

# Overview and Scrutiny Committee

Tuesday 27 September 2016

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

## Emergency Procedure

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

## Agenda

### 1. Apologies and Substitutes

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

### 2. Declarations of Interest

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

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

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

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

3. **Minutes**

- (a) To confirm the minutes of the meeting held on 27 September 2016.  
**(Item 3a/Page 1)**
- (b) To note the minutes of the Health Scrutiny Sub-Committee meeting held on 24 August 2016.  
**(To follow)**

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

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

5. **An update on the pre-application charging regime for development proposals**

To consider a report from Development Services. **(Item 5/Page 1)**

6. **Shakespeare's England**

To consider a report from Development Services. **(To follow)**

7. **Annual Feedback on Outside Appointments**

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

8. **Task & Finish Group Updates**

- (a) To consider a verbal update from a member of the Task & Finish Group – HMO's.
- (b) To consider a verbal update from a member of the Task & Finish Group – Off-street parking charges review.

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

To consider a report from Democratic Services. **(Item 9/Page 1)**

10. **Executive Agenda (Non Confidential Items and Reports) – Wednesday 2 November 2016**

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)**

12. **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.

13. **Executive Agenda (Confidential Items and Reports) – Wednesday 2 November 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.  
(Circulated separately)**

Published on 24 October 2016

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01926 456114.**

# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 27 September 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

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

**Also Present:** Councillors Cross and Whiting.

## 27. **Apologies and Substitutes**

- (a) An apology for absence was received from Councillor Davison.
- (b) There were no substitutes.

## 28. **Declarations of Interest**

There were no Declarations of Interest.

## 29. **Minutes**

- (a) The minutes of the meeting held on 28 June 2016 were taken as read and signed by the Chairman as a correct record.
- (b) The minutes of the meeting held on 26 July 2016 were taken as read and signed by the Chairman as a correct record.

## 30. **Portfolio Holder Update – Development Services**

The Portfolio Holder for Development Services, Councillor Cross, gave an update on Development Services. In response to questions, he informed the Committee that:

- The Council adhered to the NPPF policy, section 6, paragraphs 47 – 52 to undertake viability testing for large developments.
- A procurement exercise was undertaken periodically to appoint the Council's regular independent assessor. The costs of the independent assessor were charged back to developers.
- Main reasons for the Council losing planning appeals were:
  - the Planning Committee did not agree with the officer's recommendation, but the Planning Inspector agreed with the officer; and
  - Planning Inspectors were very pro-development.
- The Planning Committee received a report each month on the planning appeals status. Any lessons that could be learnt were pointed out as were trends in the decisions being made by Planning Inspectors. Previously, in years past, the Council would win about 66% of appeal cases, these days the figure was around 50%, and this figure was fairly consistent across all local authorities.
- Up until this year, the Council had processed around 1,500 planning applications per year. The figure had now increased to 2,300, of which 92-93% were delegated decisions, with the balance of around 100 applications being decided at Planning Committee.

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

- The workforce numbers were nearly up to establishment. It was not easy to recruit new staff, and this was a common feature within the profession, even in the Private Sector. But the Department was employing junior staff and succession planning for when staff retired.
- He held meetings every two weeks with officers but he had no involvement with staffing, although he held concerns about the pressure staff faced.
- The figures given for enforcement cases in the report were no longer correct, because subsequently a catch-up exercise had been undertaken. There was also an issue in that there was a backlog of clearing finished cases off the system. The figure was probably nearer to 130, rather than the 160 cited in the report. They were working towards a figure of 120. Enforcement cases were very much a reactive matter in direct response to matters being reported to Enforcement officers by the Public.
- The Section 106 money situation was improving but currently staff were being redeployed to work on the Local Plan. Information about S.106 money was now easily available in the public domain. A recent audit had revealed that the Council was not failing to get money due, but now the Council had more information on the amounts involved and letters chasing any money due were sent out.
- The Council was actively searching for more land for Gypsy and Traveller sites.
- Staff did provide alternative out-of-hours times to people for whom the householder drop-in sessions were inconvenient.
- In respect of changes to the Planning process that would soon be imposed, the Department was working to ensure that it would be competitive in the commercial environment. However, Councils were not allowed to make a profit for these services. The changes in progress would mean that other providers could write application reports. It was hoped that the Council would then follow through on the report provided, and that the Council could bid to win business to write application reports. Councillor Cross accepted that it might be possible to consider competing for applications using an arm's length company approach.
- The Council would have very limited control over planning applications received as part of HS2. The Council would only have authority to comment on minor matters such as fencing. It was important that people understood this and expectations needed to be managed.

