

Finance and Audit Scrutiny Committee

Tuesday 27 September 2016

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 27 September 2016 at 6.00pm.

Membership:

Councillor Quinney (Chairman)	
Councillor Ashford	Councillor Harrington
Councillor Barrott	Councillor Illingworth
Councillor G Cain	Councillor Mann
Councillor Mrs Falp	Councillor Rhead
Councillor Gifford	Councillor Thompson

Emergency Procedure

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

Agenda

Part A – General Items

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.

3. **Minutes**

To confirm the minutes of the meetings held on 31 August & 20 September 2016
(To follow)

Part B – Audit Items

None.

Part C – Scrutiny Items

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

To consider a report from Democratic Services **(Pages 1 to 18)**

5. **Executive Agenda (Non Confidential Items and Reports) – Wednesday 28 September 2016**

To consider 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.
(Agenda circulated separately)

6. **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 paragraphs 1 and 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

7. **Executive Agenda (Confidential Items and Reports) – Wednesday 28 September 2016**

To consider the confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting. You are requested to bring your copy of that agenda to this meeting.
(Agenda circulated separately)

8. **Learning from the outcome of the further Audit work on the Electrical Repair & Maintenance Contract**

To consider a verbal report from the Chief Executive

Published Monday 19 September 2016

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 456114
E-Mail: committee@warwickdc.gov.uk


Enquiries about specific reports: Please contact the officers named in the reports.

You can e-mail the members of the this Committee at
F&Ascrutinycommittee@warwickdc.gov.uk

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our website www.warwickdc.gov.uk/committees

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

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

 Finance & Audit Scrutiny Committee - 27 September 2016		Agenda Item No. <h1 style="text-align: center;">4</h1>
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Amy Carnall Committee Services Officer 01926 456114 committee@warwickdc.gov.uk	
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	n/a	
Background Papers	n/a	

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)	n/a
Equality & Sustainability Impact Assessment Undertaken	n/a

Officer/Councillor Approval		
Officer Approval	Date	Name
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 2016/17 (Appendix 1) and the current Forward Plan (Appendix 2).

2. Recommendation

- 2.1 Members consider the work programme and agree any changes as appropriate.
- 2.2 The Committee to; identify any Executive items on the Forward Plan which it wishes to have an input before the Executive makes its decision; and to nominate a Member to investigate that future decision and report back to the Committee.

3. Reasons for the Recommendation

- 3.1 The work programme should be updated at each meeting to accurately reflect the workload of the Committee.
- 3.2 If the Committee has an interest in a future decision to be made by the Executive it is within the Committee's remit to feed into the process.
- 3.3 The Forward Plan is the Executive's future work programme. If any non-Executive Member or Members highlight items which are to be taken by the Executive which they would like to be involved in, those Members can then provide useful background to the Committee when the report is submitted to the Executive and when the Committee passes 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 Option(s) Considered

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

8. Background

- 8.1 The five main roles of overview and scrutiny in local government are: holding to account; performance management; policy review; policy development; and 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 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. The Committee may wish to give greater consideration to the reports in Section 2 of Appendix 1, to maximise the time available for Members to input into the process.

Finance and Audit Scrutiny Committee WORK PROGRAMME 2016

27 September 2016

1	Learning from the outcome of the further Audit work on the Electrical Repair and Maintenance contract as discussed on 2 June 2016	Audit Item	Chris Elliott
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1 November 2016

1	Risk Registers Reviews 2016/17 – Chief Executives Office	Audit Item	Richard Barr
2	Half Year Update on Procurement Action Plan	Scrutiny Item	John Roberts

29 November 2016

1	Internal Audit Quarter 2 Report	Audit Item	Richard Barr
2	Annual Governance Statement Action Plan Review Quarter 2 Report	Audit Item	Richard Barr
3	Contracts Registers Reviews 2016/17 – Cultural Services	Scrutiny Item	Rose Winship
4	Treasury Management Activity Report for the period 1 April 2016 to 31 October 2016	Audit Item	Karen Allison

4 January 2017

1	Risk Registers Reviews 2016/17 – Housing & Property Services	Audit Item	Richard Barr
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7 February 2017

No items scheduled for consideration

7 March 2017

1	Internal Audit Quarter 3 Report	Audit Item	Richard Barr
2	Annual Governance Statement Action Plan Review Quarter 3 Report	Audit Item	Richard Barr
3	Contracts Registers Reviews 2016/17 – Development Services	Scrutiny Item	Tracy Darke

