens Restoration Update (Ref 781)	To seek Executive approval to accept the grant and its standard terms.		Executive 9/3/2016	1/3/2016	Dave Anderson  Cllr Shilton	



6 April 2016						
New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants		Executive 6/4/2016	29.3.2016	Jacky Oughton Cllr Phillips	
Whitnash Community Hub (Ref 741)	To receive information following the feasibility study of a Whitnash Community Hub		Executive <del>13/1/16 R5</del> <del>10/2/2016 R4</del> Executive 6/4/2016	29.3.2016	Andrew Jones Cllr Mrs Grainger	
Rural Urban Community Initiative Scheme applications (ref 760)	Consider applications for Rural and Urban Initiative Grants		Executive 6/4/2016	29.3.2016	Jon Dawson Cllr Whiting	
Customer Contact Review (Ref 752)	To consider a report regarding the future of this role. This report will be private and confidential because it contains information about an individual.		Executive <del>13/1/16 R4</del> 9/3/2016	1/3/2016	Tracy Dolphin Cllr Mobbs	
Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive 03/09/15 30/09/15 02/12/2015		Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting, Cross & Gallagher	The Local Plan proposals have been subject to a number of public consultations and planning applications involved have also been subject to public consultation. The proposal has been the subject of discussion privately

						and confidentially with a number of agencies but especially with the County Council. Submission version of Local Plan; Planning Application (W/14/1076); Planning Application (W/14/0967); Report
Council Housing Asset Management Policy (Ref 774)	To request approval of the 'Council Housing Asset Management Policy – Disposal of Property'		Executive 6/4/2016	29.3.2016	Andy Thompson Cllr Phillips	
HQ Relocation (Ref 742)	Part A and B reports regarding the future location of the Council's HQ.		Executive 13/1/16 Reason 3 9/3/2016 Reason 3 & 5 6/4/2016	29.3.2016	Duncan Elliott Cllr Mobbs	Executive papers – 30/09/2015

**May 2016 – No Meeting of the Executive**

**2 June 2016**

Guy Road Housing Development (Ref 750)	A project to develop new homes in Kenilworth		Executive 9/3/2016 2/6/2016 Reason 2		Matt Jones Cllr Phillips	
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company		Executive 9/3/2016 2/6/2016 Reason 2		Andy Thompson Cllr Phillips	

Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings. (Moved Reason 6 Seeking further clarification on implications of report)		<del>5 November 2014</del> Executive (03/09/15) 2/6/2016		Bill Hunt Cllrs Coker & Mobbs	
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**29 June 2016**

Final Accounts (Ref 762)	To report on the Council's outturn position for both revenue and capital		29/9/2016		Jenny Clayton Cllr Whiting	
Rural Urban Community Initiative Scheme applications (Ref 761)	Consider applications for Rural and Urban Initiative Grants		29/6/2016		Jon Dawson Cllr Whiting	

Section 2 Key decisions which are anticipated to be considered by the Council between July 2016 and November 2016						
Topic and Reference	Purpose of report	If requested by Executive –date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
<b>27 July 2016</b>						
Rural Urban Community Initiative Scheme applications (Ref 763)	Consider applications for Rural and Urban Initiative Grants				Jon Dawson Cllr Whiting	
Budget Review Quarter 1 to include financial projections (Ref 764)	To Report on the latest financial prospects for the current and future 5 years				Andy Crump Cllr Whiting	
Investment in Leisure Centres (745)	To consider final plans, costs and associated studies and planning applications relating to the proposed investment at St Nicholas Park and Newbold Comyn Leisure Centres	Nov 4 <sup>th</sup> 2015			Rose Winship Cllr Mrs Gallagher	The report is the culmination of project to expand these 2 leisure centres. Consultation with users through the Planning process and dialogue with clubs and national governing bodies of sport. Various reports from June 2014 onwards.
<b>1 &amp; 28 September 2016</b>						

Annual Benefit Fraud Report (Ref 765)			1 Sept		Andrea Wyatt Cllr Whiting	
Rural Urban Community Initiative Scheme applications (Ref 766)	Consider applications for Rural and Urban Initiative Grants		28 Sept		Jon Dawson Cllr Whiting	
Fees and Charges (Ref 770)	To propose the level of fees and Charges to be levied from 2nd January 2016		28 Sept		Andy Crump Cllr Whiting	

## 2 & 30 November 2016

Appointment of leisure management operator (It is anticipated that part of this report may be confidential) (Ref 771)			Executive 30 Nov 2016		Rose Winship  Cllr Gallagher	Executive Nov 2015  Council and Executive 13/1/2016  Full OJEU procurement
Rural Urban Community Initiative Scheme applications (Ref 778)	Consider applications for Rural and Urban Initiative Grants		Executive 30 Nov 2016		Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications (Ref 779)	Consider applications for Rural and Urban Initiative Grants		Executive 2 Nov 2016		Jon Dawson Cllr Whiting	
HRA Budgets 2016/17 REF 780	To Consider the following year revenue budgets for the HRA.		Executive 30 Nov 2016		Mike Snow Peter	

