

Annual Council meeting: Wednesday, 17 May 2023

Notice is hereby given that a meeting of Warwick District Council will be held at the Town Hall, Parade, Royal Leamington Spa, on Wednesday 17 May 2022 at **6.30pm** and available for the public to watch via the Warwick District Council [YouTube channel](#).

Agenda

- 1. Election of Chairman of the Council**
To elect the Chairman of the Council for the ensuing Municipal year.
- 2. Appointment of Vice-Chairman of the Council**
To elect the Vice-Chairman of the Council for the ensuing Municipal year.
- 3. Vote of Thanks for the Retiring Chairman**
- 4. Apologies for Absence**
- 5. Return of Councillors Elected and Political Proportionality**
To consider a report from Democratic Services. **(To follow)**
- 6. Minutes**
To confirm the minutes of the meeting of the Council held on 23 March 2021. **(To follow)**
- 7. Appointment of Leader of the Council**
To appoint the Leader of the Council up to the Annual Meeting of the Council in May 2027.
- 8. Membership of the Cabinet**
To be informed of the Members appointed to the Cabinet by the Leader. **(To follow)**
- 9. Appointments**
 - (a) to consider the nominations for membership of the Committees including substitutes; **(To follow)**;
 - (b) to approve the memberships of Working Parties & Forums **(To follow)**; and
 - (c) to consider the appointments to Champion Roles & Outside Bodies and confirm that the outside body appointments by Council are not to be politically proportionate **(To follow)**.
- 10. 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 disclosed 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.

11. Annual Report of the Overview & Scrutiny Committee

To consider the report from Overview & Scrutiny Committee. **(Pages 1 to 16)**

12. Appointment of Ray Tomkinson

To reappoint Ray Tomkinson as an Independent Person for the Council for a term of office ending in June 2027.

13. Common Seal

To authorise the affixing of the Common Seal of the Council to such deeds and documents as may be required for implementing decisions of the Council arrived at this day.



Chief Executive
Published Tuesday 9 May 2022

For enquiries about this meeting please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ

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Title: Return of Members Elected and Political Proportionality
 Lead Officer: Graham Leach, Head of Governance & Deputy Monitoring
 Officer 01926 456114 graham.leach@warwickdc.gov.uk
 Portfolio Holder: Councillor Not appointed
 Wards of the District directly affected: All

Approvals required	Date	Name
Portfolio Holder		N/A
Finance	16/5/23	Lorraine Henson
Legal Services		N/A
Chief Executive	16/5/23	Chris Elliott
Director of Climate Change	N/A	Dave Barber
Head of Service(s)	16/5/23	Report Author
Section 151 Officer	16/5/23	Andrew Rollins
Monitoring Officer	16/5/23	Andrew Jones
Leadership Co-ordination Group		N/A
Final decision by this Committee or rec to another Cttee / Council?	Yes	
Contrary to Policy / Budget framework?	Yes	
Does this report contain exempt info/Confidential? If so, which paragraph(s)?	Yes	
Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?	No	
Accessibility Checked?	Yes/No	

Summary

The report details the names of the Councillors elected to the Council; along with the Ward they represent and party they are a member of; and the resultant political proportionality of the Council.

Recommendation(s)

(1) That Council notes the details of those Councillors elected on 4 May 2023, as set out at Appendix 1; and

(2) That Council notes the Political Proportionality of the Council as follows:

Group	Number of Councillors	Percentage of Council
Conservative	6	13.64
Green	14	31.82
Labour	11	25.00
Liberal Democrat	10	22.73
Whitnash Residents Association	3	6.82

1 Reasons for the Recommendation

1.1 Appendix 1 to the report details the Councillors elected to the Council along with the Ward they represent and party they are a member of.

1.2 The political proportionality calculation is undertaken in accordance with the statutory political balance rules as the law requires the Council to allocate committee seats to registered political groups in accordance with those rules. The rules are as follows:

1. The majority party must have a majority of seats on every committee. Where there are co-opted voting members this is a majority of all seats, not just those held by councillors.
2. The total number of "ordinary committee" seats must be proportionate. So for example, where a Group has 60% of Council seats it should have 60% of the ordinary committee seats across the Council.
3. then each individual committee should be as proportionate as possible i.e. a group with 60% of Council seats should have 60% of the seats on each committee and not for example a Group has all the seats on a Committee and none on another.

NB: an ordinary Committee is any Committee appointed by Council with the exception of those defined in regulation by the relevant Secretary of State or the Council (with no single member voting against) has resolved it be excluded.

1.3 These rules can sometimes do not align perfectly depending on the number and size of the political groups. For example overall the number of seats allocated across all ordinary Committees may be proportionally correct, but one a Committee the proportions are not respected. If this happens the first rule is the most important, then the second and then the third.

- 1.4 The political balance rules do not always completely determine the balance of each committee. The Council has some discretion as to how to apply those rules. For example, if there are committees of the same size which have to be balanced differently under the rules, there is discretion as to which committee those should be applied to. Any discretion is exercised by Council.
- 1.5 While normal practice at Warwick District Council is to provide the opposition the greater number of seats on the Committee, this time it has been agreed to have equal seats between the administration and opposition but Group Leaders have agreed that the Chairman of the Committee will not be from the administration. This provides the opposition to steer the work of the Overview & Scrutiny Committee and if needed the opposition would have a casting vote.
- 1.6 The table below sets out the proposed allocation of seats for each Committee based on these principles:

	Size	Conservative	Green	Labour	Liberal Democrat	WRA*
Council	44	6	14	11	10	3
Licensing & Regulatory	15	2	5	4	3	1
Audit & Standards	13	2	4	3	3	1
Employment	13	2	4	3	3	1
Overview & Scrutiny	12	2	3	3	3	1
Planning	13	2	4	3	3	1
Outside organisations	9	1	3	2	2	1

*Whitnash Residents Association

- 1.7 The Cabinet is not a Committee with its membership appointed solely by the Leader. Therefore the Cabinet is not detailed within this report and the same applies to those outside appointments to which the Leader allocates to members of the Cabinet.

2 Alternative Options

- 2.1 The report is for information only and therefore no alternative recommendations have been considered.

3 Legal Implications

- 3.1 The Council is required by law to allocate representation to Ordinary Committees on a politically proportionate basis unless it makes a specific resolution not to. The proposals outlined broadly meet the requirement for such proportionality, with recognition there can never be a perfect fit..

4 Financial Services

- 4.1 The report does not impact on either the budgetary framework or budget for the Council

5 Business Strategy

- 5.1 Warwick District Council has adopted a Business Strategy which sets out key areas for service delivery. Each proposed decision should set out how the report contributes to the delivery of these strategic aims, however this report does not directly relate to them.

6 Environmental/Climate Change Implications

- 6.1 There are no direct implications on climate change from the recommendations within the report.

7 Analysis of the effects on Equality

- 7.1 No assessment has taken place as the report is a statement of fact based upon the outcome of the 2023 District Council elections.

8 Data Protection

- 8.1 The information within the report is all public information.

9 Health and Wellbeing

- 9.1 The report has no direct impact on the health and wellbeing.

10 Risk Assessment

- 10.1 There are no significant risks associated with the report as it is for information only.

11 Consultation

- 11.1 Political Group Leaders have been consulted on the report and supported it.

