

Overview and Scrutiny Committee

Tuesday 7 February 2017

A meeting of the Executive will be held at the Town Hall, Royal Leamington Spa on Tuesday 7 February 2017 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 meeting held on 4 January 2017.
(Item 3a/Page 1)

b. To note the minutes of the Health Scrutiny Sub-Committee meeting held on 17 January 2017.
(Item 3b/Page 1)

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

Question and answer session arising from a report from the Portfolio Holder for Neighbourhood Services giving an update on his service area.
(Item 4/Page 1)

5. **Letting Boards Update**

To receive a verbal update from Development Services.

6. **Waste Collection Service Update**

To consider a report from Neighbourhood Services. **(Item 6/Page 1)**

7. **Waste Container Charging Review**

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

8. **Revised Call-in Procedure for Warwick District Council**

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

9. **Anti-Social Behaviour Policy (Housing)**

To consider a report from Housing and Property Services. **(Item 9/Page 1)**

10. **Comments from the Executive**

To consider a report from Democratic Services. **(Item 10/Page 1)**

11. **Review of the Work Programme and Forward Plan**

To consider a report from Democratic Services. **(Item 11/Page 1)**

12. **Executive Agenda (Non Confidential Items and Reports) – Wednesday 8 February 2017**

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 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

14. **Executive Agenda (Confidential Items and Reports) – Wednesday 8 February 2017**

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

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

Published Monday 30 January 2017

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You can e-mail the members of this Committee at
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01926 456114.**

Overview and Scrutiny Committee

Minutes of the meeting held on Wednesday 4 January 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Boad (Chairman); Councillors Bromley, D'Arcy, Davison, Edgington, Gallagher, Miss Grainger, Margrave, Naimo and Parkins.

Also Present: Councillors Mrs Grainger and Phillips.

55. **Apologies and Substitutes**

- (a) Apologies were received from Councillor Mrs Redford; and
- (b) Councillor Gallagher substituted for Councillor Mrs Cain.

56. **Declarations of Interest**

There were no declarations of interest.

57. **Minutes**

- (a) The minutes of the meeting held on 29 November 2016 were taken as read and signed by the Chairman as a correct record.
- (b) The minutes of the Health Scrutiny Sub-Committee meeting held on 22 November 2016 were noted.

58. **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 at the end of November 2016.

Resolved that the report be noted.

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

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

- The Sustainability Officer's post will be made on-going to allow the officer to see the work through. No additional work was being progressed at the moment. The departmental re-structure would be discussed by the Employment Committee in March.
- It was unclear what standards the Government would set for air quality once this country left the EU, but whatever was decided by the Government, would be the standard that this Council would follow.
- Figures for convictions arising from CCTV evidence were not recorded. Councillor Grainger would look at what could be produced.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- The rate of crime incidents filmed on CCTV increased and decreased and varied through the year depending on a host of circumstances such as the weather, the time of the year and whether a major event was taking place.
- The 10% underspend on community forums was across all areas.
- The data would be better presented over years rather than quarterly to smooth seasonal data, but there was no benefit benchmarking this district against others because this district had a different crime profile to other areas.

The Chairman thanked Councillor Grainger for attending the meeting to answer questions.

60. HQ Relocation Project – Committee Briefing Paper

The Committee considered a briefing paper from the HQ Relocation Project Manager giving an update on the position of the project. In response to questions, the Deputy Chief Executive (BH) informed the Committee that:

- £300,000 saving was a fundamental part of the strategy to relocate, and it was planned to achieve savings in 2018/19.
- The timetable for the move had not been altered, but it was under pressure.
- The Executive should have a clear picture on the budget position on 8 February.
- Slippage in time had already occurred. It had been hoped that the planning application would have been submitted by now. Pre-application discussions had started.
- It was planned to hold a Member Reference Group meeting in February.
- Information was still not available on whether 40% affordable housing was viable.
- Work had commenced on plans for alternatives once Covent Garden car park was closed.
- There were known constraints affecting the viability and design needs on the use of the Riverside House site such as a large part of the site being situated on a flood plain and two large sewers crossing the land, one of which would need to be relocated.
- He would speak to the design team about whether the standard charging points for electric cars were sufficient or if the faster “Tesla” type sockets should be installed. It was possible that if there was significant improvement in charging times using the “Tesla” type, then it might require a condition in the planning consent.

The Chairman thanked the Deputy Chief Executive for attending the meeting to answer questions.

61. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2017 and the Forward Plan.

Resolved that:

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- (1) Forward Plan Reference 827 – Amended Anti-Social Behaviour be added to the Work Programme for the February meeting for pre-scrutiny work (direction of travel); and
- (2) the Deputy Chief Executive (AJ) ensures that the email on the position regarding recording and broadcasting of public meetings is sent out before the end of the week.

62. Task & Finish Group – HMOs Update

The Group planned to present its report to the Committee in April. The recommendations still needed more work before a survey was sent to tenants.

63. Executive Agenda (Non-confidential items and reports) – Thursday 5 January 2017

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Thursday 5 January 2017.

Item 4 – Pre-Application Charging Regime

The Committee felt that this was a good scheme and appeared to be well worth pursuing, provided that full cost recovery was achieved at a minimum.

Item 5 – The Rental Exchange Project

The Committee supported the scheme and looked forward to receiving information about the potential opportunity with Credit Union in the future.

(The meeting finished at 7.25 pm)

Health Scrutiny Sub-Committee

Minutes of the meeting held on Tuesday 17 January 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Parkins (Chair); Councillors, Edgington, Mrs Falp, Mrs Knight, Mrs Redford and Quinney.

31. **Apologies and Substitutes**

- (a) Apologies for absence were received from Councillors D'Arcy and Mrs Falp; and
- (b) there were no substitutes.

32. **Declarations of Interest**

There were no declarations of interest.

33. **Minutes**

The minutes of the meeting held on 22 November 2016 were taken as read and signed by the Chair as a correct record.

34. **Domestic Violence & Abuse Policy**

The Sub-Committee received a report from Housing & Property Services that outlined the draft Domestic Violence & Abuse Policy.

The Policy had been developed to address gaps within the Council's Policies with a view to developing new procedures and staff training.

The Policy had been brought to the Sub-Committee at this early stage to enable them to comment and influence its development.

The Sub-Committee welcomed the introduction of the Policy in this area and recognised that for it to be effective, the procedures, staff training and communication of this strategy would be key.

35. **Draft Housing & Homelessness Strategy 2017**

The Sub-Committee received a report from Housing & Property Services that set out the process that had been undertaken in developing a new Housing & Homelessness Strategy for 2017 and those steps that would be used for it to be adopted.

The Sub-Committee welcomed the refresh of this Policy and the work to date on it.

Members were mindful of the many reasons why people became homeless and the challenges in supporting them. They were pleased to hear that officers were considering how further support could be provided to the homeless specifically during adverse weather conditions.

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

The Sub-Committee noted that there was no statutory requirement to provide night shelter during severe weather but equally the Council could provide additional cover if it so wished.

The Sub-Committee was pleased to hear that a county wide trailblazer project had been awarded over £800,000 funding from central government to help prevent homelessness.

36. Health & Wellbeing Update

The Sub-Committee received a report from Health & Community Protection that updated it on the work that was being undertaken across the Council to improve the health and wellbeing of those who lived, worked and visited the District.

A summary of the health and wellbeing interventions undertaken during 2016 were set out at Appendix 1 to the report.

As part of this report the Head of Health & Community Protection provided an explanation of the Sustainable Transformation Plan (STP) for Health. It was explained that the plan that had been released was not designed for public consumption as it was a technical assessment for NHS direction. The purpose of the STP process was to produce a plan that enabled consultation on this. Each authority would however retain its decision making responsibilities and even if a plan was supported the relevant organisation could choose not to fund the work outlined.

The Sub-Committee welcomed this summary and requested that the Head of Health & Community Protection circulated the lay guide to the STP along with an outline of each strand of the STP.

The Sub-Committee agreed that its meeting in March should be used as a briefing for all Councillors about the STP and that the arrangements for this should be made by the Head of Health & Community Protection in liaison with Committee Services and the Chair of the Sub-Committee.

37. Feedback from Outside Bodies Meetings

The work of the South Warwickshire Foundation Trust Task & Finish Group and Coventry & Warwickshire Partnership Task & Finish Group had yet to start.

Councillor Grainger was not present to provide an update on the work of the Warwickshire Health & Wellbeing Board.

Councillor Mrs Redford circulated the minutes of the latest Warwickshire Adult Social Care & Overview & Scrutiny Committee.

It was agreed that at future meetings Councillor Mrs Bunker should be asked to provide a written summary of her role as a Governor of the South Warwickshire Foundation Trust.

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

38. **Health Scrutiny Sub-Committee Work Programme**

The Sub-Committee considered a report from Democratic Services which informed it of its work programme for 2017 and the current Forward Plan for February to May 2017.