4 April 2017

1	Internal Audit Strategy & Plan 2016/17 – 2018/19	Audit Item	Richard Barr
2	Significant Business Risk Register	Audit Item	Richard Barr
3	Finance Risk Register	Audit Item	Mike Snow
4	2015/16 Audit Opinion Plan	Audit Item	Mike Snow / EA

5	End of Term Report	Scrutiny item	Amy Carnall / Chair
6	Risk Registers Reviews 2016/17 – Cultural Services	Audit Item	Richard Barr

External Auditors reports – Dates to be confirmed

Future Work Programme Items

Date	Contracts Registers Reviews	Risk Registers Reviews
May 2017		
June 2017	Neighbourhood Services	
July 2017		Development Services
August 2017		
September 2017	Finance	
October 2017		Health & Community Protection



Warwick District Council Forward Plan September 2016 to November 2016

**Councillor Andrew Mobbs
Leader of the Executive**

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

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

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

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 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.

(826)

Section 1 – The Forward Plan September 2016 to November 2016

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

Fees and Charges (Ref 770)	To propose the level of fees and Charges to be levied from 2nd January 2016		Executive 28/9/2016	20/9/2016	Andy Crump Cllr Whiting	
Code of Procurement Practice (Ref 805)	To consider and recommend to Council and updated Code of Procurement Practice		Executive 28/9/2016	20/9/2016	John Roberts Cllr Whiting	
Employment Land Memorandum of Understanding (Ref 820)	To endorse the Coventry and Warwickshire Employment Land Memorandum of Understanding which was supported by all Councils at the Coventry and Warwickshire Joint Committee on 21 July 2016		Executive 28/9/2016	20/9/16	Dave Barber Cllr Cross	Submitted Local Plan (January 2015) Local Plan Modifications (February 2016)
Street Trading Policy Review (Ref 811)	To consider a revised Street Trading Policy following public consultation		Executive 28/9/2016	20/9/2016	Kathleen Rose Cllr Grainger	Public Consultation -internet, letters to stake and licence holders
St Mary's Lands (Ref 821)	To report back on the public consultation undertaken this summer and to agree the next steps		Executive 28/9/2016	20/9/2016	Chris Elliott Cllr Butler	Range of events with local community and groups

Maintenance of Pay on Foot Equipment in Covent Garden and St Peter's Car parks (Ref 824)	To request an exemption from the Code of Procurement Practice to enable the continued maintenance of the pay on foot equipment in Covent Garden and St Peter's car parks.		Executive 28/9/2016	20/09/2016	Becky Davies Cllr Shilton	
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2 November 2016

Budget review Quarter 2 (Ref 779)	To report expenditure for current year and update financial projections		Executive 2/11/2016	25/10/2016	Andy Crump Cllr Whiting	
Visitor Information Review (Ref 816)	Review of the provision of visitor information services within the District		Executive 2/11/2016	25/10/2016	David Butler Cllr Butler	Item 7 Executive 2 June 2016
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	25/10/2016	Gayle Spencer Cllr Butler	
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 2/11/2016	25/10/2016	Graham Leach Cllr Mobbs	Councillors Barrott, Boad, Mrs Falp and Mobbs (Group Leaders), Overview & Scrutiny Committee (27/9/16)

30 November 2016

Rural Urban Community Initiative Scheme applications (Ref 778)	Consider applications for Rural and Urban Initiative Grants		Executive 30/11/2016	22/11/2016	Jon Dawson Cllr Whiting	
HRA Budgets 2016/17 (Ref 780)	To Consider the following year revenue budgets for the HRA.		Executive 30/11/2016	22/11/2016	Mike Snow Peter Phillips	

New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants		Executive 30/11/2016	22/11/2016	Jacky Oughton Cllr Phillips	
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Section 2 Key decisions which are anticipated to be considered by the Council between December 2016 and 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
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There is no planned meeting of the Executive in December 2016.