Background papers: None

Supporting documents: None

Appendix 1

Ward	Councillor	Party
Bishop's Tachbrook	Matthew Collins	Labour
	Andrew Day	Conservative
Budbrooke	Jan Matecki	Conservative
	Peter Phillips	Conservative
Cubbington & Leek Wootton	Joshua Payne	Liberal Democrat
	Pamela Redford	Conservative
Kenilworth Abbey & Arden	Kynaston Aizlewood	Green
	David Armstrong	Green
	Richard Hales	Conservative
Kenilworth Park Hill	Lara Cron	Green
	Alistair Kennedy	Green
	Lowell Williams	Green
Kenilworth St John's	Katherine Dickson	Liberal Democrat
	Richard Dickinson	Liberal Democrat
	Andrew Milton	Liberal Democrat
Leamington Brunswick	Jonathan Chilvers	Green
	Ian Davison	Green
	Naveen Tangri	Green
Leamington Clarendon	Jessica Harrison	Labour
	Kathleen Hunt	Labour
	Chris King	Labour
Leamington Lillington	Alan Boad	Liberal Democrat
	Philip Kohler	Liberal Democrat
	Daniel Russell	Liberal Democrat
Leamington Milverton	Carolyn Gifford	Liberal Democrat
	William Gifford	Liberal Democrat
	Sydney Syson	Liberal Democrat
Leamington Willes	Ella Billiald	Green
	Martin Luckhurst	Green
	William Roberts	Green
Radford Semele	Rebecca Noonan	Conservative
Warwick All Saints & Woodloes	Ragbhir Kang	Labour
	John Sullivan	Labour
	Paul Wightman	Labour
Warwick Aylesford	Daniel Browne	Labour
	Aurel-Gabriel Rosu	Labour
Warwick Myton & Heathcote	Kathleen Gorman	Green
	Dominic Harrison	Green
	Hema Yellapragada	Green
Warwick Saltisford	Katya Dray	Labour
	James Sinnott	Labour
Whitnash	Adrian Barton	Whitnash Residents Association
	Judith Falp	Whitnash Residents Association
	Robert Margrave	Whitnash Residents Association

WARWICK DISTRICT COUNCIL

Minutes of the meeting of Warwick District Council held at the Town Hall, Parade, Royal Leamington Spa, on Wednesday 15 March 2023, at 6.00pm.

PRESENT: Councillor Mangat (Chair); Councillors Ashford, Bartlett, Boad, Cullinan, Davison, Day, A Dearing, J Dearing, K Dickson, R Dickson, Falp, B Gifford, C Gifford, Grainger, Grey, Hales, Illingworth, Kennedy, King, Kohler, Leigh-Hunt, Luckhurst, Matecki, Milton, Murphy, Noone, Norris, Redford, Rhead, Roberts, Skinner, Syson, Tangri and Tracey.

87. Apologies for Absence

Apologies for absence were received from Councillors Barton, Cooke, Jacques, Margrave, Russell, Wright.

88. Declarations of Interest

There were no declarations of interest made.

89. Minutes

The minutes of the meeting held on 27 February 2023 were taken as read, subject to the addition to recording the votes of Councillors Cooke, Cullinan and Day against the amendment and in favour of the substantive motion and signed by the Chair as a correct record.

90. Communications & Announcements

The Chair informed Council that:

- (1) this would be the last Council meeting prior to the election, unless anything significant or urgent required a meeting on 26 April;
- (2) Councillors had all received, via email on 14 March, the related party declarations form from the Head of Finance and Section 151 officer. These were an essential part to the Council completing its accounts each year and while the deadline was 14 April, Councillors were reminded asked to respond ahead of that deadline; and
- (3) it had been Civic Reception on Friday for the Parish & Town Councils, it was a very successful event enjoyed by all who attended.

The Chairman informed Council that there was no business under item 5 – Petitions and item 6 - Notices of Motion.

91. Director of Public Health Warwickshire – Annual Report 2022

The Council received a presentation from Dr Shade Agboola, the Director of Public Health Warwickshire, on her Annual Report for 2022.

92. Leader & Portfolio Holder Statements

The Portfolio Holder for Neighbourhood & Leisure, Councillor Grainger provided a review of her work as Portfolio Holder on the Cabinet over the last four years of the Council. This included the Commonwealth Games, Planning, introduction of cash less payments at car parks and the introduction of the new waste collection 123+

service. Councillor Grainger also paid tribute to the officers she had worked with who continued to deliver excellent services during the challenging times of pandemic.

The Portfolio Holder for Climate Change, Councillor Rhead, informed Council that:

- (1) The Net Zero DPD hearing had gone well. There might be a need for main modification that would require further public consultation, but overall there were no insurmountable issues. The Hearing was positive and the Inspector had thanked the Council for its work to deliver the hearings. The Inspector would be consulting with parties until 24 March, on an addendum document submitted by the Council that would provide clarity on the predicted cost up lift of 3% for dwellings and 6% non-residential properties as a result of the DPD. The Inspector would consider any submissions and inform the Council of their view on the Hearings and any additional work required. This was expected to be by the end of March. If main modification was required, this would be after the Elections in May. Following any modifications and consultation, the Inspector would provide a view by the end of the summer, followed by a report to Cabinet and Council for adoption.
- (2) He had attended a meeting at Coventry University regarding research and development of hydrogen fuel cells and hydrogen engine, including seeing a hydrogen powered engine in action.
- (3) On 29 March he had attended the launch of hydrogen valley at Parliament, which was the first time of looking at how to achieve a sustainable hydrogen economy in the United Kingdom.
- (4) This was his last Council meeting and he took opportunity to thank all Councillors and officers past and present that he had worked with over the last 16 years.

The Portfolio Holder for Arts and Economy, Councillor Bartlett, summarised his highlights as a Councillor over the last four years:

- (1) The creative and dynamic arts team who had developed the creative compact, delivered the very successful Spark events, future high street funding success, the excellent culturefest events and so far this year the Spa Centre income was 21% ahead of its best ever income year.
- (2) The Economic development team had delivered the South Warwickshire economic strategy, improved the governance and focus of Shakespeare's England, improved working with BID Leamington, grant funding support for Kenilworth Town Council, and during the pandemic there had been excellent work by the Enterprise team for their work in delivering grants.
- (3) The Events Team who delivered the Commonwealth Games in the District and continued to attract significant events to the District with more events being arranged of a higher standard, the growth in markets that had seen income tripled to the Council and the work to support the District becoming a regular destination for film and television series.
- (4) There had also been the work to introduce wayfinding signs in Leamington, improve the underpass at Leamington Railway Station and the launch of the Leamington Transformation Board.
- (5) He concluded by thanking all Councillor and Officers for their work over the last four years.

The Portfolio Holder for Safer Communities & Environment, Councillor Falp, reflected that the last four years had not been easy with the challenges presented by a global pandemic and the Government, however they were, in her view, the best four years while she had been on the Council because the Councillors had

talked with each other and worked together.

Councillor Hales, on behalf of the Portfolio Holder for Planning & Place, Councillor Cooke, explained that:

- (1) the consultation period for the second Call for Sites and the Issues and Options papers for the South Warwickshire Local Plan had ended on 6 March 2023. Several Parish Councils and individuals had negotiated short time extensions to this but all those consultations should now have been submitted. The submissions would take time to collate, but when this had been done all would be published on the local plan website; and
- (2) a new Development Monitoring Officer had been appointed to keep tabs on the progress of building completions and sites where development had only just started. Their work was essential in completing the Authority Monitoring Report or AMR, which was a statutory requirement which was completed and published yearly. A new Senior Planning Officer had also just started and two new Site Delivery Officers, had also been appointed.

The Portfolio Holder for Housing & Assets, Councillor Matecki:

- (1) took the opportunity to thank the Chair for her work in the last year, the work and guidance of officers over the last four years and the Leader for bringing all Councillors to work together;
- (2) informed Council that the first houses at Stoneleigh view in Kenilworth were now complete and would start bringing income into Milverton Homes. They were sustainable and showed developers how these targets could be achieved. It was anticipated that not only would this deliver Council and affordable homes in the District but also £9million into general fund and £7million profit to Milverton Homes;
- (3) reflected that over the last four years the housing register had reduced by one third (500 people). The ambition though was to see this fall by a further 500 people within the next eight years; and
- (4) explained that he wanted to eradicate rough sleeping in Warwick District by finding a place for all rough sleepers and also increase housing stock by 2030 by 2030 properties.

The Portfolio Holder for Resources, Councillor Hales:

- (1) took the opportunity to thank the Chair, officers and Councillors for all their work over the last four years; and informed Council that it had received a grant arrived that for over £2million for a key infrastructure.

The Portfolio Holder for Transformation, Councillor Tracey, reflected on the work of his teams:

- (1) this had seen the delivery of the People Strategy 2023-2027 through the work of officers at all across the Council, Councillors and Unions;
- (2) 53,000 Council tax bills had been issued and 500 benefit letters sent out; and
- (3) thanked them for the role of WDC app, the bronze thrive award and the arrival of the EDI business partner.