Resolved that the following amendments be made to the Work Programme:

- (1) the March meeting be a single agenda meeting which is formed of a presentation to all Councillors on the Sustainable Transformation Plans;
- (2) the reports due to the March meeting be moved to the first meeting of the next municipal year;
- (3) the Care Quality Commission speaker should be revised as a briefing for all Councillors on their work and how the Council could assist them; and
- (4) the report on the Housing Assessment Team including Disabled Facilities Grants be removed from the workplan.

(The meeting finished at 7.25 pm)

Neighbourhood Services
Portfolio Holder Statement
2016/17

Service Plan Performance

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

There are over 4 million waste collections carried out each year, with over 99% of them completed on the scheduled day. In addition to the kerbside collection service, recycling is supported through the provision of bring sites, recycling from flats and schools and individual waste advice visits. The Council's recycling rate is approximately 56%, which is well ahead of the national target of 50% by 2020. Collections over the Christmas and New Year Period were carried out with very few issues reported.

The standard of street cleansing remains high due a variety of programmed cleansing regimes, and the work of the Rapid Response Teams removing graffiti, fly tipping etc. The Contract Services Team is also responsible for the removal of abandoned vehicles.

Some aspects of the grounds maintenance contract have not been delivered as required this year due to contractor staffing issues. This has resulted in a significant financial deduction and the request for a robust improvement plan for the coming year. Despite this the Green Flag and Green Heritage Awards have been retained for Jephson Gardens, and Warwick Town Council and Leamington Town Council were assisted in achieving the Britain in Bloom Gold Award. The contractor also plays a key role in providing the high quality bowling greens at Victoria Park where the men's and women's National Bowls competitions are held each year.

The Bereavement Services Team has continued to provide a high quality service and further service enhancements are currently being considered.

The One Stop Shops continue to provide a range of services to customers in Warwick, Leamington, Whitnash, Kenilworth and Lillington. The first stage of a review of the service has been completed and will be considered by the Executive in February 2017. The review will consider the potential benefits of introducing new technology into the One Stop Shops in line with the Council's Digital Transformation Strategy.

Risks

The future of two of the council's multi storey car parks continues to be an area of concern, although work is progressing to identify replacements. The impact on parking in the town centres is also being considered during the period that these car parks will be closed.

Internal audits of bereavement services and grounds maintenance were carried out this year, both receiving a "substantial" level of assurance.

Workforce Planning

The last 12 months have been extremely challenging for the Contract Services Team due to gaps in the establishment, long term sickness and covering issues relating to the multi-storey car parks. Additional resources are now in place including a second Senior Contract Officer, a Car Parks Project Manager, and other staff have now returned to work.

The restructure of Bereavement Services will be completed in 2017 as part of the broader review, designed to improve resilience, remain competitive and more flexible in the hours it operates.

A review of the Ranger Service has commenced and will be completed in 2017/18.

Budget

Neighbourhood Services achieved the 5% (£30k) saving on discretionary budgets in 2016/17.

Income from recycling credits is likely to be in line with budget estimates of approximately £440k.

Car parking income continues to remain strong due to the increased usage and no disruption as a result of bad weather, with anticipated income of just over £3m for this year.

The charging policy for waste receptacles has resulted in a significant saving, the details of which will be included in a report to Overview & Scrutiny and Finance & Audit.

Income from Bereavement Services has continued to increase with an anticipated income this year of approximately £1.5m.

Expenditure on improving playgrounds, parks and open spaces this year is approximately £550k

Work Streams and Projects

The areas improved as part of the Council's Green Space Strategy include:-

Cubbington Waterworks
Redland Rec
Wych Elm Drive
Priory Pools
Dragons Cottage
Villiers Street
Millbank
Victoria Park Skate Park
Avonside Play Area

Work to procure the specialist contractors required to deliver the £1.4m Pump Room Gardens project has commenced, with work due to start later this year.

Green Space Projects Planned for 2017/18

Ebourne Rec
Clarendon Square
The Holt
Mason Avenue
Shrublands
Saltisford Common
Bates Memorial
Fieldgate Lane/ Golf Lane
Hawkes Meadow/ Harbury
Victoria Park
St Nicholas Park

A new ICT system is required to support the operation of Bereavement Services, which will be implemented in 2017/18 subject to Executive approval in March.

Any Changes Required to Service Area Plan

There are no changes required at this stage.

 Overview and Scrutiny Committee 7th February 2016		Agenda Item No. 6
Title	Waste Collection Service Update	
For further information about this report please contact	Gary Charlton, Contract Services Manager Tel: 01926 456315 gary.charlton@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	28 th June 2016 - Overview and Scrutiny Committee	
Background Papers	NA	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
This is a review of performance.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	25/01/17	Bill Hunt
Head of Service	25/01/17	Rob Hoof
CMT	25/01/17	
Section 151 Officer	25/01/17	Mike Snow
Monitoring Officer	25/01/17	
Finance	25/01/17	Mike Snow
Portfolio Holder(s)	25/01/01	CLlr David Shilton
Consultation & Community Engagement		
None		
Final Decision?	No	
Next steps will be dependent on the views of the Overview and Scrutiny Committee.		

1. **Summary**

- 1.1 In June 2016 the Overview and Scrutiny Committee reviewed a report from Neighbourhood Services highlighting the performance of the waste collection services for the first 4 months of 2016.
- 1.2 Subsequently Overview and Scrutiny Committee have requested a further 6 month review of the waste collection service. This report details the latest 6 months of performance from the waste collection service from July 2016 to December 2016.

2. **Recommendation**

- 2.1 That the Overview and Scrutiny Committee note this report, and form a view as to whether they wish officers to undertake any further investigations or actions.

3. **Reasons for the Recommendation**

- 3.1 The report set out the current level of performance in relation to a range of waste collection services as requested by the Overview and Scrutiny Committee.

4. **Policy Framework**

- 4.1 The recommendation in this report does not affect the Council's policy framework.
- 4.2 Waste collection services are provided by an external contractor and procured through a rigorous tender process in 2012, and commenced in April 2013.
- 4.3 Included within the scope of the waste collection contract are a range of services designed to meet the varying needs of the community, these include:-
 - Assisted collections for those residents who are unable to present or collect their waste receptacles from the edge of their property. There are approximately 2000 residents who currently receive this service.
 - Residents who have medical conditions that require clinical waste to be collected are provided with a free weekly service.
 - Residents receiving state pension or benefits can have bulky waste collected at a concessionary rate.

5. **Budgetary Framework**

- 5.1 The cost of providing waste collection services each year is approximately £2.1 million.
- 5.2 Income from Bulky waste is £44k per annum and receptacle replacement is £78k per annum.
- 5.3 The Council receives an income from Warwickshire County Council of approximately £440k per annum through the recycling credit scheme.

6. Risks

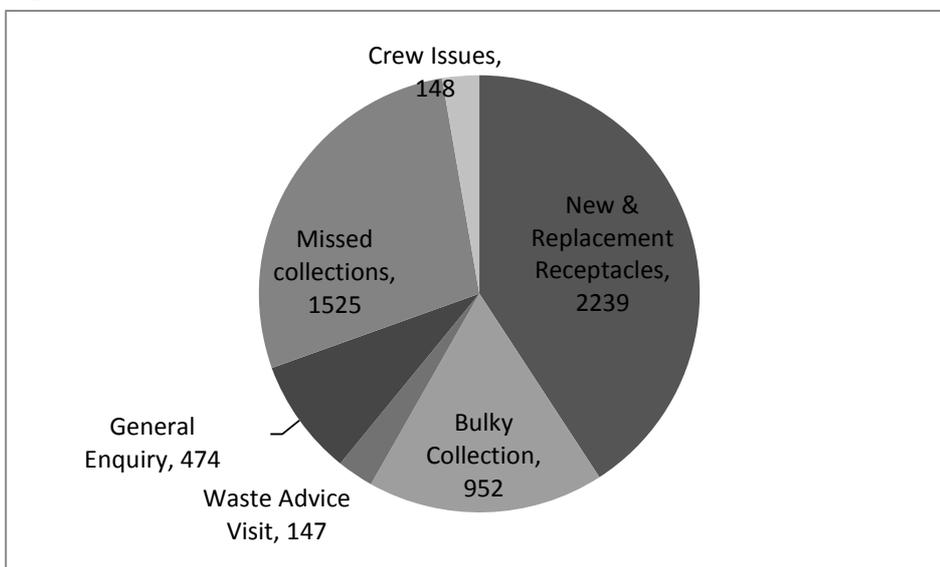
- 6.1 One of the main risks associated with waste collection services at present is the volatility of the market for recyclable materials. As part on the 2013 Contract re-let all the income from material sales was transferred to the contractor for a reduced tender price. The Council has therefore transferred this risk and protected itself from this financial impact.
- 6.2 The introduction of the National Living Wage is having an ongoing financial impact on the waste collection contractor. General changes to legislation have to be accommodated by the contractor due to the terms of the contract. This has protected the Council against increases in a cost as a result of this change.
- 6.3 The payment to the waste collection contract would normally be increased annually by RPI (Retail Price Index) to take account of inflation. Under the terms of the contract the Council pays RPI -1%, giving year on year savings.

