

# Overview and Scrutiny Committee

Wednesday 2 September 2015

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A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 2 September 2015 at 6.00pm.

## Membership:

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

## Emergency Procedure

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

## Agenda

### 1. **Substitutes**

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

### \*2. **Declarations of Interest**

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

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

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

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

\*3. **Minutes**

To confirm the minutes of the meeting held on 28 July 2015.

**(Item 3/Page 1)**

\*4. **Comments from the Executive**

To consider a report from Democratic Services.

**(Item 4/Page 1)**

\*5. **Portfolio Holder Update – Development Services**

Question and Answer session arising from a report from the Portfolio Holder for Development Services giving an update on his service area.

**(Item 5/Page 1)**

\*6. **Review of the Work Programme & Forward Plan**

To consider a report from Democratic Services.

**(Item 6/Page 1)**

- Leisure Options – Briefing from Cultural Services in advance of the report to the Executive later in the year
- Health Scrutiny – the way forward – Briefing from Health & Community Protection
- Appendix 3 - Health Strategy Progress – Report from the Health & Wellbeing Lead
- Appendix 4 – Draft Scoping document - Task & Finish Group – Sales & Lettings Boards

\*7. **Executive Agenda (Non Confidential Items and Reports) – Thursday 3 September 2015**

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

**You are requested to bring your copy of that agenda to this meeting.**

**(Circulated separately)**

\*8. **Public and Press**

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

\*9. **Executive Agenda (Confidential Items and Reports) – Thursday 3 September 2015**

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

**You are requested to bring your copy of that agenda to this meeting.**

**(Circulated separately)**

**(\*Denotes those items upon which decisions will be made under delegated powers, as previously granted by the Council).**

Published on 24 August 2015

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

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

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**The agenda is also available in large print, on request, prior to the meeting by calling  
01926 353362.**

# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 28 July 2015 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Boad (Chairman); Councillors Bromley, Mrs Cain, Cooke, Davison, Edgington, Gill, Miss Grainger, Margrave, Naimo, and Parkins.

**Also Present:** No other councillors were present.

## 8. **Substitutes**

Councillor Cooke substituted for Councillor Mrs Redford and Councillor Gill substituted for Councillor D'Arcy.

## 9. **Declarations of Interest**

There were no declarations of interest.

## 10. **Minutes**

The minutes of the meeting held on 30 June 2015 were taken as read and signed by the Chairman as a correct record.

## 11. **Comments from the Executive**

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

Councillor Cooke was advised to raise his opinions about the report "The Introduction of a Pre-Application of charging regime for development proposals" with his Group.

**Resolved** that the report be noted.

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

The Committee considered its work programme for 2015/16 and the latest published version of the Forward Plan.

Following on from a decision made at the last Committee meeting on 30 June, the Committee discussed the Leisure Options briefing to Councillors that had taken place on 9 July. The Deputy Chief Executive (BH) and Councillor Naimo, who sat on the Working Party, explained that a series of options would be coming forward in a report going to the Executive in November. It was suggested that there might be a role for Committee members to scrutinise the options to see how these would affect the public using the facilities and to ensure free access to all sections of the community. The base data that would give rise to the various assumptions made, should be examined to ensure that the right questions had been asked and the correct assumptions drawn. Committee Members requested

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

that a verbal briefing ahead of the November report be given to them by Cultural Services staff on 2 September. The Deputy Chief Executive (BH) was asked to explain to the Head of Service what was required.

The Chairman requested that in anticipation of any of the Portfolio Holders' reports, if any Councillor wanted something specifically mentioned in the report, then they should direct their enquiry via Committee Services by email to the relevant Portfolio Holder.

Members were asked to consider whether the item scheduled for November "Housing – Adaptations for people with disabilities" required Task & Finish Group work and whether there were policy issues that should be tackled. It was noted that Warwickshire County Council had various decisions to make and until these were made, this item would be difficult to scrutinise.

The Committee discussed the Scoping Document for the Task & Finish Group – Sales and Letting Board Notices. The Deputy Chief Executive (BH) was asked to amend the Scoping Document in light of the discussions. The words "in Warwick District" should be removed from the title of the Scoping Document and Members requested other minor amendments to make it clearer. Once this had been done, the Scoping Document would be passed to Committee Services for circulation to all Councillors with a request for volunteers to join the Task & Finish Group. It was suggested that the ideal Group size would be four to six Members. Members of the Executive could not be part of the Group. At the 2 September meeting, the Committee would then confirm whether the Task & Finish work would proceed, and if so, the membership of the Group.

It was noted that in respect of the Forward Plan, the Tenants Incentive Grant Scheme (Ref 687) had now slipped to September; and the Strategic Opportunity Proposal (Ref 712) had slipped to 30 September.

### **Resolved that**

- (1) a briefing to the Committee be provided by Cultural Services on 2 September in anticipation of the Leisure Options report going to the November Executive meeting to inform Members on the assumptions that underpin the analysis of each option;
- (2) the Deputy Chief Executive (BH) will revise the Task & Finish Group – Sales and Letting Board Notices Scoping Document in line with comments received from Members and this will be circulated to all Councillors (except the Executive) requesting volunteers to form the Task & Finish Group. A decision on whether to proceed and if so, the membership of the Group will be made on 2 September;
- (3) the "Social Value in Procurements" report will be received 29 September;

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

- (4) "Health Scrutiny – the way forward" will be received 2 September;
- (5) "How the work on the Council's Health Strategy is progressing" will be received 2 September;
- (6) "Review whether current arrangements for Crime and Disorder Scrutiny" report will be received 29 September;
- (7) the Deputy Chief Executive (BH) will provide the dates of the LEP Board meetings to Committee Services so that the CWLEP update item on the Work Programme can be scheduled; and
- (8) the Task & Finish Group – Racing Club – Warwick, St Mary's Lands – Scoping Document can be removed from the Work Programme, having been superseded by the report coming forward to the 29 September meeting.