The Head of Development Services agreed that Appeal decisions statistics would be presented as part of the Portfolio Holder's report in future.

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

### **31. How HS2 planning applications will be processed**

The Committee received a verbal report from the HS2 Project Officer and the Head of Development Services on how HS2 Schedule 17 Applications were going to be treated.

An information note circulated at the meeting informed Members that:

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

- The Council had still not received the final figures or timetable from HS2, but it was likely that the Council might have to process well over 100 applications, and these might start by the end of 2017.
- Schedule 17 applications were similar to the discharge of conditions or reserved matters applications.
- The Council, as a Qualifying Authority, would be responsible for issuing consents and approvals in relation to the detailed design and appearance, but could not affect the principal of, nor the general location of matters such as:
  - buildings and road vehicle parks;
  - terracing;
  - cuttings;
  - embankments and other earthworks;
  - fences and walls;
  - telecommunication masts;
  - pedestrian access to the railway line;
  - artificial lighting;
  - bridges and viaducts; and
  - site restoration.
- The three statutory consultees were the Environment Agency, Historic England and Natural England.
- The Council would have to deal with applications for consent in an expedient manner (generally within eight weeks). A Service Level Agreement between the Council and HS2 would be in place.
- The Council planned to engage with the relevant parish councils and action groups and display site notices. However, anyone else, such as the usual consultees at the County Council would not be formally consulted.
- Liaison meetings would be organised to help parish councils and action groups understand what a Schedule 17 application entailed and on what matters they could make comment.
- It was expected that applications would be submitted electronically via the Planning Portal. The Council had volunteered to test the process.
- Current thoughts were that a small panel of Councillors would decide which applications should be presented to the Planning Committee.

In response to questions, the HS2 Project Officer informed the Committee that:

- If the target eight week response period to applications was missed, deemed consent would be given unless the Council was successful in negotiating an extension.
- Plans would not necessarily show landscaping and screening.
- Current staffing levels would manage an expected level of 100 applications. If there was spare capacity, the Council would consider selling its services to other Authorities.
- The Council would sift out any invalid reasons for objecting to applications because it would have a duty to meet the Service Level Agreement.

(Councillor Cross left the meeting at the end of this item. Councillor Whiting arrived at the meeting during this item.)

**32. Portfolio Holder Update – Finance**

The Portfolio Holder for Finance, Councillor Whiting, gave an update on Finance. In response to questions, he informed the Committee that:

- Two issues affected recruitment of staff:
  - The rules and regulations applied to Local Authorities in respect of staff; and
  - How people perceived councils in general as an employer.
- The Procurement apprentice would start work in three weeks.
- Within the Council Tax/Benefits Team, the use of automation would continue to improve the service, and staff would be cross-trained to handle more types of work to smooth peaks and troughs in workloads. This type of flexible working would become the norm for all staff within the Section and changes to job descriptions would go to the Employment Committee in March.
- The Procurement Policy was not yet complete; it had been recognised that the policy was not cohesive and therefore it was felt better to start again and not simply “add to” the existing document. The aim was to produce the new policy document in the spring.
- In attempting to ensure social value in procurement, it was important to recognise that this could at times be a barrier to competition laws. Consideration had to be given to how much more the Council was prepared to pay for something simply to ensure social value.
- Part of the perceived issues officers had with Procurement was that they had not realised that Procurement was not responsible for the purchasing, it was there as a service to advise.
- Whilst the concerns that the move towards automation and electronic form filling were recognised, policy from Central Government dictated that this had to be accepted in certain areas, for example, the Department of Works and Pensions would insist that all applications for Universal Credit had to be submitted electronically. The Council could “piggy-back” off this in automating its processes.