7. Alternative Option(s) considered

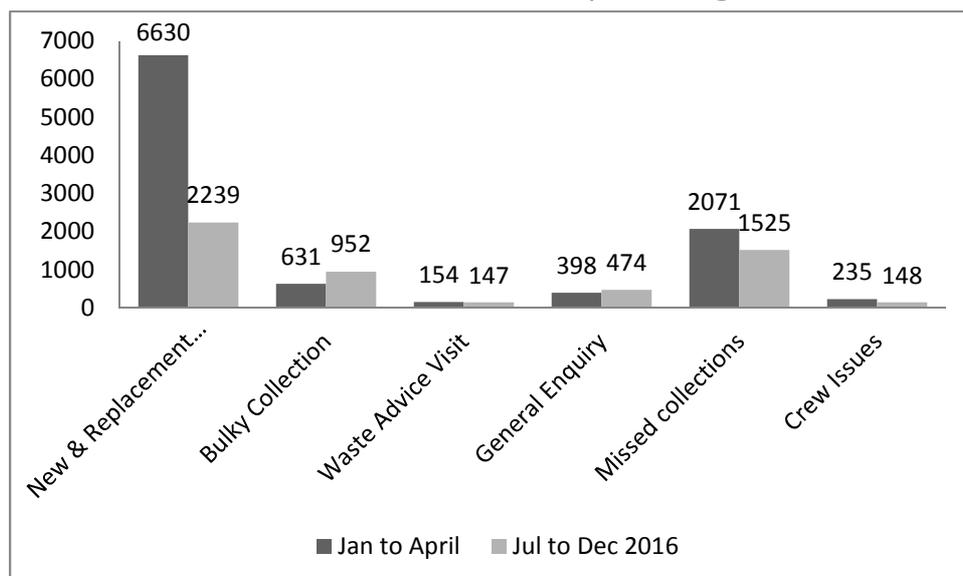
- 7.1 Not applicable due to the nature of this report.

8. Background

- 8.1 The Council carries out approximately 4.2 million waste collections per year which includes:-
- Fortnightly collection of residual waste (grey bin)
 - Fortnightly collection of garden/food waste (green bin)
 - Weekly collection from properties unable to accommodate wheeled bins
 - Fortnightly collection of dry recyclables (boxes and bags)
 - Weekly collection of communal residual bins from flats
 - Alternating residual and comingled collections from flats
 - Comingled collection of recyclables from schools
 - Comingled collection of recyclables from bring sites
 - Collections of bulky household waste on request
 - Collection of commercial waste from Council buildings
 - Delivery of new and replacement waste receptacles on request
- 8.2 The data for this report has been compiled from the last 6 months of 2016the Council has received approximately 5,500 communications with customers in relation to waste collection services. The chart below shows the broad categories in which these fall.



8.3 The table below compares the data supplied to the June O&S report against the last 6 months of 2016. Whilst the period of comparison is not the same there are reductions in all areas of customer complaints against the waste service.



8.4 The most noticeable change is that new and replacement receptacle requests have reduced by a third since the introduction of charges. A separate report on the waste container charging scheme is available and gives more detail.

8.5 The increase in the numbers to the Bulky collection service is good news as this is a chargeable service. This refers to the collection of household bulky items such as white goods, furniture etc. This continues to be well used and is carried out upon request from customers.

8.6 Waste advice visits have seen a small drop in the last 6 months and these are carried out by our Contract Officers. This involves home visits to customers advising them to recycle more and minimise the amount of residual waste going to landfill or incineration.

8.7 Officers also investigate complaints about other residents who are not managing their waste correctly as it has an impact on the local area. These investigations are approached in a supportive educational way.

8.8 Due to the broad remit of General enquiries there continues to be a number being received from the public. General enquiries include a variety of issues including advice about the range of services provided, days of collection, issues with waste capacity, information on recycling etc.

8.9 Missed collections have seen a notable decrease in reported numbers over the last 6 months. These refer to any of the waste services that were not collected on the scheduled day. These will either be a single incident or on occasions a missed collection on more than one occasion. Missed collections are normally seen as a failure by the contractor although there are a number of occasions where receptacles are reported as not being presented at the required time or in the correct place. There are also issues outside of anyone's control such as road works, parked cars restricting access, road closures, services etc. It is difficult to always establish whether the failure is due to the customer or contractor to this end we focus on rectifying the issue as quickly as possible.

8.10 The Waste Collection Contract stipulates that missed collections are rectified within 24 hours irrespective of who is at fault. This avoids lengthy arguments

with customers or contractors and ensures that when day to day issues occur the focus is moved back to the customer so a positive outcome is achieved. To put missed collections into context they make up 0.01% of the collections carried out each year.

- 8.11 The Council continues to work closely with the waste collection contractor to try and minimise the number of missed collections and to investigate where there are regular problems with a particular property. There is also no specific pattern to missed collections as stated in 8.8 there are many issues that contribute to missed collections.
- 8.12 Crew issues have also decreased in numbers in the last 6 months. These relate to the qualitative aspects of the service such as spillage during collections, receptacles not being placed back correctly or the general complaints in relation to the operatives. To put this into context there is one reported crew issue reported for every 10,000 collections made. Irrespective of this low rate, this area of the service is where both the Council and the contractor management team continue to work hard at keeping this at as low a level as possible and will continue to do so.
- 8.13 There may of course be residents dissatisfied with the quality of service who do not report issues to the Council. In previous years customer satisfaction surveys were carried out to ascertain resident's views across a number of services. As these no longer take place it is difficult to quantify what the general mood is with the public. If we use the data we have from those customers that are registering complaints. In the context of the operation of waste collections there are very low levels of dissatisfaction with the service.
- 8.14 There is continued monitoring of the contract at varying levels of authority. Client Officers and Contract Supervisors carryout weekly joint inspections they hold monthly formal contract meetings and are in contact with each other on a daily basis. The annual Partnership Board meeting is held between the contractors Regional Senior Management Team, Senior WDC Managers and the Portfolio Holder.
- 8.15 Whilst these meetings are held to give an overview of the key issues affecting the delivery of the contract at the varying level. It gives opportunity to raise areas of concern and discuss the quality of service being provided. Recent meetings have focused on concerns relating to the quality of service. Where service falls below the expected standard the contractors poor performance is managed through the rectification and default notice procedure.
- 8.16 Apart from the day to day issues identified there are times when the service can suffer major disruption. This is mainly in periods of bad weather such as snow or ice when collections have to be rescheduled on mass, and contractors catching up by working longer hours or on Saturdays.
- 8.17 Over the years there have been occasional issues at Christmas when collections have been brought forward as this disrupts resident's normal routine. Scheduled collection days are moved to take account of contractors not working on Christmas Day, Boxing Day or New Year's Day, although they do work on all other Bank Holidays. To advertise the change we update our website and produce bin hangers which are placed on every wheeled bin prior to Christmas to notify them of the changes, this approach worked well this year.

	Overview and Scrutiny Committee 7 February 2017	Agenda Item No. 7
	Title	Waste Container Charging Review
For further information about this report please contact	Becky Davies 01926 456615 Becky.davies@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Executive meeting – 10 th February 2016 - Agenda item no.3 and Council – 24 th February 2016	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No (If No state why below)
This is a review of an existing policy	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	26/1/17	Bill Hunt
Head of Service	26/1/17	Rob Hoof
CMT	26/1/17	Chris Elliott, Bill Hunt and Andy Jones
Section 151 Officer	26/1/17	Mike Snow
Monitoring Officer	26/1/17	Andy Jones
Finance	26/1/17	Mike Snow
Portfolio Holder(s)	26/1/17	Clr Dave Shilton
Consultation & Community Engagement		
None planned		
Final Decision?		No
A further review of the waste container charging policy will be undertaken after 12 months.		

1. Summary

- 1.1. On 6 June 2016 Warwick District Council introduced a new policy to charge households for the provision of waste containers. Prior to this, WDC was spending £165k per annum on waste container provision and there was a significant budget shortfall.
- 1.2. This report reviews the first 8 months of the policy using information gathered from the Council's CRM system and other sources.

2. Recommendation

- 2.1. That the Committee notes the content of this report.