### **7. Executive Agenda (Non-confidential items and reports) – Wednesday 29 July 2015**

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 29 July 2015.

Item number 4 –Gypsies & Travellers –update on the progress of the Development Plan Document to allocate sites

The Committee noted the report.

(The meeting finished at 7.39 pm)



<b>Title</b>	Comments from the Executive
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>
<b>Service Area</b>	Democratic Services
<b>Wards of the District directly affected</b>	N/A
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No
<b>Date and meeting when issue was last considered and relevant minute number</b>	28 July 2015
<b>Background Papers</b>	Executive Minutes – 29 July 2015

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

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

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

## 1. **Summary**

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

## 2. **Recommendation**

- 2.1 The responses made by the Executive are noted.

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

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

## 4. **Alternative Option considered**

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

## 5. **Budgetary Framework**

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

## 6. **Policy Framework**

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

## 7. **Background**

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



**Response from the meetings of the Executive on Overview and Scrutiny  
Committee Comments – 29 July 2015**

<b>Items no.</b>	4	<b>Title</b>	Gypsies & Travellers – update on the progress of the Development Plan Document to allocate sites	<b>Requested by</b>	Whitnash Residents' Association (Independent)
<b>Reason considered</b>	Requirements on need and the legal requirement needs clarification.				
<b>Scrutiny Comment</b>	The Overview and Scrutiny Committee noted the report.				
<b>Executive Response</b>	The Executive agreed the recommendations in the report.				

**Performance:**

**1. What do the measures in the Service Plan tell you about the performance of the service at this point in the year?**

The service area is continuing to perform at a high level with regard to planning application performance with the number of planning applications determined within the statutory time scale remaining at over 90%. There also continues to be significant schemes submitted resulting in sustained high levels of fee income.

The proportion of planning applications submitted electronically continues at a high level approaching 90% and this has contributed towards the Council retaining the '*Smarter Planning Champion*' status.

The number of successful appeals against officer decisions remains at a consistent low level, together with the number of successful appeals against decisions where members have overturned officer's recommendations. This data is now included as a standing item on the planning committee agenda as an information and learning tool for officers and members.

The number of enforcement cases on hand throughout the year has increased from approximately 120 to 140 open investigations. This is partly as a result of staffing changes however it is anticipated that this number will continue to reduce over the coming weeks as the team beds down again.

A key area of work that has been undertaken within the last 6 months is the review and establishment of revised procedures to monitor section 106 agreement and contributions. This is essential to ensure that requirements and contributions are secured and undertaken/spent in an appropriate and timely manner. As a result an extensive spreadsheet which is publically available on the District Council's website has been prepared and is in use.

Whilst this remains a key area of work in progress, the benefits of this transparent and detailed approach to monitoring those requirements is already becoming clear.

Another significant project that is being undertaken is the introduction of a pre-application charging regime, the trialling of which will begin this autumn. To support this, we have started a free drop-in session to provide advice to members of the public who may wish to have some guidance on domestic

alterations before undertaking the costs of employing an agent and submitting an application.

The number of full land charge searches received in the year continues to be at a lower level than was previously the case, predominantly because more people are having personal searches done as they are quicker and cheaper. The Government is pressing ahead with proposals to move land charges to become the responsibility of the Land Registry in the next few years.

Building Control is now part of a joint service with Rugby and Daventry Councils. The cases across the joint service are remaining at a fairly constant level, which with strong competition from Approved Inspectors is positive. The scale and nature of the cases has marginally reduced, which has affected income, although figures to date do still demonstrate a profit due to the sharing of our resources. Building Control continues to receive positive feedback from clients responding to the customer satisfaction questionnaire, with a very high level of satisfaction, currently over 95% of our customers expressing that they are satisfied or very satisfied with the service. More performance data is now available covering Rugby and Daventry which enables us to monitor the whole new service better.

For Economic Development, market conditions have continued to improve and the vacant units we have reflect that condition. A number of lettings have been made recently which involve rent free periods to allow the tenant to upgrade the buildings. Retail occupiers in tertiary properties may be more vulnerable to changes and therefore there a risk of continued churn in certain properties. The 15/16 budget was overstated due to a number of voids, rent free periods and some changes. The projected income may vary by £70k, which has already been reported to Executive.

The Draft Local Plan was submitted for Inspection in January 2015. Following the hearings in May 2015 the Inspector concluded that the Plan would be found unsound and should be withdrawn. The Council has now agreed to write to the Inspector asking him to agree to a suspension of the Examination until March 2016, thereby allowing us time to address the concerns he has raised.

Regular portfolio holder reviews of the Contracts & Risk Register are undertaken with the Head of Development Services and management team.

Development Services also has a part time officer working solely on HS2, ensuring that the authority is fully engaged with the process, including petitioning, assisting areas that are significantly affected by HS2 to present their case. The Project Officer has been working closely with the Member Lead and Portfolio Holder on all matters arising from the proposals.

## **2. What actions do you intend to take based on the measures?**

Performance on planning applications and enforcement continues to be regularly discussed in team meetings. Although monitoring monthly data is important, longer term trend data provides useful information and we are continuing to build on and use this information. Officers have taken more responsibility for their case load and performance of the service. As said earlier, a mechanism for learning from appeal decisions continues. Pre-application charging is key to providing a good service for pre-application advice. The current approach is poor and under-resourced, causing more problems than it helps. The charging mechanism will provide additional staff to support this.

We have learnt that we need to regularly survey all our customers, ie. Committee, applicants and neighbours to developments, users of building control and estates.

We have reviewed the land charges service in terms of the cost of searches, as we are significantly more expensive than other authorities in the sub-region, and the number of personal searches are increasing (which is inevitable as they are cheaper and quicker). We are continuing to move towards a more streamlined electronic system of searches which will enable customers to undertake their own search on-line and are close to commencing the use of a self-service land charges kiosk in the Riverside House reception area. We will be one of a small number of authorities that has achieved this. Our fees have now been reduced in line with the actual cost of the service and as a result are as competitive as all other authorities in the sub-region.