The Portfolio Holder for Strategic Leadership and Leader of the Council, Councillor Day, took the opportunity to thank all Councillors and officers and hoped the Council could look back with pride on what they had achieved over the four years.

93. **Questions to the Leader of the Council & Portfolio Holders**

Councillor Grey asked the Portfolio Holder for Safer Communities & Environment if there should there be a strategy for delivery of community facilities for new developments to ensure the communities need were met for those most at need.

In response, Councillor Falp explained that the specific grant had been considered by the Overview & Scrutiny Committee and had the same approach in terms of governance around the grant by officers, including conditions, as previous schemes. While Lillington was one of the most deprived areas in Warwickshire, there was deprivation in rural areas in different ways through lack of facilities and services. For example, Lapworth had the highest area for fuel poverty in the District. The grant helped to support young people of Barford by delivering services locally. It was funded through a combination of grants and local fundraising. Councillor Falp reminded Councillors that Whitnash and rural areas had to maintain parks, gardens and rural areas, where as those areas in Warwick, Kenilworth and Leamington were funded by Warwick District Council.

In response to a supplementary question, Councillor Falp explained that officers were working with the voluntary sector and planning for development in area, including school, health and community facilities.

Councillor Milton asked the Leader, if he would write to the Secretary of State for Transport asking for the active travel budget that had been reduced from £350million to £50million to be reinstated.

In response, Councillor Day agreed to and also would also seek to engage WCC. However, he highlighted that there was a need for the District Council to lead on active travel and not simply waiting for government.

Councillor Boad asked the Leader if he would agree that the last four years had been remarkable, from trying for the climate emergency referendum, working together with dialogue, using the role of LCG to resolve matters.

In response, Councillor Day whole heartedly agreed and thanked all Councillors for their contributions.

Councillor B Gifford asked the Leader if he was aware that the shop in the pump rooms had not ordered additional spring stock in because staff were unclear about its future due to additional services being added into Pump Rooms.

In response, it was agreed for officers to investigate and respond back to Councillors.

Councillor Kennedy asked the Portfolio Holder for Safer Communities & Environment if they could inform Council how much of a reduction in use there had been of the use of herbicides like Glyphosate, and, more importantly, how much was planned to be used this coming year as part of the transition towards zero-usage in the future.

In response, Councillor Falp explained that Idverde used 70 litres last year which was a reduction of 90 litres on the previous year.

Councillor Norris asked the Portfolio Holder for Resources if he could provide the Council with the true cost of the merger and the ongoing cost of the Waste Management Contract.

In response, Councillor Hales explained the details had been published and he would send them again the following day to Councillor Norris.

Councillor Norris then asked if future community grants would have sufficient governance in place so that it was not a question of others suffering for funds being allocated at individuals bequest.

In response, the Chief Executive highlighted the governance arrangements in place on all grants and that this included reports being considered at Scrutiny and Cabinet. The Democratic Services Officer and Deputy Monitoring Officer highlighted that if Councillor Norris had concerns about the conduct or behaviours of Councillors there was a formal process for the consideration of these.

Councillor Norris asked the Portfolio Holder for Climate Change if he could set out what the Council had achieved in moving forward to become carbon neutral.

In response, Councillor Rhead explained he had previously asked Councillor Norris to send his question in writing to him for him to provide a detailed response. Once this was received he would provide a response.

Councillor Cullinan asked the Portfolio Holder for Housing and Assets if the addition of 2030 homes was a target or a minimum.

In response, Councillor Matecki explained that the Council would go further if it could.

Councillor Davison asked the Leader if he had found the discussion between Group Leaders useful and that this had formed a confidential level of trust between them which had not been broken.

In response, Councillor Day agreed.

Councillor Davison asked the Leader if the welcome of addition of new colleagues at the Council four years ago had been refreshing in respect of the challenge and ideas they had brought.

In response, the Leader agreed and welcomed the talent across the Chamber.

Councillor Davison asked the Chair if she had a view on how the Council could encourage greater diversity within the Council.

In response, the Chair stated that the best way to do this would be through supporting each other as well as encouraging more women and women of colour to stand for election.

Councillor Dickson referenced the sad loss of Councillors Calver, Heath and Nicholls who had passed away during the last four years and reminded Councillors to thank their own families and colleagues for the support they provide.

With the agreement of the Leader and the Chair, Councillor R Dickson provided, in song, a resume of the last four years based on the Seekers song "The Carnival Is Over.

94. **Cabinet Report**

The recommendations of the Cabinet on 8 March 2023, were proposed by Councillor Day and seconded by Councillor Hales.

Resolved that the recommendations from the meeting of Cabinet 8 March 2023 be approved.

95. **Employment Committee**

The public recommendations from Employment Committee on 14 March 2023 were proposed by Councillor Mangat, seconded by Councillor Tracey and

Resolved that the recommendations from the Employment Committee of 14 March 2023, be approved.

96. **Public and Press**

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within paragraph 1 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

97. **Employment Committee**

The confidential recommendations from Employment Committee on 14 March 2023 were proposed by Councillor Mangat, seconded by Councillor Tracey and

Resolved that the recommendations from the Employment Committee of 14 March 2023, be approved as follows:

- (1) the Head of Governance be appointed as Monitoring officer from 1 August 2023;
- (2) the Structure Chart at Appendix 1 to the minutes as revised in the addendum to the report, be adopted as Part 7 of the Constitution;
- (3) authority be delegated to the Monitoring Officer to update the structure Chart in the Constitution; and
- (4) Article 12 of the Constitution be amended to record that the legal responsibility for asset management is the responsibility of the Head of Neighbourhood and Assets.

At the discretion of the Chair, Councillor Illingworth addressed the Council, to thank officers and Councillors for the 16 years he had been a Councillor.

98. **Common Seal**

It was proposed by the Chair, seconded by Councillor Day and

Resolved that the Common Seal of Warwick District Council be affixed to such documents as it may be required for implementing decisions of the Council arrived at this day.

(The meeting ended at 8.30pm)