3. Reasons for the Recommendation

- 3.1. The waste container charging policy has been in place for 8 months and a review has been requested by the Overview and Scrutiny Committee and Finance and Audit Committee.
- 3.2. Requests for containers have reduced in all cases. Red box and recycling bag requests have reduced by 60%, grey bins by 37% and green bins by 10%. The number of deliveries by Suez (delivery of containers to households) has reduced by 48% due to the reduction in requests.
- 3.3. The review of waste container charging is showing a positive outcome in terms of money, but a less positive outcome in terms of people (customers and WDC staff) as demonstrated in sections 3.4 to 3.6 below.
- 3.4. The Contract Services Team, within Neighbourhood Services, has provided the following feedback:
 - 3.4.1. A large number of residents complain about the added delivery charge, especially for recycling containers. The added delivery charge can mean that residents pay £10 for a recycling box, £7.50 for a recycling bag or £5 for a food caddy. Residents would like to be able to collect these items to avoid the delivery charge however WDC does not have the facility to do this.
 - 3.4.2. A small number of residents have complained that the charge for wheeled bins is high, especially when ordering both grey and green bins together.
 - 3.4.3. A small number of residents have refused to pay for recycling containers stating that they will use their own or put everything in the refuse bin.
- 3.5. It is estimated that container requests received by telephone will take 300 hours of staff time per annum to complete. This is more than double what it would have been prior to the charging scheme due to the process of taking payment. However, this may be improved by implementation of the new payment system in March 2017. There is also the option for customers to request and pay for containers online which is encouraged.
- 3.6. A large number of recycling boxes and bags go missing after collection. A common assumption is that collection crews have removed boxes or bags but this is not the case as they have no reason to do so and have no room to store containers on the collection vehicles. In reality it may be that neighbours are taking the wrong containers or containers are being blown away during windy weather, etc. This causes the largest number of complaints when residents have to pay for replacements. Unfortunately there is not an easy solution to

this. If WDC agrees to replace lost containers free of charge it creates a loophole in the charging scheme and would have a major impact on the financial contribution to waste container provision. Some Council's provide free replacements where a police crime reference number is provided, however the Police are not receptive to because it increases their crime statistics and workload. They have recently asked Stratford District Council to provide evidence from the cameras on their collection vehicles that waste containers were emptied and returned to the property before they can issue a crime reference number. WDC does not have recording equipment on their collection vehicles to provide this evidence. Some Council's will provide a free replacement where there are no other container requests within the previous 1-2 years however this is very difficult to administer. Other Council's take the same stance as WDC and will not provide a free replacement for lost or stolen containers.

4. Policy Framework

- 4.1. Introducing the charging scheme has enabled WDC to maintain service standards whilst helping to reduce future budget pressures, in line with two of the Fit for the Future key strands; Service - maintaining or improving services; and Money – delivering a sustainable balanced budget.
- 4.2. Unfortunately the policy has had a less positive impact on some customers and the Council (People strand). Please see sections 3.4 to 3.6 and also section 6 for further details.

5. Budgetary Framework

5.1. Income:

- 5.1.1. The charging policy was estimated to contribute £78k per annum to the Council's overall £165k annual spend on waste containers. WDC would cover the remaining £87k per annum from the General Fund as set out in the budget.
- 5.1.2. The first 8 months of the charging scheme has generated £43k to contribute to the cost of waste container provision.
- 5.1.3. Charges are currently being made in approx. 60% of cases. Containers have been provided free of charge in the remaining 40% of cases due to bins falling into the back of collection vehicles (usually because the bin has reached the end of its usable life and fails), additional/larger containers provided to large households/households with special medical needs, or where containers are damaged beyond use (again due to their age).

5.2. Overall budget status:

	Budget - Predicted annual income / expenditure prior to scheme introduction	Projected annual income / expenditure¹
Annual expenditure on waste container provision	£165k	£70k
Annual contribution from residents	£78k	£64k
Annual contribution from WDC General Fund	£87k	£6k

5.2.1. The annual contribution from residents is predicted to almost cover the annual expenditure on waste container provision due to the dramatic reduction in demand and more effective procurement of waste containers. Since agreeing the waste container charges, WDC has procured a new contract for the supply of waste containers that has reduced costs by approx. 18%.

5.2.2. The figures above show that the scheme is currently presenting a saving against the agreed Budget. This should present a favourable outturn variance in 2016/17. The saving from 2017/18 will be incorporated within future Budget Review figures for 2017/18, with the Budget and Medium Term Financial Strategy updated accordingly.

6. Risks

6.1. Some of the risks identified at the time of recommending the waste container charging policy have been recognised as follows:

6.1.1. Some households have refused to pay the charges and are using their own containers, some of which do not meet health and safety standards for waste storage and collection. Suez has instructed their operatives not to empty containers that they consider unsafe to handle.

6.1.2. Charging for replacement containers after loss or damage has generated 422 expressions of dissatisfaction over the first 8 months. Eighteen of these were escalated to Stage 1 level and 4 were then escalated to Stage 2 level, all at the customer's request. To help put this number into context, there were 3045 requests for containers in the same 8 month period. The investigation of Stage 1 and Stage 2 complaints is likely to cost in excess of £5k per annum in terms of staff time if the same level of complaints continues. The cost of any involvement by the Head of Service and/or Chief Executive will be additional to this.

6.1.3. WDC is a member of the Warwickshire Waste Partnership and has a joint responsibility to help meet the targets set in the Warwickshire Waste Management Strategy. There has been a reduction of 95 tonnes in recycling collected through the kerbside recycling scheme since the introduction of the container charges when compared to the same period of time in 2015/16. It is not clear whether this can be directly attributed to the container charges. This

¹ This figure represents the projected income and expenditure for a full year. The income and expenditure for 2016/17 will be less due to the charging policy being introduced in June rather than the start of the financial year.

represents a reduction of almost £4k in recycling credits received from Warwickshire County Council for this period of time.

6.1.4. The income figures in this report cannot be guaranteed for future years and additional funds may be required to cover the cost of the service.

7. Alternative Option(s) considered

7.1. With reduced waste container prices through more effective procurement (section 5.2.1), the level and nature of customer complaints and feedback from WDC staff there may be elements of the policy that Members wish to reconsider.

8. Background

8.1. On 6th June 2016 Warwick District Council introduced a new policy to charge households for the provision of waste containers as follows:

Wheeled bin (grey and green)	£25.00
Recycling box with lid	£5.00
Lid only (for recycling box)	£1.50
Recycling bag	£2.50
Food caddy	No charge (funded by Warwickshire County Council)
Delivery Cost Per Order	£5.00

Table 1: Waste container charges introduced on 6th June 2016

 Overview & Scrutiny Committee 7 February 2017		Agenda Item No. <h1 style="text-align: center;">8</h1>
Title	Revised Call-in Procedure for Warwick District Council	
For further information about this report please contact	Graham Leach, Democratic Services Manager & Deputy Monitoring Officer 01926 456114 graham.leach@warwickdc.gov.uk	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers		

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

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	20/12/2016 20/12/2016	Chris Elliott Bill Hunt
Head of Service		
CMT		
Section 151 Officer	20/12/2016	Mike Snow
Monitoring Officer	20/12/2016	Andrew Jones
Finance		
Portfolio Holder(s)	20/12/2016	Councillor Mobbs
Consultation & Community Engagement		
Final Decision?	No	
Suggested next steps (if not final decision please set out below)		
If approved the report will be taken to Executive then on to Council for adoption.		

1. **Summary**

- 1.1 This report brings forward a revised proposal for the call-in procedure for Warwick District Council.

2. **Recommendations**

- 2.1 That the revised call-in procedure, as set out at Appendix 3 to the report, is supported.
- 2.2 That the Committee approves the submission of the revised call-in procedure, including call-in of decisions outside the budgetary framework to the Executive for recommendation to Council.

3. **Reasons for the Recommendations**

- 3.1 The Council adopted a revised call-in procedure in April 2015, as set out at Appendix 1 to the report. This procedure was not applied until December 2015 when the Leisure Development Programme was called-in. On reflection it became apparent that the procedure relied on the Monitoring Officer to determine how the decision fell within the policy framework and was therefore eligible to be called-in, a process which could be open to interpretation and challenge.
- 3.2 Consequently, Council, as part of the Annual Governance Statement, asked officers to review the current procedure and ensure that a more robust procedure is put in place.
- 3.3 As part of the review by officers it was noted that in addition to the issues identified in the Council Procedure Rules the procedure for call-in of decisions outside the budgetary framework as defined in the Budget or Policy Framework Procedure Rules should also be updated.
- 3.4 The call-in procedure has been considered by officers and it is recommended that the revised approach, set out at Appendix 2, is adopted. This is similar to the model used by Warwickshire County Council but has been revised to reflect the decision making arrangements for Warwick District Council.
- 3.5 The proposal provides a clear framework that can be followed for the call-in of decisions and removes the need for the Monitoring Officer to determine if a matter falls inside or outside of Policy or Budgetary Framework. It is considered that this aspect is not required because the Monitoring Officer is obliged under Article 12 of the Constitution to report to Council or Executive if a decision would give rise to unlawfulness or maladministration.

4. **Policy Framework**

- 4.1 **Policy Framework** –The report does not impact on the Policy Framework of the Council.
- 4.2 **Fit for the Future** – The report does not directly impact or seek to deliver in line with Fit for the Future. It does, however, contribute to ensuring that the decision making process of the Council is robust.

4.3 **Impact Assessments** – No impact assessment was undertaken because the proposals are to amend the Constitution of the Council and decision making process of the Council.

5. **Budgetary Framework**

5.1 The report does not impact on the Budgetary Framework of this Council or its budget.

6. **Risks**

6.1 The most significant risk associated with the report is for the current arrangements not to be amended. This is because it was clear from the item that was called in, that the current procedure was not sustainable and the guidance/flowcharts conflicted with the actual procedure.

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

7.1 The Council could retain its current procedure but seek amendments to the procedure and flow charts. However, this option was dismissed because at present the call-in procedure requires the determination of the Monitoring Officer before it can progress.