5 January 2017.

Local Council Tax Reduction Scheme (Ref 806)	Final approval of Scheme after consultation		Executive 5/1/2017	22/12/2016	Andrea Wyatt Cllr 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	22/12/2016	Graham Folkes-Skinner Cllr Shilton	Warwickshire County Council
The Rental Exchange Project (Ref 825)	Final approval to join the Rental Exchange project following completion of Stage 1		Executive 5/1/2017	22/12/2016	John Gallagher Cllr Phillips	

8 February 2017

General Fund 2017/18 Budgets & Council Tax (Ref 807)	To updates member on the overall financial position of the Council, consider the General Fund Revenue and Capital Budgets for the following financial Year,		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	
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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	
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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	Jacky Oughton Cllr Phillips	

8 March 2017 – No scheduled reports at this time.

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	Andy Thompson 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	Andy Thompson Cllr Phillips	

5 April 2017 – 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
Council Housing Development Programme (Ref 813)	To request approval for a development programme for new council-owned homes	Executive 27/7/2016 Reasons: 4 (Replaces report on Acorn Close development proposal)	Andy Thompson Cllr Phillips	Awaiting: i) outcome of feasibility studies (e.g. financial, planning , technical) on a number of sites to allow for long term programme to be proposed; ii) outcome of Housing Futures – Review of Housing Revenue Account Business Plan which will provide the information necessary to determine the financial capacity of the Council to invest in a new homes programme.		
Council Housing Asset Management Policy (Ref 774)	To request approval of the 'Council Housing Asset Management Policy – Disposal of Property'	Executive 6/4/2016 Reasons: 2, 4, 5	Andy Thompson Cllr Phillips	Awaiting outcome of Housing & Planning Bill which may influence the design and implementation of property disposals		

Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Abigail Hay Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined		TBC
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		Bill Hunt Cllrs. Mobbs, Whiting, Cross, Shilton			
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	Andy Thompson Cllr Phillips			
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.	(Moved Reason 6) 29/6/2016 Moved Reasons 3 & 5 - 01.09.16	Bill Hunt Cllrs Mobbs, Cross, Shilton, Coker & Whiting			
New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants	Executive 6/4/2016 02/06/16 Reason 1 29/6/2016 Reason: 4,5	Jacky Oughton Cllr Phillips			
Council Housing Development Programme (Ref 798)	To request approval for a development of new council-owned homes in Stoneleigh and Warwick	Executive 29/6/2016 27/7/2016 Reason 4	Matt Jones Cllr Phillips			

<p>Strategic Opportunity Proposal (Ref 712)</p>	<p>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)</p>	<p>Executive 03/09/15 30/09/15 02/12/2015 6/4/2016 2/6/2016</p>	<p>Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting & Cross</p>	<p>The Local Plan proposals have been subject to a number of public consultations and planning applications involved have also been subject to public consultation. The proposal has been the subject of discussion privately and confidentially with a number of agencies but especially with the County Council. Submission version of Local Plan; Planning Application (W/14/1076); Planning Application (W/14/0967); Report</p>		
<p>Car Parking strategy (Ref 790)</p>	<p>To consider the future off-street car parking needs of Leamington, Warwick and Kenilworth and how these should be addressed</p>	<p>Executive 2/6/16 27/7/2016 Reason 3</p>	<p>Rob Hoof Cllr. Shilton</p>			
<p>69 Willes Road (Ref 815)</p>	<p>To request approval for the sale of 69 Willes Road</p>	<p>Executive 1/9/16 Reason 5</p>	<p>Matt Jones Cllr Phillips</p>			

HS2 (Ref 818)	To request revisions to the Constitution/Delegation Agreement		Debbie Prince Cllr Cross	This will come forward once appropriate details have been received from HS2 in conjunction with legal advice received.		
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.		
Aids and Adaptations Services (Ref 776)	To propose a new approach to providing aids and adaptations services for the residents of Warwick District	Executive 28/9/2016 Reason: 4	Abigail Hay Cllr Phillips	The financial assessment of the comparative costs of the options for the delivery of this service is still under review.		
Leisure Development – Phase II (Kenilworth) (Ref 803)		Executive 28/9/2016 Reason: 5	Rose Winship Cllr Coker			

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
Flag Flying Policy for the Town Hall	To consider a policy for flying flags at the Town Hall.		Executive 28/9/16	20/9/16	David Guilding Cllr Coker	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council.		Executive 28/9/2016	20/9/2016	Richard Barr Cllr Whiting	
Recording and Broadcasting of public meetings	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 28/9/2016	20/9/2016	Graham Leach Cllr Mobbs	
Councillors IT	To report back on the work of the Councillor IT Working Party.		Executive 02/11/2016		Graham Leach Cllr Mobbs	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants.		Executive 28/9/2016	20/9/2016	Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants.		Executive 2/11/2016		Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants.		Executive 30/11/2016		Jon Dawson Cllr Whiting	

Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council.		Executive 5/1/2017		Richard Barr Cllr Mobbs	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants.		Executive 5/1/2017		Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications	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	
Rural Urban Community Initiative Scheme applications	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

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