

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 2 April 2019 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Ashford, Boad, Mrs Cain, Davison, Mrs Hill, Naimo, Parkins, Shilton and Weed.

Also Present: Councillors Grainger, Phillips and Thompson.

93. Apologies and Substitutes

- (a) Apologies for absence were received from Councillor D'Arcy.
- (b) Councillor Ashford substituted for Councillor H Grainger, Councillor Mrs Hill substituted for Councillor Mrs Redford and Councillor Weed substituted for Councillor Bromley.

94. Declarations of Interest

Minute Number 99 – HEART Service Progress Report

Councillors Mrs Falp and Shilton both declared an interest part-way through discussions on this item when the subject of funding from Warwickshire County Council was raised because they were Members of the County Council.

95. Minutes

The Minutes of the meeting held on 5 February 2019 and 5 March 2019 were taken as read and signed by the Chairman as a correct record.

96. Work Programme, Forward Plan & Comments from Executive

The Committee considered its work programme for 2019 and the Forward Plan.

Resolved that:

- (1) the membership of the Health Scrutiny Subcommittee will be decided on 29 May 2019 instead of July 2019; and
- (2) the responses made by the Executive on the Comments from the executive Report (Appendix 2) be noted.

97. Increased Litter Bin Provision – report back to show how well the scheme has been received and results

The Overview & Scrutiny Committee considered a report from Neighbourhood Services which gave an update on the progress made with the additional litter bin collection team, additional cleansing to our destination parks and the installation of the new litter bins.

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In response to questions from Members, the Contract Services Manager and Councillor Grainger, the Portfolio Holder, Neighbourhood Services, explained that:

- A list of bin collections by Ward would be circulated to Councillors.
- It was still possible to request more bins, and where necessary, it was still possible to squeeze more collections onto the rota.
- When it came to the new contract, once the additional frequencies of collections were specified, this should be met because contractors would benefit from economies of scale, which would then benefit the Council. The Council would not be looking to reduce the service.
- The specification of the street cleansing contract should be ready June/July time but officers had until September to finalise the specification to cover any area that needed more work.
- There were no resource issues anticipated at the contractors, which had committed to the additional resources.
- There was a different collection frequency for events. The organiser was responsible for sorting the waste collection service.
- The Council was dealing with known areas where people were known to dump their household waste in public bins. The fly tipping team would check to identify offenders.

Resolved that the progress made with this project is noted.

(Councillor Grainger left the meeting.)

98. **Executive Agenda (Non-confidential items and reports) – Wednesday 3 April 2019**

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 3 April 2019.

Item 4 – Employer’s Agent for New Housing Programme

Councillor Phillips, Portfolio Holder – Housing undertook to submit a revision to the wording of the Housing Revenue Account (HRA) amendment that would address the concerns raised by the Overview & Scrutiny Committee so that the Employer’s Agent ensured that these new homes met the required standards regarding performance-in-use measures of energy efficiency, lifetime homes and renewable energies. Councillor Davidson had supplied a form of wording which Councillor Phillips agreed he could use to base the revision as follows:

Councillor Davidson’s suggested wording:

The Council is currently developing “a Plan to incorporate in new-builds funded through the Housing Investment Programme improved housing standards, in-use performance standards (such as identified by the Sustainable Development Foundation), lifetime homes standard and renewable energy installations.” Consequently, the Employer’s Agent would need to demonstrate experience and expertise in these areas, so that the new homes would be built in accordance with these standards and performance monitored.

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99. HEART Service Progress Report

The Committee considered a report from Housing Services which detailed the current operational and financial performance with the countrywide Home Environment Assessment & response Team (HEART) shared service.

In response to questions from the committee, Councillor Phillips, Portfolio Holder, Housing, the Head of HEART Services and the Private Sector Housing manager, explained that:

- The reason for the 60 days being taken in the south for telephone assessment to face to face assessment (all cases) as detailed at page 20 of the report for the Disabled Facilities Grant (DFG) Stage Times was because at that time there were staffing shortages. Resources in the team had now been increased with agency workers to do more assessments and that figure was reducing and the current figure would be approximately 50 days; further decrease was anticipated.
- Reasons for the increase in demand for the service was better working with partners and capital money had increased over the years. The Council was quick to tell people that money was available.
- The Government DFG allocation had increased substantially, as shown on page 4 of the report (point 5.4).
- The HEART Service was relatively new and staff were still learning and improving. Demand and money had increased. Overall, the service was going well. The first year had been very challenging but the service was improving steadily.