7.2 The Committee could ask officers to investigate other call-in procedures, but this was dismissed because the procedure proposed is based on the one already in place at WCC where it is regularly used to call matters in.

Warwick District Council Current Council Procedure Rule

21. Decisions of the Executive

- (a) A summary of the decisions taken at meetings of the Executive will normally be published on the next working day following the meeting.
- (b) Subject to (d) below, decisions made under delegated powers at a meeting of the Executive will become effective at 5.00 pm on the fifth clear working day after the publication of the summary of decisions of that meeting. This five clear day period is known as the Call-in period.
- (c) If the Executive decision is made by a Portfolio Holder or is a Key Decision made by an officer, a summary of the decision will be published the day following the decision being made, and will become effective at 5.00 pm on the fifth clear working day after publication. The procedure from d) onwards will then apply.
- (d) If, during the Call-in period, the Chief Executive receives from three or more non-Executive members of the Council, an objection, including reasons, to a decision, as long as it meets the criteria (as defined at Appendix ? to these procedure rules) the decision then becomes a 'called-in' decision. The notification to the Chief Executive can be in the form of a letter or an email.
- (e) Any called-in decision will not become effective, but will be referred to the next meeting of the Overview and Scrutiny Committee.
- (f) The Overview & Scrutiny Committee can decide:
 - to allow the decision to be implemented without further delay;
 - to refer the decision back to the Executive (irrespective of who the original decision-taker was) together with the observations of the Overview & Scrutiny Committee. The Executive will then take the final decision, and that decision may not be called-in;
 - to request the Executive to allow further time for the Overview and Scrutiny Committee to consider the issue and make observations at a later date;
 - to seek the advice of the Monitoring Officer and/or the Chief Finance Officer as to whether the decision is contrary to, or not wholly in accordance with, the policy framework or the budget and, if applicable, to refer the matter to the Full Council for a final decision.
- (g) If the decision is referred to the Executive by the Overview and Scrutiny Committee, there will be a separate report on the agenda with the heading 'Call-In Item'.
- (h) If for any reason the Executive are unable to reach a decision on the called-in item, and it is deferred, this 'Call-in Item' heading will then appear on every Executive agenda until the decision has either been confirmed or amended.
- (i) If the original decision is confirmed by the Executive, it cannot be subject to the call-in procedure again. If the decision or wording of the decision is changed by

the Executive in any way, then it becomes a new decision and can be subject to the call-in procedure.

- (j) If a called-in decision is referred to the Executive by the Overview and Scrutiny Committee, the Overview and Scrutiny Committee cannot pass comment on it again when commenting on Executive agenda items.
- (k) If a decision is referred to the next meeting of Council by the Overview and Scrutiny Committee, or the non-Executive members who called the decision in are dissatisfied with the decision of the Overview and Scrutiny Committee, it will appear under a separate agenda item of 'Call-In Item' and the procedure as set out in Councillor Procedure Rule 13 (16) will apply. It will also be followed by details of the item with an extract from the relevant Executive minute attached.
- (l) If for any reason Council are unable to refer the called-in decision back to the Executive, and it is deferred, this 'Call-in Item' heading will then appear on every Council agenda until it has done so.
- (m) Council does not have the power to change the decision of the called-in item. The only power Council has is to debate the Executive decision either pass comments, which will be taken into account by the Executive during the re-consideration of the original decision, or to take no further action.

If there is not a meeting of the Overview and Scrutiny Committee, Executive or Council scheduled within 8 weeks of the specified timeframe, a special meeting will be convened for consideration of this item only. If the decision is of particular urgency, a special meeting will be convened anyway so the decision can be dealt with as soon as possible.

The Called-in item will also continue to appear on the Forward Plan until the decision has either been confirmed or amended by the Executive.

BUDGET OR POLICY FRAMEWORK PROCEDURE RULES

7. CALL-IN OF DECISIONS OUTSIDE THE BUDGET FRAMEWORK

- (a) Where an Overview and Scrutiny Committee is of the opinion that an Executive decision is, or if made would be, contrary to the Council's budget, then it shall seek advice from the Monitoring Officer and Chief Finance Officer.
- (b) In respect of functions which are the responsibility of the Executive, the Monitoring Officer's and/or Chief Finance Officer's report shall be sent to the Executive with a copy to every member of the Council. Regardless of whether the decision is delegated or not, the Executive must meet to decide what action to take in respect of the report and to prepare a report to Council in the event that the Monitoring Officer and/or Chief Finance officer conclude that the decision was a departure, and to the an Overview Scrutiny Committee if the Monitoring Officer and/or the Chief Finance Officer conclude that the decision was not a departure.
- (c) If the decision has yet to be made, or has been made but not yet implemented, and the advice from the Monitoring Officer and/or the Chief Finance Officer is that the decision is contrary to the budget or policy framework, the Overview and Scrutiny Committee may refer the matter to Council. In such cases, no further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter. The Council shall meet within 5 days of the request by the Overview and Scrutiny Committee. At the meeting it will receive a report of the decision or proposals and the advice of the monitoring officer and/or chief financial officer. The Council may either:
- (i) endorse a decision or proposal of the Executive decision taker as falling within the existing budget or policy framework. In this case no further action is required, save that the decision of the Council be minuted and circulated to all councillors in the normal way;
- Or (ii) amend the Council's budget or policy framework concerned to encompass the decision or proposal of the body or individual responsible for that Executive function and agree to the decision with immediate effect. In this case, no further action is required save that the decision of the Council be minuted and circulated to all councillors in the normal way;
- Or (iii) where the Council accepts that the decision or proposal is contrary to the budget or policy framework, and does not amend the existing framework to accommodate it, require the Executive to reconsider the matter in accordance with the advice of the Monitoring Officer and/or Chief Finance Officer.

Proposed Call in procedure for Warwick District Council

- 1 This call-in procedure can apply to any decision taken by the Executive which is not a recommendation to Council. It will not apply to:
 - a decision which has been defined as urgent under Council Procedure Rule 26;
 - a decision that has previously been called-in or is of the same subject matter of an item that has been called-in within the previous 6 months;
 - any decision relating to a non-Executive function, whether taken by a Committee or an officer under delegated powers; and
 - a decision made by the Council.
- 2 Any decision taken by Executive shall be published on the Council's website, normally, within 2 working days of the decision being made. Notification of the publication of the decision will be sent to all Warwick District Councillors via email.
- 3 The decision will come into force and may then be implemented after 5.00pm on the expiry of the 5th working day after the date of electronic publication of the decision, unless the Monitoring Officer receives a written request as set out in 4 below.
- 4 If, before the expiry of the period referred to in 3 above, the Monitoring Officer receives a written request from at least three non-Executive members of the Council to call-in an Executive decision, setting out the nature of their concern and the reasons for the call-in, then the matter shall be treated as "called-in"
- 5 Any such request must provide a reason for the call-in. This should specify why the decision:
 - is considered to be contrary to the normal requirements for decision-making; or
 - is considered to be contrary to the Council's agreed policy framework and/or budget; and/or
 - what further information needs to be provided by the Executive to explain why the decision was taken.
- 6 If an item is "called-in" the Monitoring Officer will notify all Councillors, the Corporate Management Team and relevant Head of Service(s) that the decision has been called-in.
- 7 Where it is cited that the decision is contrary to the Policy or Budget Framework the Monitoring Officer will consider this under Article 12 and will advise the Overview & Scrutiny Committee in the covering report for when they consider the called in item, that either:
 - (i) the decision complies with Policy & Budgetary Framework; or
 - (ii) the decision does not comply with Policy & Budgetary Framework and therefore should be recommended to Council for consideration.
- 8 The Overview & Scrutiny Committee will meet to consider a report on the called-in item within 10 working days of the item being called-in. The Committee will decide to either:
 - (i) refer it back to the Executive for reconsideration, setting out in writing the nature of its concern; or
 - (ii) refer the matter to Council for debate; or
 - (iii) decide to take no action.

- 9 The outcome of the Overview and Scrutiny Committee consideration will normally be published electronically within 2 working days of the meeting and all Councillors will be notified of this.
- 10 If the Overview and Scrutiny Committee decide to take no action, the original decision shall take effect at 5.00pm on the expiry of the 5th working day from the date of publication of the outcome, unless a request has been made as set out at 11 below.
- 11 Any six non-Executive members of the Council may, by written notice to the Monitoring Officer before 5.00pm on the 5th working day after the date of publication of the outcome of the Overview and Scrutiny Committee meeting, require the decision to be referred to a meeting of the Council. The Council will meet to consider the decision no later than 10 working days after the 5th working day following publication of the decision by the Overview & Scrutiny Committee. Any such request for a referral of the decision must set out the nature of the concern and the reasons for the referral.
- 12 The Council may, after considering the decision:
 - (i) refer the matter back to the Executive for reconsideration setting out in writing the nature of its concerns;
 - (ii) make the decision with or without amendment, if the Monitoring Officer has determined that it falls within the Council's power to do so; or
 - (iii) decide to take no action.
- 13 If the Council will meet to consider a report on the called-in item within 10 working days of the item being called-in and decides to
 - (i) take no action; or
 - (ii) refer the matter to the Executive with its views; or
 - (ii) where it is entitled by the Constitution to make the decision itself, the decision shall take effect from the day after the Council meeting.
- 14 When the matter is referred back to the Executive the decision will be reconsidered at a meeting of the Executive no later than 10 working days after receipt of the matter was referred to them. No further right of call-in may be exercised, even if the decision is amended. The decision shall then take effect on the day after that reconsideration.