CHAIR
17 May 2023

**Chief Executive
WDCE
Permanent
(115000 - 120000) '£5000 salary range'
'top of salary scale' £119126**

		Programme Director for Climate Change - WDSMG1 Permanent (95000 - 100000) '£5000 salary range' 'top of salary scale' £97323	Deputy Chief Executive and Monitoring Officer WDSMG1 Permanent (95000 - 100000) '£5000 salary range' 'top of salary scale' £97323						
	Finance Head of Service & S151 Officer WDSMG2 Permanent (£75000 - 80000) '£5000 salary range' 'top of salary scale' £86033	People & Communications Head of Service WDSMG3 Permanent (£65000 - £70000) '£5000 salary range' 'top of salary scale' £69577	Safer Communities Leisure & Environment Head of Service WDSMG3 Permanent (£65000 - £70,000) '£5000 salary range' 'top of salary scale' £69577	Place, Arts and Economy Head of Service WDSMG3 Permanent (£65000 - £70000) '£5000 salary range' 'top of salary scale' £69577	Projects	Neighbourhood and Assets Head of Service WDSMG3 Permanent (£65000 - £70000) '£5000 salary range' 'top of salary scale' £69577	Housing Head of Service WDSMG3 Permanent (£65000 - £70000) '£5000 salary range' 'top of salary scale' £69577	Customer & Digital Services Head of Service WDSMG3 Permanent (£65000 - £70000) '£5000 salary range' 'top of salary scale' £69577	Governance Head of Service & Deputy Monitoring Officer WDSMG3 Permanent (£60000 £65000) '£5000 salary range' 'top of salary scale' £69577
	Accountancy	People Corporate HR People Management Corporate Payroll Employee Relations	Community Safety CCTV & Emergencies Community Safety Team Safeguarding	Development Management Enforcement Land Charges Conservation	Leisure Development Programme Major Capital Sports Projects	Compliance Repairs & Maintenance Facilities	Housing Needs Homelessness and Housing Advice Private Sector Housing HEART Rough Sleeper Initiative Housing Allocations and nominations	Application Support Implementation and Support of business applications	Civic & Committee Services
	Audit and Risk Corporate Fraud Investigation Corporate Insurance Internal Audit Risk Management	Learning and Development Officer	Environmental Health and Licensing Environmental Protection Food Safety Health & Safety Licensing	Building Control (Warwick, Rugby & Daventry)	Programme Team Development & Delivery of Major projects	Technical Technical Surveying & Contractors	Landlord Services Landlord Services to Council Tenants, Estate Management, Lifeline, Fire Safety, Retrofitting Council stock Community Health & Well-being	GIS Geographical Information Systems (GIS) Digital Mapping Services Local Land & Property Gazetteer (LLPG) Street Naming & Numbering	Corporate Support
	Procurement Compliance with Legislation Support & Advice on Procurement Contracts Collection Sundry Debt Corporate Invoice Payment	Marketing and Communications Media Design Website Print Room	Green Spaces Green Space Strategy St Marys Land Wildlife Habitats	Planning Policy and Delivery Local Plan & Planning policy development Major sites implementation		Senior Building Surveyor	Housing Strategy and Development Housing Strategy, New Affordable Housing Enabling and Council House Building, Tenants Participation Business Support	Helpdesk & Technical Support Desktop Services including Helpdesk	Electoral Registration & Elections
	Exchequer Council Tax and Business Rates Rate Collection		Sports & Leisure Leisure Contracts Outdoor Sport Active Communities Business Support	Arts & Culture Royal Spa Centre & Theatre Town Hall Royal Pump Rooms Art Gallery & Museum Arts Development Enterprise		Internal Health & Safety	Business Development and Change Within Housing Service	Infrastructure Services Data centres, networks, telephony, server management	Information Governance
				Economic Development & Regeneration Corporate feasibility Studies Tourism Business Support and Events		Bereavement Services Oakley Wood Crematorium & Cemeteries	Milverton Homes and JV's	Transformation Lead	Perfomace Management
						Contract Services Refuse & Recycling Collections Parks & Open Space Maintenance Street Cleansing Parking & Rangers Public Conveniences		Benefits and Customer Services Housing Benefits & Council Tax Reduction Customer Services	

The *£5000 salary range shown above provides a range of £5,000 in which the current salary of the officer and the top salary scale shows the maximum possible salary for that officer as of 1 April 2022.



**Membership and roles of the
Cabinet 2022/2023**

In anticipation of the appointment of Councillor Davison as Leader of the Council. These remits will be reviewed by the Leader in partnership with the Cabinet and Senior Officers of the Council. Once confirmed the details will be notified to Council.

Portfolio Area Name

Climate Change
Arts & Economy
Safer Communities, Leisure & Environment
Housing
Neighbourhood
Place
Resources
Transformation
Strategic Leadership

Portfolio Holder

Councillor Kennedy
Councillor Billiald
Councillor Hunt
Councillor Wightman
Councillor Roberts
Councillor King
Councillor Chilvers
Councillor J Harrison
Councillor Davison



**Membership of the
Committees 2023/2024**

As at 17 May 2023

Audit & Standards Committee (13)

Councillor K Dickson
Councillor R Dickson
Councillor Lib Dem Vacancy
Councillor J Falp
Councillor R Hales
Councillor P Phillips
Councillor L Cron
Councillor N Tangri
Councillor K Aizlewood
Councillor H Yellapragada
Councillor K Hunt
Councillor D Browne
Councillor R Kang

Overview & Scrutiny Committee (12)

Councillor A Milton
Councillor J Payne
Councillor D Russell
Councillor A Barton
Councillor A Day
Councillor R Hales
Councillor M Luckhurst
Councillor D Harrison
Councillor D Armstrong
Councillor C King
Councillor J Harrison
Councillor M Collins

Employment Committee (13)

Councillor K Dickson
Councillor B Gifford
Councillor J Payne
Councillor R Margrave
Councillor R Noonan
Councillor P Phillips
Councillor I Davison
Councillor K Gorman
Councillor K Aizlewood
Councillor H Yellapragada
Councillor J Sinnott
Councillor C King
Councillor K Dray

Planning Committee (13)

Councillor A Boad
Councillor R Dickson
Councillor B Gifford
Councillor R Margrave
Councillor R Noonan
Councillor A Day
Councillor L Williams
Councillor L Cron
Councillor N Tangri
Councillor M Luckhurst
Councillor K Hunt*
Councillor J Sinnott
Councillor P Wightman*

*Not for WDC applications

Licensing & Regulatory Committee (15)

Councillor C Gifford
Councillor P Kohler
Councillor S Syson
Councillor A Barton
Councillor J Matecki
Councillor P Redford
Councillor K Gorman
Councillor W Roberts
Councillor M Luckhurst
Councillor D Harrison
Councillor D Armstrong
Councillor J Sinnott
Councillor JP Sullivan
Councillor C King
Councillor K Dray

Substitute Members 2023/2024

Audit & Standards Scrutiny Committee

Conservatives

Councillor A Day
Councillor J Matecki
Councillor R Noonan
Councillor P Redford

Liberal Democrats

Councillor A Boad
Councillor B Gifford
Councillor C Gifford
Councillor P Kohler
Councillor A Milton
Councillor J Payne
Councillor D Russell

Green

Councillor D Armstrong

Labour

Councillor M Collins
Councillor K Dray
Councillor J Harrison
Councillor C King
Councillor G Rosu
Councillor J Sinnott
Councillor JP Sullivan
Councillor P Wightman

Whitnash Residents Association

Councillor A Barton

Employment Committee

Conservatives

Councillor A Day
Councillor R Hales
Councillor J Matecki
Councillor P Redford

Liberal Democrats

Councillor A Boad
Councillor R Dickson
Councillor C Gifford
Councillor P Kohler
Councillor A Milton
Councillor D Russell
Councillor S Syson

Green

Councillor J Kennedy
Councillor N Tangri

Labour

Councillor D Browne
Councillor M Collins
Councillor J Harrison
Councillor J Hunt
Councillor R Kang
Councillor G Rosu
Councillor JP Sullivan
Councillor P Wightman

Whitnash Residents Association

Councillor A Barton
Councillor J Falp

Licensing & Regulatory Committee

Conservatives

Councillor A Day
Councillor R Hales
Councillor P Phillips

Liberal Democrats

Councillor A Boad
Councillor K Dickson
Councillor R Dickson
Councillor B Gifford
Councillor A Milton
Councillor J Payne
Councillor D Russell

Green

Councillor H Yellapragada
Councillor E Billiald

Labour

Councillor D Browne
Councillor M Collins
Councillor J Harrison
Councillor K Hunt
Councillor R Kang
Councillor G Rosu
Councillor P Wightman

Whitnash Residents Association

Councillor J Falp
Councillor R Margrave

Overview & Scrutiny Committee

Conservatives

Councillor J Matecki
Councillor R Noonan
Councillor P Phillips
Councillor P Redford

Liberal Democrats

Councillor A Boad
Councillor K Dickson
Councillor R Dickson
Councillor B Gifford
Councillor C Gifford
Councillor P Kohler
Councillor S Syson

Green

Councillor L Williams
Councillor L Cron

Labour

Councillor D Browne
Councillor K Dray
Councillor K Hunt
Councillor R Kang
Councillor G Rosu
Councillor J Sinnott
Councillor JP Sullivan
Councillor P Wightman

Whitnash Residents Association

Councillor J Falp
Councillor R Margrave

Planning Committee

Conservatives

Councillor R Hales
Councillor J Matecki
Councillor P Phillips
Councillor P Redford

Green

Councillor I Davison*
Councillor J Kennedy*
Councillor W Roberts*
Councillor D Harrison
Councillor H Yellapragada

Whitnash Residents Association

Councillor A Barton
Councillor J Falp

*Not for WDC applications

Liberal Democrats

Councillor K Dickson
Councillor C Gifford
Councillor P Kohler
Councillor A Milton
Councillor J Payne
Councillor D Russell
Councillor S Syson

Labour

Councillor D Browne
Councillor M Collins
Councillor K Dray
Councillor J Harrison
Councillor R Kang
Councillor C King*
Councillor G Rosu
Councillor JP Sullivan