On the Local Plan we have:

- Proposed a revised Local Plan timetable seeking to persuade the Inspector to agree to a period of suspension rather than withdrawal
- Reviewed the housing requirement evidence to ensure alignment with employment forecasts
- Worked closely with partner authorities in Housing Market Area to work towards a new Duty to Cooperate agreements
- Reviewed our approach to windfalls allowance
- Reviewed the 5 year housing land supply calculation
- Commenced site assessment work to enable additional sites to be allocated to ensure the housing requirement is met in full
- Reviewed the Infrastructure Delivery and have agreed to report on this to scrutiny every six months

The continued learning from Estates Management has resulted in improved working with Housing and Property Services on carrying out dilapidations surveys on our properties – these have reduced the cost of maintaining the non-operational estate. A number of systems are being reviewed to enhance the electronic performance of the service.

26 Hamilton Terrace showed the value of leveraging in external funding to assist in refurbishment and therefore letting of quality properties – particularly those that support sectors that WDC is interested in.

The service has learnt that we need to better articulate the expectation of flux in the level of income from the non-operational estate. There will always be changes in occupiers and rent levels depending on the state of the market and because of the nature of these changes (eg: 5 year leases), they are locked in for a period of time. This has the potential to create “dips” or peaks in income that cannot be immediately recovered/maintained.

As indicated above, the permanent arrangement for the joint service for Building Control is now in place and this will provide the resilience of the service needed in the future. As we continue to develop the joint service, we will have a consistent approach to performance management, and we will continue to explore opportunities for other work that can provide additional income such as fire risk assessments, structural surveys, EPC ratings etc.

The further embedding of the Risk Management process has resulted in improved & earlier identification of issues and their ramifications.

## **Risks**

### **3. Highlight any significant changes to the risks in your Service Plan and any actions that you intend to take to address the revised risks**

**Budget:** Officers have been involved in additional finance training throughout the year to ensure that there is a better understanding of the code of Financial Practice and that this is adhered to. This has resulted in better day to day budget monitoring, and an appreciation of the important of raising orders correctly and prior to invoices being received, an area that we previously performed poorly on.

**Procurement:** As part of the training stated above, officers are working closely with the Procurement team to ensure that procedures are improved, and there is a clear audit of how goods and services are procured. This is also a quarterly standing agenda item on the team meetings.

**Contract management:** this has been a challenging area for us as the information has not been held centrally until recently. Through a significant amount of work and scrutiny of the Contracts Register for the service area by Finance and Audit, the data held is now much clearer and has helped us as a service area understand what needs to be included in the Contracts Register. Again, this is a quarterly standing item on our team meetings.

Audits: We have had a number of recent audits which have all had a satisfactory rating. From the audit plans, officers are ensuring that these are implemented. Section 106 contributions will be having a further audit to ensure that the database is in place. Building Control will be part of an audit that will be looking at the shared service later in the year.

Risk Register: This is regularly reviewed for the service area and will be part of the Finance and Audit Scrutiny process at the end of September 2015. This is also a standing item on our team meetings.

## **Workforce Planning**

### **4. Highlight any significant changes to your Workforce Planning and any actions that you intend to take to address the revised plan**

Succession Planning: Historically, Development Services have had some difficult experiences with the lack of succession planning severely impacting on the service, and therefore we are trying to ensure that we have plans in place. Of course, we cannot plan for the unexpected, but recently there have been some good examples where the Principal Conservation Officer planned with officers a retirement programme, that allowed us to ensure that we had a continuous resource for this important area of work.

We are also training and developing staff to assist in their career development so that we will have staff able to step into more senior roles when they become available. As part of this, we have also started to change job descriptions so that officers are in more generic roles, for example planning officers become more flexible and are able to move between development management and planning policy, enabling us to move resource to where the need is most.

Skills, Training and Competency Needs: Officers are developing a service area training plan following on from staff appraisals, which will provide generic planning training as well as specialist planning training. However, budgets for training need to be better aligned to the requirements to develop staff to ensure that officers have the skills to do their job well. Basic awareness on child safeguarding is also identified for the service area.

Service changes: There are two service area reviews taking place over the coming months. This includes Building Control due to the need to revise the structure for the joint service. Whilst the three authorities have merged together, the structure needs adjusting to provide a more business focused and commercially aware service that can be competitive with the private sector. The other area is Economic Development and Regeneration and work has been progressing on assessing what our priorities are and how we manage all the other requirements and demands on this team, particularly where we are overlapping with other organisations.

## **Budget**

### **5. Highlight any significant changes to the budget pressures highlighted in the Service Plan and any actions required to address these changes**

Within the service plan, there are four budget pressures highlighted that are or need to be addressed during the year. First, the requirement to meet the reduction in the discretionary spend over a four year period has been challenging. This has now been identified but has resulted in stripping back all small budgets that provide basic provisions for the service, with Economic Development being the hardest area hit due to the non-statutory nature of some of the work. Any further reductions may result in the service area losing staff and will start to affect service delivery.

Secondly, the cost of defending appeals is very high as a result of the number and scale of the appeals. We have had a significantly high number of public inquiries on major proposals, two of which (The Asps and Gallows Hill) will have cost in the region of £50 – 80K each to defend, assuming there is no award of costs against the authority. Of course, many of the appeals are a direct consequence of not having a local plan in place. There is a direct correlation to the increased number of applications and fee income, which helps to offset some of the additional cost.

Thirdly, the additional work required due to the position with the local plan will require the Planning Reserves being topped up. There will be a need to carry out some short pieces of work to strengthen our evidence if the local plan continues to progress on the examination. Of course, if the Inspector decides not to agree to a suspension of the local plan and requires us to withdraw, the additional cost to refresh the work will be more significant.