 Overview & Scrutiny Committee 7 February 2017		Agenda Item No. 9
Title	Anti-Social Behaviour Policy (Housing)	
For further information about this report please contact	Sue Sweeney Tenancy Manager 01926 456434 sue.sweeney@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Not applicable	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	Yes, 826
Equality Impact Assessment Undertaken	Being undertaken

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	6.1.17	Bill Hunt
Head of Service		
CMT	6.1.17	Bill Hunt
Section 151 Officer		
Monitoring Officer		
Finance		
Legal Services		
Portfolio Holder(s)	6.1.17	Cllr Peter Phillips
Consultation & Community Engagement		
This report has already been discussed at Housing Advisory Group (HAG) on 16 January 2017. The draft Policy has been subject to wide internal consultation.		
Final Decision?	No	
Suggested next steps (if not final decision please set out below)		
Executive March 2016		

1. Summary

- 1.1 To give the committee an opportunity to see the draft Anti-Social Behaviour Policy and the opportunity to provide comment on this Policy.
- 1.2 The policy covers the work of Housing and Property Services as it carries out its function as a landlord to tenants in the District. The current Policy is now outdated; the new policy updates and improves the current version. For example the current policy does not reflect new Powers that have come into force in the Anti-Social Behaviour and Policing Act 2014.
- 1.3 It is planned that the agreement to the updated Policy will assist in framing new procedures and training for staff and will help improve our services in this important area of business.

2. Recommendation

- 2.1 That Health Scrutiny Committee note the report and welcome the development of this Policy.

3. Reasons for the Recommendation

- 3.1 O & S Scrutiny Committee requested sight of the Policy given the scope of the Policy and the impact of our tenants and the wider community.
- 3.2 We believe that the development of this Policy will lead to improved coordination of our work, better liaison with other agencies and improved services in this area.
- 3.3 The Housing Department receive reports every week from residents who look to the Housing Department to take the relevant actions. We have a strong focus on sustaining tenancies and communities; the Policy therefore reflects the importance of resolving anti-social behaviour, making individuals accountable for their behaviour and working with partners reduce the impact on communities. The Policy will assist us more generally in ensuring good services in this area.

4. Policy Framework

- 4.1 This Policy will fit into the Policy framework that we have. It will form a basis for the development of procedures and training in this area.
- 4.2 The **Sustainable Communities Strategy** will benefit in the following ways:
 - 4.2.1 **Housing theme** has as its aim "to address the housing needs of those who wish to live and work in Warwick District". This Policy ensures that there are effective responses to reports of Anti-Social Behaviour and this helps to sustain tenancies and promote strong communities.
 - 4.2.2 **Health and Well Being theme** has at its aim "to enable and encourage the people of Warwick District to have an equal access to a healthy life and sense of wellbeing". Ensuring good advice and support to those affected by Anti-Social Behaviour is vital to residents' health and well-being.
 - 4.2.3 **Safe Communities theme** has its aim "to work in partnership to reduce violent crime, anti-social behaviour and reoffending". Our work in partnership

with the Police and other agencies to respond effectively will be enhanced by the development of this Policy and procedures and training.

4.3 **Impact Assessments:** We are undertaking an Equalities assessment. We do expect that the assessment will be positive as this renewed policy should impact positively on this area of work.

4.4 **Fit for the Future:**

There are no implications.

5. Budgetary Framework

There are no implications.

6. Risks

6.1 We currently have an anti-social behaviour policy, however it does not encompass further powers given to landlords to carry out our business. The updating of this Policy will help ensure that services in the area are robust and that swift enforcement actions are taken when necessary.

6.2 Our Officers deal with some very difficult issues and the risks are that we do not respond effectively, this could lead to having no go areas and hard to let properties. The renewed policy will help set the framework for our work in this area.

7. Alternative Option(s) considered

7.1 We could not approve this Policy and decide that no Policy is required. However, we have a responsibility to address complaints received and support those that are suffering the outcome of anti-social behaviour.

7.2 Changes to the policy could be suggested.

8. Background

8.1 Our aim is to prevent anti-social behaviour; intervene appropriately where we can and enforce tenancy conditions relating to anti-social behaviour when required. The general terms within our tenancy conditions relating to anti-social behaviour is consistent with the definition included in the Crime and Disorder Act 1998 definition, it defines anti-social behaviour that: 'Caused or was likely to cause harassment, alarm or distress to one or more persons not of the same household as the complainant'.

8.2 Warwick District Council's staff is primarily involved with reports of anti-social behaviour within our role as landlord to 5,500 council houses, and over 500 leaseholders.

8.3 Our staff are often the first point of contact to receive complaints of anti-social behaviour, most of these complaints can be resolved with some intervention from our Tenancy Officers. Sometimes this is not possible and despite various attempts with the individual, the case has to be referred to our Tenancy Enforcement Officers, these officers are more experienced and will also consider the use of legal interventions. We only take such action as a last result.

8.4 We are committed to work in partnership with others and therefore have good links with the police, Warwickshire County Council as well as a range of support services.

Warwick District Council

Housing and Property Services

Anti-Social Behaviour Policy

v.2 2017



1. OBJECTIVES

The Council acknowledges the importance that our tenants place on the ability to live peacefully in their homes. Anti-social behaviour includes a broad range of disruptive behaviour and can cause misery and distress.

The objectives of this policy are:

- To enable Council tenants and their families to live peacefully in their homes.
- To take all possible steps to prevent and tackle behaviour that causes problems for others in order to create a safer environment.
- To take prompt and effective action to investigate all allegations of anti-social behaviour. To ensure effective action is taken against the perpetrators of anti-social behaviour wherever possible. To establish clear guidelines and procedures for staff.
- To support the victims of anti-social behaviour by listening to their concerns, providing good advice and effective remedies wherever possible.
- To work closely with other agencies, to ensure the most effective actions are taken.

2. DEFINITION

This policy covers all forms of anti-social behaviour within and in the locality of Council owned homes.

This policy applies to any ASB which affects Warwick District Council's services as a Registered Landlord. This includes ASB which is caused by Warwick District Council Tenants, their households or their visitors and ASB which is capable of affecting Warwick District Council tenants, members of their households or Warwick District Council staff in relation to the fulfilment of their duties.

Warwick District Council acknowledges the definition of ASB which is found in Section 2(1)(c) of the Anti-Social Behaviour, Crime and Policing Act 2014: "conduct capable of causing housing-related nuisance or annoyance to any person", as well as anti-social behaviour directed at our staff and contractors working for us.

The Anti-Social Behaviour, Crime and Policing Act 2014 was introduced to streamline the existing tools and powers available to deal with Anti-Social Behaviour, Home Office guidance states:

Anti-social behaviour is a broad term used to describe the day to day incidents of crime, nuisance and disorder; that makes many people's lives a misery. Consequently, the responsibility for dealing with anti-social

behaviour is shared between a number of agencies particularly the Police, Councils and Social Landlords.

The 2014 Act defines Anti-Social Behaviour (ASB) in three different categories:

- Personal behaviour that targets a particular individual or specific group or is aimed at having an impact on a particular individual or incident rather than a community at large.
- Nuisance individuals or incidents that cause trouble, annoyance, inconvenient offence or suffering to people in the local community in general rather than targeted at an individual.
- Environmental incidents and actions which impact on the surroundings including the natural built and social environments. Anti-social behaviour may or may not amount to a criminal act what is important is establishing the effect the behaviour has on others.

3. POLICY STANDARDS

3.1 Our approach

We will look to prevent anti-social behaviour wherever possible. We will therefore ensure that all tenants are aware that we take reports of anti-social behaviour seriously. We will ensure that our policy and procedures are clear and understood.

We will look to work with other agencies as partners to prevent and take action on reports of anti-social behaviour. It is recognised that anti-social behaviour is not just a housing management problem and that a strategic and holistic approach must be adopted. The Council will work in partnership with Police, other responsible authorities and agencies to reduce crime and disorder, anti-social behaviour and the fear of crime in Warwick District.

We have information sharing agreements and measures in place in order to work together with the Police and other partners.

The Council will adopt a victim led approach and ensure that a prompt and sympathetic manner is adopted when dealing with cases of alleged harassment, nuisance and anti-social behaviour. The council will endeavour to provide the victim(s) and or witnesses with the appropriate level of support and guidance to enable them to co-operate fully with any investigation.

All of the remedies used by the Council will be subject to human rights considerations. There will be a balancing exercise between the rights of the victim and the perpetrator and an assessment of whether the remedy is proportionate to the outcome sought.

We will where possible encourage reporters of anti-social behaviour to approach the perpetrator of nuisance first, before we intervene. We recognise that our intervention can exacerbate low level incidents of anti-social behaviour.