Working Parties & Forums 2023/2024

Working Party / Forum	Lead Officer	Number of places	Councillors
Members – Trades Union Joint Consultation & Safety Panel 1 from each Group	Tracy Dolphin	5	B Gifford J Kennedy JP Sullivan J Falp Conservative Vacancy
St Mary's Lands Working Party 1 each Group plus PH	Chris Elliott	5 plus relevant PH	PH Neighbourhood & Leisure – W Roberts D Harrison D Browne Conservative Vacancy WRA Vacancy Lib Dem Vacancy
South Warwickshire Local Plan Advisory Group	Phil Clarke	None stipulated (there were 6 in 2022/23)	A Boad L Williams K Aizlewood M Collins R Margrave Conservative Vacancy
Warwick District Conservation Advisory Forum Two elected Members of Warwick District Council who have an interest in the historic environment and planning matters.	Robert Dawson	2	Councillor C Gifford Councillor M Luckhurst

Working Parties appointed by the Cabinet

Working Party / Forum	Lead Officer	Number of places	Councillors
DPD Climate Change and Sustainable Buildings Working Group	Lorna Hale	5	Councillor J Kennedy (PH) Councillor P Kohler 3 Vacancies.
Leamington Transformation Board Leader plus PH plus Group Leaders whose parties have sitting Members in Leamington (External appointments are 2 x WCC cllrs + 1 x LTC cllr)	Mark Brightburn	Leader plus PH plus Group Leaders whose parties have sitting Members in Leamington	Leader of the Council - Councillor I Davison PH Planning & Place – Councillor C King Councillor A Boad

Champions 2023/2024

Champions	Lead Officer	Number of places	Councillors
<p>Children’s and Adults’ Safeguarding Champions</p> <ul style="list-style-type: none"> • Assure themselves that the Council has sound arrangements to protect children and promote their welfare are in place within the District Council and that the Council is promoting and engaging in effective interagency cooperation and collaboration in these fields; • Undertake reasonable investigations so as to be able to form a view of the quality of the Council’s child safeguarding activities and work with the officer Children’s Champion to assist the Council and improve the quality and/or effectiveness of those activities whenever appropriate; • Act as a “critical friend” to constructively challenge officers and elected members on child safeguarding and welfare issues as appropriate; • Promote awareness of child safeguarding and welfare issues and the activities and processes undertaken by this Council amongst elected members 	Marianne Rolfe	2	<p>Portfolio Holder, Safer Communities, Leisure & Environment – Councillor K Hunt</p> <p>Councillor to be appointed by O&S Committee</p>
<p>Heritage Champion</p> <p>As explained in the CAF Constitution, the Chair of the Forum shall also act as the Council’s Heritage Champion in promoting the historic environment both within the Council and the wider community.</p>	Robert Dawson	1	Chairman of CAF
<p>HS2 Champion</p> <ul style="list-style-type: none"> • (To monitor the impact of HS2 on Warwick District and work on mitigation for this; • To liaise with appropriate officers and organisations on HS2 matters and support the Portfolio Holder in this detailed area of work) 	Erin Weatherstone	1	Councillor L Cron
<p>Armed Forces Covenant Champion</p> <p>To champion all aspects of the Armed Forces Covenant in WDC.</p>	Bernie Allen	1	Councillor TBC
<p>Parish/Town Champion – Role Profile</p> <ul style="list-style-type: none"> • To raise awareness and have regard of issues affecting Local Councils within the District Council; • To respond to invitations from Local Councils to attend meetings of mutual interest; • To be the first point of contact for Local Councils in the event of concerns relating to dealings with the District Council; • To ensure that Local Councils view are taken into account when the District Council undertakes consultation; • To facilitate discussions in relation to the possibility of devolving services to Local Councils; • To encourage joint training events including Councillors from the District Council and Local Councils • To respond to invitations to attend Warwickshire and West Midlands Association of Local Councils (WALC) Area Committees; • To attend other Local Council liaison meetings as appropriate 	Bernie Allen	1	Councillor Redford

Cabinet appointments 2023-24

(Appointments made by the Cabinet and therefore not a decision for the Council and not subject to political proportionality rules)

Cabinet Appointments	Number of places	Councillor
Warwickshire Police & Crime Panel	1	PH Safer Communities, Leisure & Environment
District Councils' Network (Leader of the Council)	1	Leader of the Council
West Midlands Combined Authority (Leader of the Council)	1	Leader of the Council
Safer Warwickshire Partnership Board	1	PH Safer Communities, Leisure & Environment
South Warwickshire Community Safety Partnership	1	PH Safer Communities, Leisure & Environment
Warwickshire County Council Health & Wellbeing Board	1	PH Safer Communities, Leisure & Environment
Association of Retained Council Housing (ARCH)	1	PH Housing
Warwickshire Waste Management Forum	1	PH Neighbourhood
Shakespeare's England	1	PH Arts & Economy
Total	9	

Warwick District Council appointments 2023-24

Appointment	Number of places	Councillor 2023/2024	*Evaluation Criteria
Coventry Airport Consultative Committee	1	TBC	2
Kenilworth Abbey Barn Advisory Committee	1	TBC	4
South Warwickshire University NHS Foundation Trust	1	TBC	5
Warwickshire County Council – Adult Social Care and Health Overview & Scrutiny Committee	1	TBC	5
Birmingham Airport Consultative Committee	1	TBC	2
Bid Leamington Board	1	TBC	2
National Parking Adjudication Service (PATROL)	1	TBC	1 & 3
South Warwickshire Community Safety Partnership (Non Executive rep)	1	TBC	1
Chase Meadow Community Centre	1	TBC	4
Warwickshire Local Council's Climate Emergency Partnership*	2	TBC	3
Total	11		

*Asked that one of the two seats is the PH for Climate Change

*Evaluation Criteria Key:

Council agreed criteria:

1. A body or partnership to which the Council provides significant financial contribution;
2. An established Council partnership with agreements in place;
3. A body or partnership to which the Council is obliged to appoint a Member;
4. A body or partnership which relates to the management of an asset of the Council; or
5. Appointments made at the discretion of the Council.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

6. Does the body play a significant role in local service delivery; or
7. Does the body have significant influence on local or national policy.

Title: Overview & Scrutiny Committee End of Term Report
Lead Officer: Lesley Dury, Principal Committee Services Officer
Portfolio Holder: Not applicable
Wards of the District directly affected: Not applicable

Approvals required	Date	Name
Portfolio Holder		
Finance		
Legal Services		
Chief Executive	3/4/23	Andrew Jones
Programme Director for Climate Change		
Head of Service(s)	3/4/23	Graham Leach
Section 151 Officer		
Monitoring Officer	3/4/23	Andrew Jones
Leadership Co-ordination Group		
Final decision by this Committee or rec to another Cttee / –Council?	Yes	
Contrary to Policy / Budget framework?	No	
Does this report contain exempt info/Confidential? If so, which paragraph(s)?	No	
Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?	No	
Accessibility Checked?	Yes	

Summary

This report is the annual end of term report to the Council on the work the Overview & Scrutiny Committee has undertaken during the municipal year 2022/23. Article 6 in the Council's Constitution mandates that the Committee must report annually to Council on its working. Overview & Scrutiny Committee reviewed this report at its meeting 19 April 2023.

The Committee met 10 times during the year. Some members from this Committee also formed part of the membership of the Fees & Charges Review Group and the Budget Review Group which both met once to discuss certain financial reports.

Recommendation(s)

- (1)** That Council notes the list of matters considered by the Overview & Scrutiny Committee during the municipal year 2022/23, as detailed in Appendix A to the report.
-

1 Reasons for the Recommendation

- 1.1 Under Article 6 of the Council's Constitution, Overview & Scrutiny Committees and Policy Committees are required to provide an end of term report to the Council on the work they have undertaken during the year.
- 1.2 The matters considered during the year are attached at Appendix A to the report. This will be updated to include matters considered at this meeting before it is submitted to Council.
- 1.3 A full account of the work undertaken by the Overview & Scrutiny Committee for the municipal year 2022/23 will be submitted to Council.