Fourthly, we need to consider ways of retaining our current Building Control staff, who are often being approached by the private sector, due to the lack of qualified people in the industry. This will be part of the re-structure and review of the joint service which is commencing in September 2015.

The service area has recently taken on a consultant to assist in sourcing grant funding for projects, not just for development services, but for the whole organisation. This is in recognition of the reduction in financial resources in local government, and to explore opportunities to enable projects to be progressed and delivered. This resource is on a temporary basis to measure the output and ensure that it provides value for money. The budget allocated was £50K.

## Planned changes, work streams and projects

6. Highlight any work streams/projects that have been completed at this point and any significant changes or new work streams/projects expected during the year.

Project Name	Progress	Original Milestones	New Milestones
<b>Building Control</b>			
Establishing a permanent arrangement for the shared service	Complete	Implemented April 1 <sup>st</sup> .2015	
Establishing a new staffing structure for the shared service	Initial work underway	February 2016	
<b>Planning policy</b>			
Development of draft Local Plan	Submission January 2015	Submission originally to Council August 2014	Dependent on Inspector's response
Development of Warwick AAP	Policies now subsumed in Local Plan.  AAP abandoned	N/A	




Support Neighbourhood Plans	<p>9 neighbourhood plan areas have been designated</p> <p>1 (Whitnash) has completed its examination and is progressing towards referendum. 1 (Barford) is being examined.</p> <p>The remainder are under preparation</p>	On-going	First plans to be adopted by end of 2015?
Develop CIL Scheme	Draft CIL scheme prepared		Submission imminent if Local Plan examination continues
Gypsy and Traveller Site Allocations	Revised proposals being prepared in line with report to Executive in July 2015	Submission draft to Council in early 2015 (not achieved)	Potential for submission draft by end of 2015 subject to availability of preferred sites
HS2	Support being provided in terms of planning (officer now in post)	On-going	

Leamington AAP	Initial work commenced	Early 2015 (not achieved due to Local Plan delays)	Work to commence on AAP in early 2016
<b>Development Management</b>			
Develop pre-application charging service	Executive have agreed to progress the scheme following public consultation	Initial report to December 14 Executive	Implement scheme September 2015
Monitoring performance of determining planning applications	On-going	N/A	N/A
Customer satisfaction surveys	Work has progressed in some areas of the service	June 13	November 15
Review validation checklist	Work has progressed but further work is required.	July 13	December 15
Monitor S106 contributions including levy at 3% and provision of a database	In place – although set at 1% up to max of £30K	April 13	In place
Develop and implement training plan	Training plan being developed	June 13	Ongoing
Review the use of ICT systems	This is to improve the way we deliver services and to make us more	April 13 – this work is continuous	

	effective and efficient		
<b>Economic Development &amp; Regeneration</b>			
Review of Events Intervention and how it can be enhanced	Opportunity to review	Mar 15	In place
Development of Prosperity Plan	Prosperity Agenda taken to Executive to set out framework for action	To report	Review on-going with
Review, Development and delivery of town centre action plans	Renewed Progress made on Warwick and Kenilworth	On-going	N/A
Tourism Strategy Implementation	DMO launched Oct 13  Destination Management Plan launched May 2015	Adopted April 2015	In place  Implementation of DMP underway
Community Right to Bid	Procedures put in place to deal with bids.	Feb 15	Reviewed to assess best practice and case law. On-going
Update of Property Systems	Streamlining of procedures and electronic systems to increase	Sept 15	Delivery by 2016

	resilience		
Business Satisfaction Survey	To be done annually	October 2015	

 <b>Overview and Scrutiny Committee – 2 September 2015</b>		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>6</b></div>
<b>Title</b>	Review of the Work Programme & Forward Plan	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Democratic Services	
<b>Wards of the District directly affected</b>	N/A	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	28 July 2015	
<b>Background Papers</b>		

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

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

## 1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2015/2016 (Appendix 1) and of the current Forward Plan September to December 2015 (Appendix 2).
- 1.2 Appendix 3 is a report from the Health & Wellbeing Lead on the progress of the Council's Health Strategy.
- 1.3 Appendix 4 is the draft Scoping Document for the Sales & Lettings Board Task & Finish Group. The Committee will decide whether to proceed with this Task & Finish Group and if so will appoint members to the Group.

## 2. **Recommendations**

- 2.1 The report be noted;
- 2.2 Any amendments suggested at the meeting for the Work Programme, be made accordingly;
- 2.3 The Committee to identify any future Executive decisions to be made, or future policies to be adopted, which members wish to have an input into before the Executive take the decision, and either:
  - 1. nominate one member to investigate that future decision/policy and report back to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
  - 2. request an officer report to be submitted to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
- 2.4 The Committee will resolve whether or not to proceed with the Task & Finish Group on Sales and Lettings Boards, and if so, will draw up a list of Group members from the names of volunteers announced at the meeting.

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

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

#### 4. **Policy Framework**

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

#### 5. **Budgetary Framework**

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

#### 6. **Risks**

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

#### 7. **Alternative Options Considered**

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

#### 8. **Background**

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

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

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

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

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

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

- 8.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.
- 8.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.
- 8.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.
- 8.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.