Warwick District Council considers that the following activities do NOT normally constitute ASB that we can take action on:

Day to day activities within the home at reasonable times of the day, such as moving furniture, opening and closing doors, talking, smoking, footfall, babies/children crying

Use of domestic appliances at reasonable times of the day, washing machines, dish washers, boilers, flushing toilets, vacuum cleaners, using gardening equipment.

Legally parked cars, shared access ways being left open/closed, children playing in a garden or public space.

We recognise that many incidents of anti-social behaviour can involve vulnerable people. Some perpetrators and/or victims will have physical and/or mental health conditions or social care needs. We will treat all with respect and work with agencies who can assist in treating underlying problems to resolve matters in the most effective way.

Where the alleged perpetrator is a child the Council will consider any safeguarding issues and consider a referral to Social Services to ask them to make an assessment.

3.2 Witness assistance

Warwick District Council will seek to maintain the confidentiality of complainant's identities as far as possible. We will endeavour to support victims and witnesses of ASB. Examples of support include target-hardening measures, assistance throughout a court hearing, regular contact with a named officer and referrals to appropriate agencies.

Warwick District Council will not routinely offer alternative accommodation to a victim of ASB, we will normally try to resolve the matter and moving the victim is usually avoided.

3.3 Intervention

When Warwick District Council initially receives a report of ASB it will log the incident and respond initially to the complainant within 5 working days.

Warwick District Council will give the complainant advice on how to speak to an alleged perpetrator in a constructive manner or will offer to assist with a restorative meeting or mediation process between parties. This

may not always be appropriate if either party is vulnerable or potentially aggressive.

All cases reported to us will be subject to a risk assessment. High risk cases will be reported to a Case Management Meeting involving all agencies including the Police, Social Services, Youth Offending Team, Probation etc. This will look to manage any risks in an appropriate manner.

Warwick District Council will consider the use of other non-legal interventions for example: warning letters, trespass letters, acceptable behaviour contracts, undertakings in conjunction with the police and partner agencies, mediation, providing support and advice to an alleged perpetrator.

Warwick District Council will consider the use of legal powers available to them including injunctions, tenancy demotions, closure orders and possession proceedings (including mandatory possession powers). We will aim to ensure that all decisions made will be fair and proportionate based on the facts available to the courts at the time.

All open cases of anti-social behaviour will be regularly reviewed by our Officers with victims updated at each stage of the case. Before closing a case the parties to the case will be advised and the complainant sent a satisfaction form.

Each month the manager will audit all open cases to review that effective actions have been taken.

3.4 Aggravated incidents of harassment

Harassment can be extremely upsetting for anyone experiencing this behaviour and we will treat any incidents seriously.

Harassment based upon someone's race, religion, disability, sexuality we will consider as aggravated incidents that can cause further distress. We will make clear that any behaviour directed against a person because of their race, religion, disability, sexuality will not be tolerated and we will take immediate steps to support the victim and consider what actions can be taken to stop any harassment.

3.5 Working with others

Warwick District Council are committed to working with our partners to deal with anti-social behaviour. We believe that by working with others we are better able to find to resolve issues that do not just affect one agency.

We have therefore developed relationships with the Police, Social Services, Health services, other social landlords, as well as support and advice agencies.

We work within a number of multi-agency arrangements and are committed to working well within these structures. These include MARAC (multi agency risk assessment conference), monthly anti-social behaviour meetings as well as Case Management Meetings to discuss high risk cases.

3.6 Domestic Abuse/ Violence:

Effective liaison with the multi-agency risk assessment conference ensures that victims are supported in accessing appropriate remedies, measures available to deal with associated anti-social behaviour and prevent impact on the wider community are considered only after consultation with MARAC. (Please see our Domestic Abuse and Violence Policy.)

3.7 Publicity

We will promote our policy and practice widely, promoting good standards of behaviour across our estates.

This Policy and a summary of our procedures will be published on our web site. Printed copies will be available at public access points.

Successful resolution of cases will be publicised and press releases will be made in specific cases of enforcement action. The identity of those individuals involved both victims (with their agreement) and perpetrators may be made public by the Council.

3.8 Protection of Staff

The Council will ensure that the list of potentially violent members of the public available under the sharing of information protocol staff alert list is regularly updated and distributed to appropriate members of staff likely to have contact with members of the public.

All members of staff dealing with anti-social behaviour will receive training for lone working including where lone working is not appropriate and dealing with people in stressful and difficult situations where conflict may arise.

Appropriate legal action will be taken against those individuals who threaten, abuse or harm staff or our contractors. This may include the enforcement of the Council's conditions of tenancy via possession proceedings, the seeking of injunctions to restrain individuals or supporting criminal proceedings where appropriate.

4. EQUALITY AND DIVERSITY

We work in accordance with the Equality Act 2010 to assess whether alleged perpetrators are vulnerable so that we can identify the most appropriate support to help them change and modify their behaviour.

5. MONITORING AND REVIEW

This Policy will be reviewed every 3 years or earlier if there are significant changes required in the light of best practice and any changes to legislation and Government guidance.

6. ASSOCIATED DOCUMENTS

Crime and Disorder Act 1988
Anti-social Behaviour Act 2003
Anti-social behaviour Crime and Policing Act 2014
Care Act 2014
Warwick District Council Housing and Homelessness Strategies

DRAFT



Title	Comments from the Executive
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk
Service Area	Democratic Services
Wards of the District directly affected	N/A
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Date and meeting when issue was last considered and relevant minute number	4 January 2017
Background Papers	Executive Minutes – 5 January 2017

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

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

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

1. **Summary**

- 1.1 This report informs the Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive in January 2017.

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 – 5 January 2017**

Items no.	4	Title	Pre-application charging regime for development proposals	Requested by	O&S Committee
Reason considered	This item formed part of the O&S Committee's own agenda in June and November 2016. At the 1 November 2016 meeting, it was agreed that the item would be re-examined when the report went to Executive. Particular attention should be focussed on any alterations to the scheme since the November report to O&S.				
Scrutiny Comment	The Overview & Scrutiny Committee felt that this was a good scheme and appeared to be well worth pursuing, provided that full cost recovery was achieved at a minimum.				
Executive Response	The recommendation in the report was agreed subject to the pre-application charging exemption for affordable housing schemes being amended so that it only applied to schemes which offered 90% (or greater) affordable housing.				

Items no.	5	Title	The Rental Exchange Project	Requested by	Labour Group
Reason considered	To scrutinise and understand more fully the risks and opportunities associated with this proposal.				
Scrutiny Comment	The Overview & Scrutiny supported the scheme and looked forward to receiving information about the potential opportunity with Credit Union in the future.				
Executive Response	The recommendations in the report were agreed.				

 Overview and Scrutiny Committee – 7 February 2017		Agenda Item No. 11
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	4 January 2017	
Background Papers		

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

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

1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2017/2018 (Appendix 1) and of the current Forward Plan February to May 2017 (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**

To be scrutinised when the reports go to the Executive

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Future of Community Forums	27 September 2016 and 1 November 2016	Call-in when report goes to Executive (O&S 1 November 2016)				
Recommendations from the One Stop Shop Review (Forward Plan Reference 812)	27 September 2016 and 1 November 2016	Call-in Executive Report (O&S 1 Nov 2016)				

7 February 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Letting Boards – Update against the position 12 months ago and the trend	9 February 2016 (changed to verbal update 29 Nov 2016)	Verbal Update / Q & A	Rajinder Lalli			7 February 2017
Waste Collection Update	28 June 2016	Report / Q & A	Gary Charlton			7 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 & 28 June 2016	Report / Q & A	Councillor Shilton			7 February 2017
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Shilton		February 2018	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 17 January 2017					Following next Health Scrutiny Sub-Committee Meeting	On-going
Revised Call-in Procedure for Warwick District Council	Moved from January 2017	Written Report	Graham Leach			7 February 2017

Amended Anti-Social Behaviour Policy – Forward Plan ref 827	4 January 2017	Written report on the “direction of travel”	Simon Brooke			4 January 2017
T&F Group Off-Street Car Parking Charges Review		Written report	Cllr Day			

7 March 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Children's Champion Report	1 November 2016 - check if is ready to report and roll forward if not	Report	Andrew Jones (- see Min 44 29/11/16)			
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2017	September 2019
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2018	Annually

4 April 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Update from the Leader of the Council on his corporate and strategic leadership	Standing Annual Item	Verbal report followed by Q&A at meeting	Councillor Mobbs		April 2018	Annually
Procurement – 12 month review of the impact of the changes to the Code of Procurement Practice	April 2016	Report	John Roberts			
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	Written Report	Lesley Dury		April 2018	Annually
Children’s Champions – End of Year Report	Standing Annual Item	Written Report	Bill Hunt		April 2018	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 15 March 2017						

Future Meeting Dates**2017**

31 May
27 June
25 July
30 August

26 September
31 October
28 November

2018

3 January
6 February
6 March
4 April

TBA

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Housing Futures – Housing and Homelessness Strategy 2017 (Forward Plan Reference 822 scheduled for 8 March 2017)	27 September 2016	Report	Andrew Jones to speak to Bill Hunt about when this report can be given.		Andrew Jones to speak to Bill Hunt to determine a date for this report.	
Phase 2 Leisure Development in Kenilworth	1 June 2016	Verbal Update	Rose Winship		C. Servs to notify when the report can be presented	
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
Housing Strategy 2014-2017	February 2016		Head of H&PS		TBA once the changes to the Act have been published.	