2 Alternative Options

- 2.1 There are no alternative options because this report complies with the requirements of Article 6 of the Council's Constitution.

3 Legal Implications

- 3.1 There are no legal or human rights implications in this report.

4 Financial

- 4.1 There are no financial or budgetary considerations in this report.

5 Business Strategy

- 5.1 The recommendations in this report do not impact any of the Council's service areas or any business strategies. The report is written every year because it is a requirement of Article 6 of the Council's Constitution.

6 Environmental/Climate Change Implications

- 6.1 There are no environmental or climate change implications.

7 Analysis of the effects on Equality

- 7.1 There are no effects on equality.

8 Data Protection

- 8.1 There are no data protection implications.

9 Health and Wellbeing

9.1 There are no health and wellbeing implications.

10 Risk Assessment

10.1 There are no risks associated with this report which is purely provided as a matter of good practice and Council policy concerning Scrutiny Committees.

11 Consultation

11.1 Not required for all reports and can be removed if not used but should include details if the proposal has been considered by the relevant programme advisory board, any consultation with ward councillors (when a specific ward is directly affected) and any wider public consultation undertaken (if not included in the reasons for recommendation)

Background papers:

Only minutes of both Overview & Scrutiny Committee and of Cabinet have been referred to in the preparation of this report. These are published on the Council's website.

Supporting documents:

Not applicable.

Chair's Introduction

I'd like to start this year's report by thanking all the officers who have supported the Committee over the last twelve months. This includes all those who've come and presented to us along with portfolio holders but it's only right to pay particular thanks to Lesley Dury, Graham Leach and Andy Jones. All three have been invaluable to me in supporting the functioning of the Committee but also with the occasional helpful steer when needed.

I'd also like to thank all the Members of the Committee. It's been a hard year at times with the expanded remit of the Committee and they have continued to do a good job of scrutinising the work of the Council in a way that is appropriate, respectful but most of all helps improve things for our residents. This goes for Members of all party groups, and the willingness of Members to challenge constructively, regardless of party, only strengthens the work of the Committee and shows that scrutiny is most effective when divorced from party-politics. This is evidenced by the 11 recommendations that have been accepted by Cabinet as a result of work by the Committee.

Having attended the Joint Cabinet on a number of occasions it is obvious that not all Councils welcome comments from scrutiny committees and in this regard, I think we are managing to find the right balance to speak on behalf of our residents.

In pulling together this report I invited all Members of the Committee to share their thoughts on how we have worked and what could be made better in the future in order to benefit the next administration. These comments fell into three main categories:

- 1.) The breadth and volume of what we deal with as a committee makes it difficult to deal with issues to the level of detail required.

Over the last twelve months, particularly with the dissolution of Finance & Audit Scrutiny, the breadth of the Committee's remit has increased significantly. The ability of Councillors to ask targeted, direct questions has helped to keep the length of meetings within manageable bounds but with the level of detail we are reviewing there is a point at which scrutiny becomes ineffective.

The volume of Cabinet activity has also meant that we have been able to spend less time on our own proactive agenda, thus reducing the benefit that we provide to residents. This will be somewhat addressed by the introduction of additional meetings, but it does mean that being a Member of the Scrutiny Committee is one of the largest workloads a Councillor can take on.

- 2.) Cabinet reports need to be better organised to enable effective scrutiny.

As Chair I've witnessed improvements in the way that Cabinet reports are presented and written over the last three years. However, there is still room for improvement.

Members still receive reports which whilst comprehensive are overly long and often include detail which isn't really needed for the Committee. We see examples of changes to standard policies where the changes aren't made clear

and the only way to identify the papers is by a 'compare and contrast'. There is also a need to show how data and insight are being used to translate into and inform future policy in a clear and obvious way, rather than the two feeling unconnected.

3.) Effective scrutiny of the Council's finances needs specialist skill.

The finances of the Council are a complex matter for many people to understand and since taking this within our remit we have not had the specific training support that we have requested. This is a significant risk for the Council and potentially for the residents that we serve and needs urgent addressing. Members have worked hard on trying to give financial matters effective scrutiny but even with all our best efforts there are gaps which need closing.

Despite the challenges that the Committee has faced I have enjoyed my third year as Chair. With a new administration coming into being in May, and new Members as part of that, it's important that these issues are addressed quickly in order to ensure the future effectiveness of the Scrutiny function.

Councillor Andrew Milton
Chair, Overview & Scrutiny Committee

Items considered by Overview & Scrutiny Committee 2022/23

Overview & Scrutiny Committee Work Programme Items

2022:

- Climate Change Action Programme Update
- Update on the Cessation of the Proposed Merger with Stratford-on-Avon District Council
- Work Programme Update – Digital Update
- Development Management and Enforcement Performance Update
- Treasury Management Activity Report for the period 1 October 2021 to 31 March 2022
- Annual Treasury Management Report 2021/2022 (At its meeting 28 September, the Overview & Scrutiny Committee recommended to Council that in future, updates on Treasury Management should be considered by the Audit & Standards Committee. Council approved this recommendation at its meeting 19 October.)
- Regulatory Services Software Replacement Project – Review and Termination of Supplier Contract
- Report on the reasons for cost increases in the Castle Farm Leisure Centre and Abbey Fields Swimming Pool projects
- Climate Change Action Programme Update
- Waste Enforcement Update

2023:

- Equalities Task & Finish Group
- Revisions to Scrutiny Arrangements (At its meeting 7 February, the Overview & Scrutiny Committee agreed that from the municipal year, the Committee would hold four additional meetings. It also recommended to Council the remit for the Budget Review Group, subject to support from Audit & Standards Committee. Council, at its meeting 28 February, approved the recommendation, and also approved the Audit & Standards Committee recommendation to include the consideration of the Annual Treasury Management Strategy.)
- Development Management and Enforcement Performance Update
- Waste Enforcement Update
- Annual Update of the Destination Management Organisation – Shakespeare’s England
- Overview & Scrutiny Committee’s End of Term Report
- The role, responsibilities, and performance (2022/2023) of the South Warwickshire Community Safety Partnership
- Noise Nuisance Investigations (Noise Policy & six-month review and service area performance in respect of all forms of nuisance)
- Work Programme Update – Digital Strategy.
- Reports sent to all District Councillors for comment:
 - Children’s and Adults Safeguarding Champions: End of Term Briefing Note
 - Annual Outside Bodies and Champions’ Statements and Review

Routine Items:

Review of the Work Programme, Forward Plan and Comments from Cabinet

Task & Finish Group Work:

Equalities

The project was split into two distinct phases; phase one concentrated on internal issues with recruitment, promotion and training of staff; phase two, making the Council's services accessible to residents, organisations and businesses. Phase One was completed by the Group in 2021.

The Group, comprising of Councillors Mangat (Chair), C Gifford, Illingworth and Tangri presented its recommendations for the second phase of the project to Overview & Scrutiny Committee at its meeting in February 2023. These were approved by the Committee. The appropriate recommendations were then considered and approved by Cabinet at its meeting in March 2023.

Cabinet / Joint Cabinet reports scrutinised by the Committee, the Fees & Charges Review Group & the Budget Review Group:

(Where Overview & Scrutiny Committee (O&S) has made a recommendation(s) to Cabinet on reports being considered at Cabinet, Cabinet's decision to approve or refuse that recommendation is detailed below.)

O&S meeting 24 May 2022:

Milverton Homes Ltd Business Plan and Confidential Appendices

The Committee expressed its support for the report and for the aims and objectives of Milverton Homes Limited.

Members were keen that more information should be made available in the public domain.

Members asked a number of questions about the financial projections and potential risks of the organisation and were satisfied with the answers provided.

Associated Costs for the Purchase of 60, section 106 dwellings, Birmingham Road, Hatton, Warwickshire

The Committee noted the report.

Programme Team (Green Spaces) – Resourcing Delivery of Live Projects

The Committee noted the report.