**Overview and Scrutiny Committee  
Work Programme 2015/2016**

**2 September 2015**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account – Development Services	30 June 2015	Report / Q & A	Councillor Cross			Annually
Health Scrutiny – the way forward (see O&S Minutes 30 June 2015 for details of the briefing required.)	Mandatory	Briefing	Richard Hall / Rob Chapleo			
How the work on the Council’s Health Strategy is progressing & what opportunities there are for Members to help influence this	O&S 30 June 2015	Report	Rob Chapleo			
Task & Finish Group – Sales & Lettings Board Resolve whether to go ahead with the work	O&S 28 July 2015	Part of the Work Programme Report	TBC	To be decided 2 September 2015	Each meeting until completed	

**2 September 2015 (continued)**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Leisure Options – To discuss whether further scrutiny is necessary	O & S 28 July 2015	Briefing (in advance of the report to Executive in November) to run through the assumptions (e.g. on future demand, future alternative provisioned and outside the district etc) that will underpin the analysis of each option.	Rose Winship / Pdraig Herlihy			

## 29 September 2015

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account – Cultural Services	30 June 2015	Report / Q & A	Councillor Gallagher			Annually
Review whether current arrangements for Crime and Disorder Scrutiny continue	Mandatory	TBA	Richard Hall / Pete Cutts		TBA – see O&S Minutes 30 June 2015 on report requirement and the officers/councillors to attend meeting	
Social Value in Procurements & what is happening about this in the Council.	November 2013	Report	Mike Snow			
Overview of St Mary's Lands and the relevant issues that have occurred.	O & S 30.6.15	Written report.	Chief Executive			

**3 November 2015**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		November	Annually
Holding Portfolio Holders to account - Finance	30 June 2015	Report / Q & A	Councillor Whiting		3 November 2015	Annually
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		1 December 2015	
Housing – Adaptations for people with disabilities – to consider whether to set up a Task & Finish Group to streamline the assessment process	Suggestion made by Councillor Mrs Falp – O & S 8 April 2015	Verbal Briefing	Andy Thompson			

**1 December 2015**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		9 February 2016	
Holding Portfolio Holders to account – Housing & Property Services	30 June 2015	Report / Q & A	Councillor Philips		1 December 2015	Annually

**12 January 2016**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account – Neighbourhood Services	30 June 2015	Report / Q & A	Councillor Shilton		12 January 2016	Annually
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke		April 2016	Every three months

**9 February 2016**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		5 April 2016	
Holding Portfolio Holders to account – Health & Community Protection	30 June 2015	Report / Q & A	Councillor Grainger		9 February 2016	Annually

**8 March 2016**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Mobbs		8 March 2016	Annually

## 5 April 2016

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
End of Term report	Mandatory	Written report	Committee Services		5 April 2016	
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		Next O & S Meeting following: 23 May, 25 July, 10 October, 28 November	
Children’s Champions – End of Year Report	Council recommendation	Written report	Bill Hunt and Member Children Champions		April/May 2016	
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke		April 2016	Every three months

**Date to be Agreed 2015/2016**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Review of Taxi Token Scheme – See Health Scrutiny Minutes October 2014 and November 2014	Health Scrutiny Sub-Committee October and November 2014	TBA	TBA		TBA	Deferred until the arrangements for Health Scrutiny have been agreed.
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber		TBA	Quarterly update once the Local Plan has been agreed.
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available





## Appendix 2 - FORWARD PLAN Forward Plan September 2015 to December 2015

**COUNCILLOR ANDREW MOBBS  
LEADER OF THE EXECUTIVE**

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

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

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

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

**(730)**

### Section 1 – The Forward Plan September 2015 to December 2015

Topic and Reference	Purpose of report	If requested by Executive –date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
<b>3 September 2015</b>						
Assets Review by the LLP (Ref 721)	Part A and B reports		Executive 29/07/15 03/09/15	25/08/15	Duncan Elliott Cllr Cross	
HRA Stock Condition Survey (Ref 722)	Sets out the rationale for procuring a condition survey of the housing stock and investing in associated technology.		Executive 29/07/15 03/09/15	25/08/15	Matt Jones Cllr Phillips	
Proposed Creative Quarter (Ref 720)	Soft market testing		Executive 03/09/15	25/08/15	Duncan Elliott Cllrs Cross, Mrs Gallagher and Mobbs	Potential Developers / soft market testing
Sustainable Community Strategy & Fit For the Future Updates and Service Area Plans 2015/16 (Ref 724)	To propose amendments to the Sustainable Community Strategy & Fit For the Future programme of work and approve the Service Area Plans for 2015/16.		Executive 03/09/15	25/08/15	Andrew Jones Cllrs Mobbs & Coker	

RCW / Cadets Rent issue (Ref 713)	To update on the current position		Executive 29/07/15 03/09/15	25/08/15	Chris Elliott Cllr Mobbs	
<b>30 September 2015</b>						
Fees and Charges (Ref 697)	To propose the level of fees and charges to be levied from 2 <sup>nd</sup> January 2016		Executive 30/09/2015	22/09/15	Andy Crump Cllr Whiting	
Air Quality Action Plan 2015 (Ref 716)	To update and replace the Air Quality Action Plan 2008		Executive 30/09/2015	22/09/15	Grahame Helm Cllr Mrs Grainger	DEFRA, Environment Agency, Highways England, WCC, Neighbouring councils, community groups
Aids and Adaptations (Ref 726)	To consider a report on the future delivery of housing aids and adaptations services – HEART		30/09/15	22/09/15	Andy Thompson Cllr Phillips	None
Multi-storey car park update (Ref 728)	To consider a report on the structural repairs and refurbishment requirements of our multi-storey car parks		30/09/15	22/09/15	Gary Charlton Cllr Shilton	-
Becoming a Dementia Friendly Council (Ref 714)	To consider a report from Health and Community Protection		Executive 29/07/15 03/09/15	25/08/15	Rob Chapleo Cllr Mrs Grainger	
Strategic Opportunity Proposal	To update Members on the current position. <b>It is anticipated that this report</b>		Executive 03/09/15 30/09/15	22/09/15	Chris Elliott Cllrs Mobbs,	The Local Plan proposals have been subject to a number of public