Council Development Company (Forward Plan Ref 727)	February 2016		Head of H&PS		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber			Quarterly Update once the Local Plan has been agreed.
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			
National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker			

First meeting of each Municipal Year

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Elect an Overview and Scrutiny Committee Chairman					1st meeting of Municipal Year 2017/18	Annually
Heath Scrutiny Sub-Committee – Appoint members and substitutes					1st meeting of Municipal Year 2017/18	Annually

August / Early September 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Cross		Late Aug/Early Sept 2018	Annually

Late September / Early October 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler		March 2018	September 2019
Holding Portfolio Holders to account - Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Sept / Early Oct 2018	Annually

Late October / Early November 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Cultural Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Coker		Late Oct / Early Nov 2018	Annually
Outside Bodies Annual Report	Standing Annual Item	Written Report			Late Oct / Early Nov 2018	Annually

Late November 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late November 2018	Annually
Current Arrangements for South Warwickshire Crime and Disorder Scrutiny	Mandatory	Report	Pete Cutts		Late Nov / Early Dec 2018	Annually

January 2018

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		January 2019	Annually

March 2018

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2018	September 2019

September 2018

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler		March 2019	September 2019

March 2019

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2019	September 2019

September 2019

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler			September 2019



Warwick District Council Forward Plan February to May 2017

**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 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) 456114. 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.

(842)

Section 1 – The Forward Plan February to May 2017

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
February 2017						
General Fund 2017/18 Budgets & Council Tax (Ref 807)	To update Members on the overall financial position of the Council and consider the General Fund Revenue and Capital Budgets for the following financial year.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	
HRA Rent Setting 2017/18 (Ref 808)	To report on the proposed level of housing rents for the following year and the proposed budget.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Phillips	
Heating, Lighting and Water Charges 2017/18 – Council Tenants (Ref 809)	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting and water supply.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Phillips	
Treasury Management Strategy (Ref 810)	To seek Member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	
Housing Related Support Services (Ref 777)	To propose new Housing Related Support Services for tenants of the Council.		Executive 8/2/2017	31/1/2017	Simon Brooke Cllr Phillips	

A New Pedestrian Bridge over the River Avon at Saint Nicholas Park, Warwick (Ref 835)	To consider the possibility of a new pedestrian bridge over the River Avon at St Nicholas Park, Warwick.		Executive 8/2/2017	31/1/2017	Nick Corbett Cllr Cross Cllr Shilton	
WDC Enterprise – New Trading Arm (Ref 817)	To seek approval to establish a Local Authority Trading Company, to expand support provision whilst capitalising on existing skills to maximise income.		Executive 2/11/2016 Reason 5 5/1/2017 Reason 5 8/2/2017	31/1/2017	Gayle Spencer Cllr Butler	
Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.		Executive 29/6/2016 Reason 6 1/9/16 Reasons 3 & 5 5/1/2017 Reasons 3 & 5 8/2/2017	31/1/2017	Bill Hunt Cllrs Mobbs, Cross, Shilton, Coker & Whiting	
Recommendations from One Stop Shop Review (Ref 812)	The report will formally ask for the recommendations from the review to be agreed.		Executive 5/1/2017 Reason 4 8/2/2017	31/1/2017	Graham Folkes-Skinner Cllr Shilton	Warwickshire County Council

March 2017

Housing Futures – Revised Housing Revenue Account Business Plan (Ref 775)	To propose a revised Housing Revenue Account Business Plan.		Executive 8/3/2017	28/02/2017	Bill Hunt Cllr Phillips	
Housing Futures – Housing and Homelessness Strategy 2017 (Ref 822)	To propose a new Housing and Homelessness Strategy for Warwick District.		Executive 8/3/2017	28/02/2017	Bill Hunt Cllr Phillips	

New Domestic Abuse Policy (Ref 826)	To consider a Domestic Abuse Policy.		Executive 8/3/2017	28/02/2017	Simon Brooke Cllr Phillips	
Amended Housing Anti-Social Behaviour Policy (Ref 827)	To consider a revised Anti-Social Behaviour Policy.		Executive 8/3/2017	28/02/2017	Sue Sweeney Cllr Phillips	
Bereavement Services (Ref 836)	To consider the restructure of the service and Saturday working.		Executive 8/3/2107	28/02/2017	Pam Chilvers/ Rob Hoof Cllr Shilton	
Events Review (Ref 832)	To review the provision and support of events in the District.		Executive 8/3/2017	28/02/2017	Stuart Poole Cllr Butler	
Redundancy Payments – Cultural Services Reviews (Ref 838)	To seek Executive approval for redundancies as a result of service reviews.		Executive 8/3/2017	28/02/2017	Rose Winship Cllr Coker	
Review of Community Partnership Working (Ref 833)	To consider proposals for the future work of the Community Partnership working by Warwick District Council.		Executive 5/1/2017 Reason 4 8/2/2017 Reason 5 8/3/2017	28/02/2017	Liz Young Cllr Grainger	

April 2017

Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.		Executive 5/1/2017 Reason 5 8/2/2017 Reason 5 4/4/2017	27/03/2017	Rob Hoof Cllr Shilton	
Service Area Plans for 2017/18 & Annual	To approve the Council's Service Area Plans for 2017/18		Executive 4/4/2017	27/03/2017	Andrew Jones	

Performance Reports for 2016/17 (Ref 837)	and report on performance against Service Area Plans for 2016/17.				Cllr Mobbs	
Code of Procurement Practice (Ref 805)	To consider and recommend to Council an updated Code of Procurement Practice.		Executive 28/9/2016 Reason 5 30/11/2016 Reason 5 5/1/2017 Reason 5 8/2/2017 Reason 5 4/4/2017	27/03/2017	John Roberts Cllr Whiting	

May 2017 – there are no scheduled Executive meetings at this time.

Section 2 Key decisions which are anticipated to be considered by the Council between June and September 2017

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
June 2017						
Fit For the Future Change Programme (Ref 839)	To update the Council's Fit For the Future Change Programme.		Executive 28/06/2017	20/06/2017	Andrew Jones Cllr Mobbs	
July 2017						
HQ Relocation Project – outcome of phase 1 work (Ref 801)	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for commencement of the phase 2 delivery works.		Executive 26/07/2017	18/07/2016	Bill Hunt Cllrs Mobbs, Whiting, Cross, Shilton	

August – September 2017 – there are no scheduled reports at this time.

Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is 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
Private Sector Housing Grants Policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents.		Ken Bruno Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined		TBC
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company.	Executive 9/3/2016 2/6/2016 Reason 2 Reason 1 29/6/2016	Bill Hunt Cllr Phillips			
Car Parking strategy (Ref 790)	To consider the future off-street car parking needs of Leamington, Warwick and Kenilworth and how these should be addressed.	Executive 2/6/16 27/7/2016 Reason 3	Rob Hoof Cllr. Shilton			
Revisions to the Constitution/ Delegation Agreement (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications.		Tracy Darke/Gary Fisher Cllr Cross	This is the subject of on-going discussion with key members		
Leisure Development – Phase II (Kenilworth) (Ref 803)	To agree the scope of Phase II.	Executive 28/9/2016 Reason 5	Rose Winship Cllr Coker			

HRA Asset Management and Development Policy (Ref 829)		Executive	Bill Hunt Cllr Phillips			
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/ Council 03/09/15 30/09/15 02/12/2015 6/4/2016 2/6/2016 30/11/2016 Reason 3 5/1/2017 Reason 3 & 5	Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting & Cross	This item will be brought to Council on 25 January 2017, however it is not yet clear if Executive approval will be required for some aspects of the report.		
Recording and Broadcasting of Public Meetings (Ref 840)	To inform members of the research into the potential to record and broadcast all Council meetings as per the Notice of Motion to Council.	Council 29/6/2016 Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs			
Councillors IT (Ref 841)	To report back on the work of the Councillor IT Working Party.	Executive 5/1/2017 8/2/2017 Reason	Graham Leach Cllr Mobbs			

Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
February 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 8/2/2017		Jon Dawson Cllr Whiting	
Nomination of Chair	To nominate to Council the Chair and Vice-Chairman of the Council for 2017/18.		Executive 8/2/2017		Graham Leach Cllr Mobbs	
March 2017						
Revised Call-in Procedure for Warwick District Council (Ref 823)	To recommend to Council a revised call-in procedure of Executive decisions for Warwick District Council.		Executive 5/1/2017 8/2/2017 8/3/2017		Graham Leach Cllr Mobbs	Councillors Barrott, Boad, Mrs Falp and Mobbs (Group Leaders), Overview & Scrutiny Committee (27/9/16)
April 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 5/4/2017		Jon Dawson Cllr Whiting	

Delayed reports:

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

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

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

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