O&S meeting 27 June 2022:

South Warwickshire Local Plan – Settlement Analysis Evidence Report

The Committee:

- (1) was keen that we stayed close to housing demand numbers and interrogated them when they were published along with the requirements for infrastructure within the areas;
- (2) wished to know when the budget shortfall would be addressed; and
- (3) requested that information should be added to the report up front to provide clarity on:
 - a. how the greenbelt is impacted (or not) by this report and when that will be addressed.

- b. the definition of a twenty-minute neighbourhood, with examples provided, for people to better understand the concept;
- c. densities and the impact these might have on future issues and options; and
- d. the distinction/difference between the Scoping and Call for Sites consultation results and the analysis done in this report and at what stage the results from both would come together.

Recommendation to Joint Cabinet:

The Committee recommended that the District Councils should engage with Town and Parish Councils earlier in the process to validate the findings for particular settlements.

Joint Cabinet response:

Did not accept the recommendation made by Overview & Scrutiny Committee. Instead, it substituted in its own recommendation as follows:

That parish and town councils are given the opportunity to comment on the settlement analysis prior to the Issues and Options consultation; and the Heads of Development, in consultation with the Portfolio Holders for Place and Economy and Planning and Place, make any subsequent factual and consistency changes, and any changes, as appropriate, following consultation with parish and town councils, and ward members.

O&S meeting 5 July 2022:

New projects for the Leisure Development

The Committee supported the recommendations in the report. Members were keen to ensure the individual projects were referred to the Programme Advisory Boards.

Recommendation to Cabinet:

Some broad comments were made about the provision of sports facilities across the District and the Committee recommended to Cabinet that these should be discussed at the Programme Advisory Boards (PABs)

Cabinet response:

Approved the recommendation made by O&S

Continuation of Hydrogen Hub Project and Confidential Appendix

The Committee supported the work going forward and was keen to see the business case develop, particularly relating to the return on investment and the case for electric vehicles vs hydrogen vehicles and how these technologies evolve over time.

South Warwickshire Electric Vehicle Charging EV Strategy

Recommendation to Cabinet:

The Committee recommended that this item continue to be discussed by the Climate Change Programme Advisory Board (PAB) in order to shape the strategy before it returns to Cabinet.

Cabinet response:

Approved the recommendation made by O&S

Supporting our Communities

The Committee supported the recommendations in the report. Members wished to reinforce its appreciation of the outstanding effort of officers and Members,

recognising the work that has been put in to keep services going to residents throughout the last two years.

The Committee also recommended that Members take part of a public round of applause for staff at the next full Council meeting on 28 July.

The Committee welcomed the service area plans. Members recognised the amount of that work that had gone into them and expressed a desire to see these in the context of historical data.

Members also recognised the high amount of information received and requested that attention is paid to how best to communicate changes to key performance indicators.

Recommendation to Cabinet:

The Committee recommended to Cabinet that:

1. officers could look at other ways to distribute the information in the Energy Price Rise Leaflet (appendix 3 to the report) via Parish/Town Councils / District Councillors;
2. The Committee asked officers to produce a definition of the RAG status to be used across the Council for consistency; and
3. The Committee asked that the performance measures are reviewed by the PABs to ensure they measure things of importance and are clear in what they are measuring.

Cabinet response:

Approved the recommendation made by O&S

O&S meeting 9 August 2022:

Net Zero Carbon Development Plan Document – submission

This report was not called in for scrutiny by Overview & Scrutiny Committee because the Committee had reviewed the draft Net Zero Carbon Development Plan Document at previous meetings; the Committee had also previously reviewed the Climate Change Action Programme. Minutes of a meeting when it was last reviewed had been circulated to Members ahead of the call-in deadline.

The Committee, in recognition of the importance of the work to the community and Council, expressed its thanks to officers for the work being done and supported the DPD.

Future Delivery of Noise Nuisance Investigations

The Committee thanked officers for their work on the policy and supported its implementation going forward.

Members would welcome the Council working more closely with the local Police to secure their support in addressing the issue of noise nuisance in the District.

The Committee agreed to review the policy and service area's performance in respect of all forms of noise nuisance more generally at its meeting in December 2022 because of the importance of the subject to residents.

Levelling Up Approach and Devolution Deal for Warwickshire

The Committee welcomed the engagement with parish and town councils and requested regular updates and engagement with District Councillors at appropriate times.

In reference to Recommendation 6 in the report, Members requested that the Bid submissions were made available to Councillors.

Recommendation to Cabinet:

The Committee recommended that Cabinet formally noted, and made appropriate representations about, the lack of reference to Sustainable Futures in the WCC Levelling Up objectives, despite it representing one of the high-level elements and having strong support from residents; and the lack of metrics (e.g. energy efficiency of housing stock) in the Evidence Base for gauging the potential for different districts and boroughs to achieve a sustainable future.

The Committee asked that Cabinet made these representations to the County Council.

Cabinet response:

Approved the recommendation made by O&S and agreed that these representations would be made to the County Council

Significant Business Risk Register

The Committee:

- welcomed a review of the inflation rate coming forward as soon as possible;
- Risk 7 – requested clarity on the reference to increased legal challenges; and
- requested more precision on events of national significance.

Recommendation to Cabinet:

The Committee recommended that Cabinet considered the addition of the following two points on the Register:

1. Local Government re-organisation – should be a risk in itself; and
2. The potential for disruption from industrial action – should be a trigger to be included in a number of risks (officers to review).

Cabinet response:

Approved the recommendation made by O&S

O&S meeting 28 September 2022:

Quarter 1 Budget Report

The Committee noted the report and thanked officers for their time in producing it. The Committee noted the positive impact the new financial system is having already and would like to thank officers and Members for the collaborative work on that.

Members highlighted their concerns on the impact of the energy crisis on Council finances and look forward to receiving an action plan on that in the near future.

Members have also asked that where emergency powers are used, full details should be made available in the Cabinet report to enable scrutiny to take place efficiently.

Final Accounts 2021/22

The Committee noted the report and congratulated officers on their efforts.

Relocation of Kenilworth Wardens

Members were concerned about the level of financial risk inherent in the project.

Recommendation to Cabinet:

The Committee recommended that the Cabinet should fully understand all different scenarios including project overspend, and that the Resources PAB should review the business case prior to disbursement.

Cabinet response:

Approved an arrangement that satisfied O&S

Notices of Motion from July Council

The Committee supported the report. In respect of Motion 1, the Committee asks that the legal advice provided by the Council's solicitors should be circulated to Cabinet ahead of its meeting. The Committee asks Cabinet to consider this advice before making its decision on the item.

With regards to Motion 2, the Committee received reassurance from the Head of Development Services that Policy H6 Guidance will be updated in due course, and that an updated Local Development Scheme will be brought to Cabinet in December.

Hydrogen Strategy

The Committee welcomed the report and recognised the complexity of the topic. The Committee welcomed the reassurance from the Portfolio Holder for Climate Change that this was an evolving situation and that a revised Hydrogen Strategy document will be brought forward in early 2023, alongside the business case.

Covent Garden Car Park

The Committee welcomed the report and thanked officers for their efforts in bringing it forward.

Recommendation to Cabinet:

The Committee recommended to Cabinet that the feasibility study should look at the potential for generating electricity for future, in line with the Council's ambitions.

Cabinet response:

Approved the recommendation made by O&S

O&S meeting 1 November and Budget & Fees Review meeting 2 November 2022:

Fees & Charges

The fees and charges review meeting:

1. Thanked officers for their work on report and responses to the volume of questions that came through.
2. Recognised that Council was dependent on the professional judgement of Officers and Portfolio Holders on Fees & Charges and that there was no perfect solution.

3. Recognised the potential financial challenges faced by the community over the next 12 months and it was keen that services remained accessible to them.
4. Recognised the overall financial challenge for the Council and this was one of three strands of the budget, the others being the government and Council Tax setting.
5. Recognised the challenges faced with elasticity of demand in that if fees were reduced in one area it may (or may not) result in increased demand that equated to extra income (above that anticipated from the proposed higher fee) from increased usage.
6. Asked that Officers look at opportunities to reduce the impact of the increases in sports facilities by keeping any increase below 15% to increase demand, especially being mindful of the legacy of the Commonwealth Games.
7. Asked Officers and Portfolio Holders to look for additional sources of income around potential sponsorship of works or assets or their maintenance.