(Ref 712)	<b>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)</b>				Coker, Phillips, Whiting, Cross & Gallagher	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 to Executive in October 2014 re Council Housing Programme; Report to Executive in November 2014 re Sports and Leisure Review.  Reports to Council and Executive January & March 2015 re: SOP
Review of Service Area Plans 2014/15 (Ref 725)	To review the Council's performance as against the Service Area Plans for 2014/15.		Executive 03/09/15 30/09/15	25/08/15	Andrew Jones Cllrs Mobbs & Coker	
Tenants Incentive Grant Scheme	To approve a revised Policy (Moved because of reason 3 Waiting for further information)		Executive 29/07/15		Jacky Oughton Cllr	

(Ref 687)	from another body)		03/09/15 30/9/2015	22/9/2015	Phillips	
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings. (Moved Reason 6 Seeking further clarification on implications of report)		5 November 2014 Executive (03/09/15)	22/9/2015	Bill Hunt Cllrs Coker & Mobbs	
HQ Relocation (Ref 719)	Part A and B reports		Executive 30/09/15	22/9/2015	Duncan Elliott Cllr Mobbs	
Land at rear of Albion Street, Kenilworth (730)	This concerns access over WDC land <b>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)</b>		Executive 30/09/15	22/9/2015	Chris Makasis Cllr Phillips	
Future Delivery of Housing Aids and Adaptations Services - HEART			Executive 30/09/15	22/9/2015	Andy Thompson Cllr Phillips	

## 4 November 2015

Leisure Development Programme (Ref 688)	To seek approval on the next stage of the programme on investment and management options Delayed from 09/15 – Reason 3		<del>30 September</del> Executive 04/11/15	27/10/2015	Rose Winship Cllr Mrs Gallagher	Background Exec 05/11/14
Budget Review Q2 (Ref 698)	To report expenditure for current year and update financial projections		Executive 04/11/15	27/10/15	Jenny Clayton Cllr Whiting	
Supporting People Grant Changes (Ref 674)	To provide an update on the outcome of the Supporting People Funding consultation and its effect on Warwick District  (Moved Reason 2- Waiting for further information from a Government Agency)		<del>Executive</del> 11 <sup>th</sup> February 2015  Executive 04/11/15	27/10/15	Jacky Oughton Cllr Phillips	
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company		Executive 04/11/15	27/10/15	Andy Thompson Cllr Phillips	Executive report March 2015 – Establishing a Council Development Company for Warwick District
Procurement of Corporate Energy Supplies			Executive 30/09/15	22/9/2015	Andy Thompson Cllr Phillips	
Future Delivery of Repairs and Maintenance to Council-owned			Executive 30/09/15	22/9/2015	Matt Jones Cllr Phillips	

Homes						
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<b>2 December 2015</b>						
Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Executive – <del>11<sup>th</sup> March</del> 2015 Executive – 02/12/15	24/11/15	Abigail Hay Cllr Phillips	TBC
General Fund Budgets 2016-17 to include Budget Review for the current year (Ref 699)	To consider the following year revenue budgets for the General Fund		Executive – 02/12/15	24/11/15	Marcus Miskinis Cllr Whiting	
HRA Budgets 2016-17 (Ref 700)	To consider the following year revenue budgets for the HRA		Executive – 02/12/15		Mark Smith Cllr Whiting	

**Section 2 Key decisions which are anticipated to be considered by the Council between January 2016 and March 2016**

Topic and Reference	Purpose of report	If requested by Executive –date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
<b>13 January 2016</b>						
HRA Business Plan Review			Executive 13/1/15	6/1/2015		
<b>10 February 2016</b>						
<b>9 March 2016</b>						



## 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
Health Strategy (Ref 576)	To update members on the formulation of the Council's Health Strategy, following the return of Public Health to local authorities  (Moved March 14 Reason 3)	<del>Executive 12 March 2014</del>  TBC	Rob Chapleo  Cllr Mrs Grainger	The strategy will need to take into account the approach of the new administration and County Health & Wellbeing Strategy		
Cleaning Services (Ref 659)	To approve a revised way of delivering the Cleaning Services to Council buildings.	<del>14<sup>th</sup> Jan 2015</del> <del>Executive 11<sup>th</sup> March 2015</del>  2 February 2015  2 March 2015	Jacky Oughton Cllr Phillips	Moved from January – Reason 5 – pending further legal advice on implications of report		

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

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
<b>23 September 2015</b>						
Statement of Accounts 2014-2015 (Ref 701)	To formally approve the Council's statutory accounts 2014/15		Council 23/09/15		Marcus Miskinis Cllr Whiting	
<b>30 September 2015</b>						
Significant Business Risk Register (Ref 729)	To inform members of the significant risks to the Council		Executive 30/09/15	22/09/15	Richard Barr Cllr Whiting	
<b>4 November 2015</b>						

Delayed reports:


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

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

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

**The forward plan is also available, on request, in large print on request, by telephoning (01926) 353362**



 <b>Overview &amp; Scrutiny</b> <b>02 September 2015</b>		<b>Agenda Item No. 6</b>
<b>Title</b>	<b>Appendix 3 - Health Strategy Progress</b>	
<b>For further information about this report please contact</b>	Rob Chapleo, Health & Wellbeing Lead ext 6707	
<b>Wards of the District directly affected</b>	All	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	Overview & Scrutiny Committee 30 June 2015 Minute 11	
<b>Background Papers</b>	Nil	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality Impact Assessment Undertaken</b>	Yes
<b>Health Impact Assessment Undertaken</b>	Yes
This report addresses the Council's impact on health throughout its activities.	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	20.8.15	Andy Jones
Head of Service	19.8.15	Richard Hall
CMT		
Section 151 Officer	20.8.15	Mike Snow
Monitoring Officer	20.8.15	Andy Jones
Finance	20.8.15	Mike Snow
Portfolio Holder(s)	19.8.15	Moira-Ann Grainger
<b>Consultation &amp; Community Engagement</b>		
<b>Final Decision?</b>		Yes
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1 **SUMMARY**

The purpose of this report is to respond to Overview & Scrutiny Committee's request for a report 'detailing how the work on the Council's Health Strategy is progressing and what opportunities there are for members to help influence this'.