Councillors felt that the information shown on the tables in the report did not show how efficient the service was, for example, how long it took to install a stair lift. Officers explained that figures were kept of "end to end" times and they tried to identify where problems occurred, but some of the issues were external and outside the Council's control, for example, the customer going away on holiday or into hospital. Officers stated that the management information on where delays occurred was available but it was not presented in the report.

Resolved that the report be noted.

(Councillor Phillips left the meeting.)

100. Children's Safeguarding: Improvement Action Plan Update

The Committee considered a report from the Head of Housing Services detailing annual progress in respect of Children's Safeguarding Improvement Action Plan, detailed at appendix 1 to the report.

Councillor Parkins, one of the Champions, suggested to the Committee that the name of the role should change to take into account the widening remit of the role, dealing with vulnerable people which included adults as well as children.

The Deputy Chief Executive (BH) advised Members of the process to appoint Champions and asked the Principal Committee Services Officer to

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inform the relevant officer to initiate the change to the name of the role. He did not foresee an issue with this.

Resolved that

- (1) the updated Improvement Action Plan is noted;
- (2) a new action plan should be drafted which takes account of both children's and adult's safeguarding, and which is both monitored and refreshed annually;
- (3) the name of the role is changed to Children's and Adults' Safeguarding Champion; and
- (4) two Champions should be appointed for 2019/20.

101. Briefing Report: Vision & Strategy for Leamington town centre annual update and progress on Action Plan

The Committee considered a briefing note from Development Services which provided an annual update of the actions contained in the Action Plan that was included as part of a "Vision & Strategy for Leamington town centre" that had been approved by the executive in March 2018.

The Policy & Projects Manager explained that originally the report was scheduled to go to the March 2019 meeting, but because of a packed agenda, the report was delayed until April. Consequently, the information in the report was current as at March 2019.

In response to questions from Members, the Policy & Projects Manager explained that:

- It was hoped to improve the area between the Railway Station and Leamington town centre, but as yet, the mechanism to achieve this had not been identified. Opportunities could present as a result of the Commonwealth Games and the Creative Quarter Project. Additionally, CIL money was available to help fund the way marking project. CIL money was due to arrive this year, but it might not all be available until the end of the year. This would be £70,000 for Leamington town centre for way marking.
- Phase 1 Station Approach project had been completed; Phase 2, which would include a new car park would be in November 2019.
- Officers would be guided by Councillors and Group Leaders on the value of re-forming the Member Reference Group for Vision & Strategy for Leamington town centre.
- If required, an area action plan for Leamington town centre would be drafted, which would draw together the aspirations of the Creative Quarter and the Leamington Town Centre Neighbourhood Plan and address any gaps in these.
- The "thriving town centre theme" in the Action Plan was there to ensure policies were in place to support a mix of key town centre uses. The Policy & Projects Manager would be meeting with the Head of Development Services the following week to consider some of the

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lessons that could be learnt, particularly with the shopping park decision. The Council tried to strike a practical balance between retaining shops in A1 use and recognising the realities that were required to be flexible and respond to the diverse types of uses required of a town centre now.

Resolved that

- (1) another report be given in 12 months' time; and
- (2) the progress that has been made on the Leamington Town Centre Vision & Strategy since it was approved by the Executive in March 2018, be noted.

102. Role of the Chairman of the Council – Task & Finish Group

The Committee considered a report from the Task & Finish Group – Role of the Chairman of the Council, which brought forward recommendations from this group. The membership of the Group was Councillors Ashford, Mrs Knight and Margrave.

In response to a question from Councillor Shilton, the Democratic Services Manager & Deputy Monitoring Officer explained that the gifts that had been presented to Chairmen over the years would be displayed so that they would be more accessible to the public, which they were not currently. Additionally, they would be given context so that it would be clear when, where, why and by whom they had been presented.

A conversation had taken place with the proposed next Chairman about the report and it had been agreed with him to monitor the effect of the changes as recommended in the report over the next 12 months to see if changes were required.