Significant Business Risk Register

The Committee noted the report and thanked officers for their detailed work on it and the responses to the questions that had been asked before the meeting.

The Committee asked that:

1. In future reports, the future actions should be dated so as to avoid checking back when it became an action; and
2. In future reports, a short summary be included to provide a general overall of risk to the Council, i.e., generally is the risk increasing or decreasing.

Future Delivery of the Domestic Pest Control Service

The Committee had concerns about the removal of the service and asked that:

1. The service continues to monitor to record and report the number of complaints received; and
2. That non-co-operation by HMO Landlords with enforcement activity is reported to private sector housing so they are aware when licenses are being considered for renewal.

O&S meeting 6 December 2022:

Quarter 2 Budget Report

The Committee thanked officers for their work and noted the report. Concerns were raised about the continuing issues relating to staff recruitment. Whilst these issues meant that the Council's budget position had improved, recruitment had not.

Draft Local Transport Plan – Consultation Response

The Labour Group had called this report in for scrutiny but the Overview & Scrutiny Committee Chair decided that because it did not concern a Warwick District Council policy, but instead was for a response from this Council to a County Council consultation exercise, a better approach would be for Councillor Cullinan to consult

with officers and bring forward to Overview & Scrutiny Committee proposals for comments to be made to Cabinet.

The Overview & Scrutiny Committee:

1. Requested that the report should clarify that the reference to road planning in planning applications related to safety assessments and not the planning of routes.
2. The Council should make clear in its response that it is supportive of the proposals on pedestrian active travel rather than giving no comment.

HEART Shared Service Partnership

The Committee thanked officers for their work. Members noted that it was a complicated service to get right and recognised that it was heading in the right direction.

Corrections were required to reflect the reasons for the underperformance at that time at 1.3.1 in the report.

The Committee welcomed the commitment to some form of a continued Break Clause in the contract going forward.

Asylum Seekers Dispersal Scheme

The Committee thanked officers for their work and noted the report.

South Warwickshire Local Plan Part 1 – Issues and Options Consultation

1. The way that the reports were published (as one block, rather than as separate documents) created practical problems for Members in reviewing and scrutinising the content. Whilst recognising that the report was a technical topic, it was requested that the report should be better divided and structured to make it easier to manage.
2. Concerns were raised about the robustness of the process of the Sustainability Assessment and therefore the conclusions drawn from this. The Committee looked forward to feedback from the consultants in this regard.

Recommendation to Joint Cabinet:

The Committee recommended that wording, process and navigation for the consultation is tested using a broad range of people to ensure that the type of responses are what would be expected.

Joint Cabinet response:

Approved the recommendation made by O&S

O&S meeting 7 February & Budget Review Group meeting 8 February 2023:

Local Council Tax Reduction Scheme

The Budget Review Group supported the recommendations, in doing so recognising the administration burden for the Council of chasing the demand for any percentage of Council Tax to be paid against the balance of lost income.

The Group encouraged the Cabinet to ensure the message on eligibility is communicated clearly and simply to all residents and targeted to those who the Council consider may be eligible.

The Group welcomed the assurance from the Portfolio Holder to provide, to District Councillors, a one page eligibility sheet so they can help direct/filter enquiries.

The Group highlighted that any communication that is issued should highlight the process for making a claim, including an in person option.

The Group requested that all members are provided a breakdown of the number of properties within each Council Tax Band to supplement the Table as set out in 1.4.

Council Tax Support Fund

The Budget Review Group supported the recommendations in the report.

General Fund Revenue and Capital Budget

The Budget Review Group did not take a formal view on supporting or not the budget proposals.

The Group raised a number of points that the Cabinet and Council should take into consideration when finalising the budget and Council Tax setting for the 2023/24 financial year:

- The Council only has sufficient reserves for about two years (23/24 and 24/25) to sustain projected deficit of £3.5million.
- The change management strategy, from 24/25 onwards, was a key with proposing a positive budget effect of £1.5million recurring reducing the demand on Council reserves.
- Not increasing Council tax had a net adverse effect on the budget of just under £300,000 per annum for the Council.
- Assumptions had been in the budgeting on a lower anticipated number of new homes and inflation based on OBR, Government and advisors.
- Budget assumes no government funding in 24/25 but chancellor has indicated (with no detail or figures) this will not be the case.
- CEAP reserve of £500k per annum has not been increased to allow for inflation and would be used to fund £70k work on Bio Diversity (as set on Cabinet agenda).
- There is no further news on the business rate retention reset proposal.

The Group noted that:

- Further details of the proposed £160k for Abbey Fields Cycle route will be shared with all Councillors.
- There was an error on the totalling in Appendix 5b and a revised one would be circulated to all Councillors.
- Officers would share the split of right to buy receipts between the one to one budget and any purpose capital budget.
- Officers would share with all Councillors the assumptions & calculations that lead to the MTFs forecasts.

HRA Budget and Rent Setting

The Budget Review Group supported the recommendations in the report.

The Group were concerned that while the HRA was on target for delivering its plans for 2023/24, in the following financial years the Council may have to reduce the ambitions in terms of development, decarbonising, decent home standards and support to customers, because of the impact in rental income reduction. While at this time there is not a proposal for cuts at this time if the restrictions on rent continue there may be a need to.

The Group welcomed the agreement that the Head of Housing would share contact details of the Housing Team Financial Inclusion Officers with all councillors to help them filter and direct cases.

Relocation of Office Accommodation and the Provision of Public Facing Access to Council Services

The Committee thanked officers for their work on the report and the project. Members were satisfied that the proposals would provide access to Council services and facilities for the most vulnerable, however more detail was requested on how more disruptive visitors would be controlled, and how the space as a whole would operate.

The Committee requested that it be provided with a report six months' post-opening to ensure that the needs of residents were being met.

Riverside House Disposal Options

The Committee thanked officers for their work and noted the report.

Future High Street Funds Update

The Committee discussed the additional risk this placed on the Council and requested regular reports to Overview & Scrutiny Committee on a quarterly basis.

A comment was made on the confidential appendix, but it did not form a recommendation to Cabinet. The content of the comment was recorded in the confidential minutes of the meeting.

O&S meeting 7 March 2023:

Treasury Management Strategy 2023/24

The Committee thanked officers for their work on the report. The Committee supported the changes to the wording relating to the UK Risk Rating*. The Committee noted that further consideration should be given to Environmental Social and Governance (ESG) criteria and other countries for investments in the next Council.

Housing Revenue Account Business Plan Review 2023

The Committee noted that this had been an important and substantial amount of work and thanked officers.

The Committee asked that the new Council should consider how finance, particularly Housing finance, should be scrutinised to be effective.

How finance should be scrutinised would be added to the Committee's Work Programme for consideration by the next Overview & Scrutiny Committee.

Barford Youth and Community Centre Grant Application

This report was not called in for scrutiny at the meeting because the pre-scrutiny questions and answer (published on the Council's website) had addressed matters.

The Committee supported the grant and welcomed the installation of photovoltaic cells at an earlier stage of the project.

Recommendation to Cabinet:

Back in October 2022, when the Council was considering biodiversity, the Motion that was agreed contained the sentence "biodiversity net gain should be maximised in all developments that WDC has a financial interest in".

The Committee therefore recommended to Cabinet that officers be asked to determine an appropriate phrase for a condition to be attached to the grant application that ensures that the requirement for biodiversity net gain to be maximised is part of the grant condition.

Cabinet response:

Approved the recommendation made by O&S

Local Government Association Corporate Peer Challenge

This report was not called in for full scrutiny at the meeting.

Recommendation to Cabinet:

The Committee recommended to Cabinet that the Chairs of Scrutiny are included in the review process of the first draft of the report*.

(*The Deputy Chief Executive had drawn the Committee's attention to the fact that this recommendation was dependent on the gift of the next Leader.)

Cabinet response:

Approved the recommendation made by O&S

Contract Dispute – Dictate2Us Transcription Services

Recommendation to Cabinet:

This was a confidential report. The Committee made a recommendation to Cabinet.

Cabinet response:

Approved the recommendation made by O&S