## 2 **RECOMMENDATION**

- 2.1 That the report be noted.
- 2.2 That future progress and performance be monitored by a process agreed by the Overview & Scrutiny Committee.

## 3 **REASONS FOR THE RECOMMENDATIONS**

- 3.1 The objectives of the former Health O&S Sub-Committee were:
  - i. promoting Health & Wellbeing in its community;
  - ii. promoting Health & Wellbeing in its workforce; and
  - iii. as a scrutiny body for the local activities and performance of NHS bodies located within the District of Warwick and in other areas of Warwickshire, in liaison with the County Adult Health & Social Care Overview and Scrutiny Committee. (Executive 9 April 2015 minute 154 (7).)
- 3.2 In order to assist the committee in its scrutiny arrangements, the powers will include capability of inviting individuals and organisations to present evidence on particular health issues. Every meeting agenda will make provision for the involvement of the Voluntary Sector, and of Public Health Warwickshire, representatives of which will be called upon to attend and speak. (Executive 9 April 2015 minute 154 (8).)

## 4 **BACKGROUND**

- 4.1 These arrangements are the product of joint County Council/District Council working since the conferment of health scrutiny powers on, and the institution of Health & Wellbeing Boards within local authorities.
- 4.2 The Health & Wellbeing Action Plan is the chief method by which performance against the full strategy will be monitored. However, it is expected that Members will appreciate a dashboard of progress on the major initiatives. Part of the programme will be to develop SMART targets and performance against them eg number of staff briefed on dementia against a target of 250 in the 2015/16 year. See Appendix.

## **Appendix**

ONGOING PROJECTS - 2015/16

### **Promoting Health & Wellbeing in its community**

Maximising the involvement of the Community and Voluntary Sector.

Members to be briefed in the principles of health impact assessment

Reporting Officers to be briefed in the principles of health impact assessment

Reporting Officers to consider health implications in all schemes

Planning officers involved in health considerations of proposals

~20 staff trained in Making Every Contact Count – increased alertness to client health issues and signposting to expert health services. Potential for Members to undertake similar training.

Dementia- friendly community - 30 staff briefed on the issues of Dementia.

Ongoing work to make Riverside House reception and facilities acceptable to people living with Dementia.

Pursuit of membership of the Dementia Action Alliance

Establishment of a network of Departmental Health Champions to assist the dissemination of the health culture throughout the organisation.

Discussions with training provider to brief our licensed taxi drivers on the issues for people living with dementia.

Negotiations with training provider on the recognition and tackling of Mental Health issues amongst staff.

Signatory and front-line provider of Smoke-Free environments and enforcement

Work towards cascade training of Health Champions in Health Walk leadership.

Year on year grant aid of community schemes to advance the health objectives. Evaluation of proposals, monitoring and payment of sums from the 'Healthy Warwick' pot made up of contributions from WDC, CCG and Public Health.

Participation in the County Food for Health Initiatives.

Successful bid to Public Health, jointly with Warwick Hospital to established two measured mile walking routes for staff, public and patients.

Contribution to Warwick Hospital's 'Edible Garden' initiative.

Maintenance of a watching brief for sources of funding and subsidy of WDC health projects

Use of regulatory powers to pursue public health objectives

### **Promoting Health & Wellbeing in its workforce**

Work with HR towards achievement of Public Health England's Workplace Wellbeing Charter  
- ready for first audit in September

Policies checked and a Health & Wellbeing Culture well on the way to being established.

Information on intranet, drop-in sessions, physical activity opportunities,

Global Corporate Steps Challenge for Members and Staff, Bowls England Corporate Challenge

Health-focussed presentations and activities in, and associated with, the Pump Rooms and Museum.

Recognition of the health benefits of leisure and cultural activities.

Participation in the GP Exercise Referral and Weight Management County Projects.

Annual influenza vaccination scheme established.

Work towards well person annual assessments involving, for example, blood pressure, diabetes and prostate screening.

### **As a scrutiny body for the local activities and performance of NHS bodies located within the District of Warwick etc..**

Any area for further consideration and development following Council elections.



**Scrutiny Review Outline**

<b>Review Topic</b>	<b>The Impact of For Sale &amp; Letting Boards</b>
<b>Working Group Members</b>	To be confirmed
<b>Key Officer Contact</b>	To be confirmed
<b>Officer Support</b>	To be confirmed
<b>Rationale</b>	<p>In Autumn 2014, councillors in Leamington were approached by local residents and the Leamington Society concerning the unsightly proliferation of estate agent letting boards at certain times of year and in certain locations in the town.</p> <p>There has subsequently been significant media coverage on this topic from Leamington Courier and Observer and BBC Coventry &amp; Warwickshire radio.</p> <p>There are other councils that have successfully adopted a Regulation 7 Direction of the Town &amp; Country Planning Act which restricts for sale and letting boards in specified localities.</p> <p>If the council finds a satisfactory resolution to this problem, it will clean up certain parts of the District and in particular Leamington and would be popular with settled and student residents.</p> <p>Any restrictions on letting boards will not have an adverse effect on estate agent and letting agents' trade.</p>
<b>Purpose/Objective of Review</b>	<p>The objectives of this review are to:</p> <ul style="list-style-type: none"> <li>• Determine the scale of the problem and those areas where the issue is problematic</li> <li>• Significantly reduce the number of unwanted letting and for sale boards in the District, in particular in parts of Leamington</li> <li>• Provide guidance to letting and estate agents</li> <li>• Create a more effective approach to enforcement</li> </ul>
<b>Scope of the Topic</b>	<ul style="list-style-type: none"> <li>• Assess the current provision for regulating letting and for sale boards and correct arrangements for enforcement</li> <li>• Determine if there are areas where a different regulation and/or enforcement regime is required</li> <li>• Determine if Regulation 7 Directions are appropriate and if so, for which areas</li> <li>•</li> </ul>
<b>Indicators of Success</b>	<ul style="list-style-type: none"> <li>• Control of Letting Boards in key areas particularly in Leamington</li> <li>• Robust guidance offered to estate agents</li> <li>• Enforcement of existing and future regulations</li> <li>• If considered appropriate, a successful application to the Secretary of State for a Regulation 7 Direction of the Town &amp; Country Planning Act</li> </ul>