Resolved that

- (1) the proposed revisions to Article 5 of the Constitution as set out at Appendix 3 to the report are supported;
- (2) the current budget for supporting the Chairman is appropriate but that in light of the underspend on their allowance over each of the last four years, this be reduced by £1500 per annum is accepted;
- (3) in the event of relocation to a new HQ, a room is not dedicated solely for the chairman's use, but a suitable room be made available to the chairman for use when inviting guests or meeting with staff is recommended;

(WD)

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- (4) the updated guidance/protocol for leading on events as set out at Appendix 7 to report is welcomed;
- (5) a review of the current civic gifts with the Chairman's office will be undertaken with a view as to how these can be made more publically accessible or if appropriate disposed of is noted;
- (6) the purpose and arrangements for the annual meeting be reviewed, including who is invited and the new Chairman reports on this to Council by no later than November 2019 is recommended; and
- (7) a report is brought back to Scrutiny in July 2020, by officers in liaison with the Chairman of the Council and Chairman of the Overview & Scrutiny Committee, that reviews the impact of these recommendations, if they are agreed by Council.

103. 2019 Councillor Training Plan

The Committee considered a report from Democratic Services which set out the agreed Councillor Induction Programme for after the May 2019 election.

Resolved that the agreed Councillor Induction Programme for after the May 2019 Warwick District Council election, as set out at Appendix 2 to the report is noted.

104. To review membership/participation with certain Outside Appointments

The Committee considered a report from the Deputy Chief Executive and Monitoring Officer which detailed the appointments for 2019/2020 to be made of councillors representing this Council on Outside Bodies. It also detailed the appointment of Champions. These appointments would be agreed at Council.

Resolved that

- (1) the recommendations for outside appointments 2019/20, as set out in Appendix 1 to the report, to be agreed by Council in May 2019, be noted;
- (2) the Council's Champion appointments, as set out in Appendix 2 to the report, be noted;
- (3) that a change be made to this Council's Constitution with regard to Outside Bodies be recommended to Council as follows:

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"Representatives are expected to act corporately and are authorised to advise the respective bodies of the Council's policy position and make requests to the appropriate Portfolio Holder if new Council policy might be appropriate.

Most Outside Bodies operate using their own Boards which determine their terms of reference. Council representatives will be expected to work within the framework of the body upon which they are serving. A report will be submitted to the budget setting meeting of Council in February each year."

; and

- (4) it is recommended to Council that the name of Children's Champions be changed to Children's and Adults' Safeguarding Champions.

(Councillor Thompson arrived at the meeting during this item.)

105. Health and Community Protection Review

The Committee considered a report from Health & Community Protection which brought together details of performance relating to the Health & Community Protection Portfolio.

In response to questions, the Portfolio Holder – Health & Community Protection, Councillor Thompson, the Head of Health & Community Protection and the CCTV Manager explained that:

- The District had a very high proportion of Euro 6 buses operating compared to other areas. Euro 6 buses were the cleanest buses in respect of low emissions currently available.
- In respect of Crime and Disorder, the figure of 479 numbers of arrests from CCTV information actually referred to arrests made when Police were directed to the incidents whilst CCTV observation was in progress by the operator. The Council was not informed if arrests were made after CCTV evidence had been captured but Police had been unable to attend whilst observation was in progress.
- Information could be provided on the number of hours of CCTV footage Police asked to view in future reports.
- Your Town/Your Choice – there had not been any events during the year. They were no longer being delivered because they were becoming ineffective. They were being reviewed. A grant had been received to deliver messages about going out safely in the town to schools. This grant was from the Police & Crime Commissioner's Office. The target audience were school children before they reached an age of a drinking culture and were going out in the night time economy.
- Officers were speaking to the university about solving issues as a result of the night time economy but the Portfolio Holder was

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concerned that there was a failure to engage with the Students' Union. Ways had to be found to engage with the student population in South Leamington and increasingly, in the north of the town.

Resolved that the report be noted.

(Councillor Thompson left the meeting.)

106. Overview & Scrutiny Committee – End of Term Report

The Committee considered a report from Democratic Services which reported to Council on the work the Overview & Scrutiny Committee and the Health Scrutiny Sub-Committee had undertaken during the municipal year 2018/19.

Resolved that the list of matters considered during the municipal year, as detailed in Appendix A to the report, be noted.

The Chairman expressed her thanks to officers and Councillors alike for their support. She thanked the Principal Committee Services Officer and the Deputy Chief Executive (BH) for the support they had shown in serving the Committee during the municipal year. The Deputy Chief Executive (BH) thanked the Councillors on behalf of all officers.

(The meeting ended at 8.12pm)



CHAIRMAN
29 May 2019