**TO BE CONFIRMED**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>History of Committee Dates &amp; Reason code for deferment</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>Expansion on Reasons for Deferment</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>	<b>Request for attendance by Committee</b>
Private sector housing grants policy  (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Abigail Hay Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined		TBC
Housing Revenue Account Business Plan  (Ref 775)	To propose revisions to the Housing Revenue Account Business Plan		Andy Thompson Cllr Phillips			
Aids and Adaptations Services  (Ref 776)	To propose a new approach to providing aids and adaptations services for the residents of Warwick District		Abigail Hay Cllr Phillips			
Housing Related Support Services  (Ref 777)	To propose new Housing Related Support services for tenants of the Council January		Jacky Oughton Cllr Phillips			
Petition – Regarding St Nicholas Park	To consider a petition referred to executive by Council	Council 27 January 2016	Rob Hoof Dave Shilton			

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

<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>
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 6/4/2016		Richard Barr Cllr Whiting	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 29/6/2016		Richard Barr Cllr Whiting	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 28/9/2016		Richard Barr Cllr Whiting	

Delayed reports:

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

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

**Details of all the Council's committees, Councillors and agenda papers are available via our website [www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)**

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



### **Item 8 – Appendix 3**

We had the first full cross party member working group on Weds 24th Feb where we discussed what prices the Council should set as part of the contract with the new provider. There was feeling in the group that the prices we set should be to protect the most vulnerable in society. We suggested which groups should be entitled to a concession and how a 'passport to leisure' scheme might work. The proposal being the latter is incorporated into a general 'membership' scheme so as not to single out those who may need to access concession rates. See the notes attached for full details.

At the time of writing this report we did not have the full schedule of dates and timeline for the tender going out, however the working group are due to discuss the specification at our next meeting (hopefully before Easter). We will have the timetable of dates to show you by the time we meet at O&S on 8th March.

Our suggestion would be that perhaps O&S ask to scrutinise the draft tender document at our next meeting on 5th April but that looks to be our last chance as our next O&S is then on 1st June and the tender process will have already started by then.

Kind Regards

Kristie Naimo  
District Councillor  
Brunswick Ward

## **Decisions relating to the Specification for Leisure Centre Management**

### **Decision 1 – which prices should the Council control?**

It has been agreed that the Council will control a limited number of prices, particularly where the product is considered to be a major 'social good' to which access for all should be protected. The more prices controlled, the less attractive the financial offer from the potential operators. These will be **maximum** prices, and the operator is free to charge less if they wish, including the introduction of off peak charges.

#### **Agreed:**

Concessionary Swim (based on list of concessions below)

Junior Swimming lesson (30 mins lesson)

Casual concession gym session

Casual concession fitness class

School swimming lesson (currently worked as a price per child)

GP Referral session

Passport to Leisure joining fee (FREE)

### **Decision 2 – how should these be controlled?**

The Operator will agree, by negotiation with the client officer a price each year of the contract.

### **Decision 3 – which groups should be entitled to the concession rate?**

The Council has already stated that it will insist that the operator gives discounted concessionary rates to certain groups within the population. These rates should only be given to those groups where it is felt that full price will be a genuine barrier to participation.

One concession rate for all of the following.

Individuals with a registered disability

Individuals in receipt of state benefit (as the current definition – reviewing the criteria each year as government legislation changes)

**Item 8 - Appendix 3 (continued)**

Juniors (5 – 18yrs)

Seniors of state pension age

Students – full time of any age; any student under 25years

GP referral clients (for when they come to use the facilities outside the sessions)

Children aged 4 and under – FREE

Registered Carers when accompanying their charge – FREE

Children accompanying an adult in receipt of benefit – FREE swim

**NOTE:**

Require the operator to offer a Talented Athletes Scheme in the Specification – up to them what they include in this.

**Decision 4 – how will the Passport to Leisure scheme work?**

The Council has agreed to implement a Passport to Leisure scheme to ensure that those on low incomes are not precluded from using the leisure centres nor stigmatised when paying for an activity. There are a number of ways in which such schemes can be operated.

Operator needs to describe their scheme as part of the tender.

**Agreed:**

WDC require the operator to implement a “Membership card scheme”.

This will be open to all on completion of a membership registration. (Charge one off joining fee).

As part of the “membership scheme” the Council requires the operator to run a “Passport to Leisure” scheme offering the agreed concessionary prices to specified user groups. There will be no charge for a “Passport to Leisure” member to register. Anyone wishing to access the concessionary rate must join the “Passport to Leisure”.

**Decision 5 – which Clubs should be protected in the Specification?**

The Council has already announced publically that the Dolphins Swimming Club for those with a disability will be guaranteed their existing booking at Newbold Comyn Leisure Centre. It would also be possible to guarantee other bookings for key groups in the same way, if required.

**Agreed:**

Dolphins (disabled swimming club – NCLC)

Warwick Climbing Club but only if they work in partnership and offer junior activities.