	<ul style="list-style-type: none"> <li>• Approval of proposals by Executive/Council</li> </ul>
<b>Specify Evidence Sources</b>	<ul style="list-style-type: none"> <li>• Briefing document – see appendix A</li> <li>• Guidance from Secretary of State</li> <li>• Experience of other councils that have imposed a Regulation 7 Direction</li> <li>• Existing estate and letting agencies' policies and voluntary codes</li> <li>•</li> </ul>
<b>Specify Witnesses/Experts</b>	<ul style="list-style-type: none"> <li>• WDC planning officers and town centre development officers</li> <li>• Officers or members from councils that have adopted a Regulation 7 Direction</li> <li>• Other experts as appropriate</li> </ul>
<b>Specify Site Visits</b>	Leamington north and south town and other locations as appropriate
<b>Consultation with Stakeholders</b>	<ul style="list-style-type: none"> <li>• Portfolio holder</li> <li>• Letting agents</li> <li>• The Leamington Society</li> <li>• Residents in selected locations</li> <li>• University of Warwick Students Union</li> <li>• Other stakeholders as appropriate</li> </ul>
<b>Level of Publicity</b>	WDC press release when a result is determined
<b>Barriers/dangers/risks</b>	None identified
<b>Projected Start Date</b>	<b>Draft Report Deadline</b>
<b>Meeting Frequency</b>	<b>Projected Completion Date</b>
<b>Date to evaluate impact</b>	
<b>Methods of tracking / Evaluating</b>	

## Appendix A

### Briefing Note

#### Restrictions on Letting Boards in areas of Royal Leamington Spa

The purpose of this briefing note is to explain to Members the position regarding the proliferation of letting boards and the concerns expressed from residents about the impact they have on their areas, and to explore the options available to the Council in controlling such advertisements.

Letting Boards are classed as a type of advertisement and are regulated by the Local Planning Authority under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. However, letting boards are a class of advertisement that benefits from 'deemed consent' and does not require express consent.

Under the regulations estate agents and landlords are allowed to put boards up advertising the property providing that they meet conditions. Where these conditions are not met, enforcement action can be taken which can be time consuming particularly if the breach allegedly relates to the board not being removed after a let. In some cases, landlords legitimately argue that one room in the property is still vacant and therefore they are permitted to retain the board.

The National Planning Policy Framework sets out the Government's planning policies for England. The Framework states that before a direction to remove deemed consent is made for specific advertisements, local planning authorities will be expected to demonstrate that the direction would improve visual amenity and there is no other way of effectively controlling a particular class of advertisement.

Over the last year or more, there have been a number of residents and organisations that have raised concerns regarding the proliferation of letting boards in parts of Leamington town and the impact they have on the environmental quality of the area. Residents believe that the boards are being left at properties for a considerable time after the properties have been let as it is an opportunity for them to advertise the letting agent. The impact of the boards causes a negative impact on the visual amenity and public safety of the area. In areas of high student population, a large number of boards high-lights the fact that there is likely to be a higher number of laptops and other high value electronic goods and due to their housing arrangements are an easier target for thieves. Controlling letting boards would ease to identify vacant and student occupied properties and help reduce crime. In terms of visual amenity, the areas of concern are primarily terraced streets with small or no front garden areas, providing streets with long views, inevitably creating more of an impact.

As Members will be aware, an Article 4 direction and policy controlling the concentration of houses in multiple occupation is already in place, due to the concern regarding clusters of student accommodation and the impact they have on areas of the town.

Officers have written to the letting agents and have visited them to reinforce the regulations by advising them of the need to remove boards within fourteen days of the property being let, but co-operation has been limited. As a consequence of this and in discussion with the Leamington Society, who have taken a particular interest in the topic, officers have explored what other authorities have done to deal with the same issue. Some of the key issues faced are:

- Difficult to police as the regulations allow the let board to stay in situ until 14 days after the let has been agreed
- We would need to constantly drive around the district to identify those that have been left for more than 14 days
- Demonstrating it is expedient to take action- harm to amenity or public safety
- Burden of proof in respect of prosecution, clear dated photos to show the display let agreed for more than 14 days.
- Reliant on the public to monitor when lets have been agreed.
- Where there are more than one let in the building, agents are entitled to keep the board up until all lets are agreed

Therefore, the options considered are as follows:

Option 1: Do nothing.

Clearly, doing nothing is not an option due to the concerns expressed above.

Option 2: Voluntary code.

Experience from other authorities is that having a voluntary code has only a small degree of success as a number of agents do not sign up to the code. There is no incentive for them to do so.

Option 3: Restriction on Letting Boards through the use of Regulation 7

Lettings could be restricted with a ban on boards between October and January unless they have express consent. This is the period of the year when the impact is at its most intense.

Option 4: Complete ban unless they have express consent with a Regulation 7 direction in place.

This would ensure that restrictions were in place to control the number of boards as they would require express consent. However, before any decision is taken to progress this option, there is a significant amount of further evidence gathering necessary. It would therefore, be appropriate to set up a working group with residents, members and officers to ensure that consultation is carried out with all stakeholders, such as residents, community groups, landlords, letting agents, and the police.

Conclusion:

Officers are of the view that a working group should be formed, which will undertake further research and consultation to understand the views of all stakeholders. The outcomes will then be reported to Members to identify the way forward.

Tracy Darke  
Head of Development Services  
28 Jan 2015

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