Councillor Whiting was asked to bear in mind that not everyone would cope with this.

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

(Councillor Whiting left the meeting at the end of this item.)

**33. Creative Quarter Update**

The Business Manager, Projects, gave Members an update on progress made in respect of developing a Creative Quarter within the District and so supporting the digital and creative sectors and regenerating parts of the Old Town within Leamington Spa.

It was anticipated that the procurement process to find a development and regeneration partner would commence in October, with the intention of making a selection in spring.

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

In response to a question from Members, the Business Manager, Projects explained that the approach to identify the winning partner would be a system known as “competitive dialogue”, and the Business Manager explained this to Members. This approach allowed effective comparison between tenderers and meant that tenderers were actively encouraged to pitch their own unique approaches and ideas. The approach deliberately avoided producing a narrow specified tender document. The Council would gradually whittle down the ideas to produce a refined challenge against which bids would be made.

The Business Manager agreed to circulate the link to the NESTA report on creative clusters. This report had identified Leamington Spa as one of the 47 creative clusters in the UK, and the only one in the West Midlands.

### **34. Leamington Spa Town Centre Vision Update**

The Business Manager, Projects, gave Committee Members an update on the Leamington Spa Town Centre Vision following on from the previous report given last February.

In response to a question from Members, the Business Manager, Projects explained that a Forum group had been set up last May to take forward the work on the vision and strategy consisting of people from the Town and County Councils, Warwick University, Royal Priors, BID, Leamington Spa Society, local Police and Purple Monster based in Spencer Yard. This mix of experience meant that a balanced and range of views would be assured, and it would not be Local Authority dominated. The Council’s role would be as a facilitator. The forum had met four times to discuss:

- Leamington Spa’s unique selling point;
- Key priorities for the town centre;
- Development opportunities; and
- How this would all fit in with other documents being produced such as the Local Plan and various Neighbourhood Plans.

### **35. 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 2016.

**Resolved** that the report be noted.

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

The Committee considered its work programme for 2016/2017 and the Forward Plan.

#### **Task & Finish Group – Houses in Multiple Occupation Interim Report**

The Committee considered a brief interim report on the progress made so far by the Task & Finish Group on HMO’s. The report recognised and supported the good progress being made by officers on some of the key



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

short-term issues. The report also outlined work still in progress, giving possible options of additional information streams and consultees.

**Resolved** that the timescale for delivery of the final report be extended to March 2017.

### Task & Finish Group – off-street parking charges review

The Chairman advised the Committee of progress made on the off-street parking charges review. Work was still in the fact gathering stage.

### Other items on the Overview and Scrutiny Committee Work Programme

It was noted that the report on the Kenilworth Leisure Centres had been removed from the Work Programme. It was agreed that the Deputy Chief Executive and Monitoring Officer would speak to the Head of Cultural Services to make specific reference to the Kenilworth Leisure Centres in the Portfolio Holder Update report at the next meeting. Additionally, if a written report had been given to Kenilworth Town Council by Cultural Services, then this should be circulated to Committee Members.

**Resolved** that the following items be added to the Work Programme:

- (1) the Head of Health & Community Protection to provide a report on how the sub-committee will operate to ensure scrutiny. This report will come forward 29 November 2016;
- (2) Forward Plan Reference 812 – Recommendations from One Stop Shop Review. The Deputy Chief Executive and Monitoring Officer will speak to the Portfolio Holder to agree a date for a report to be presented; and
- (3) future of community forums - The Deputy Chief Executive and Monitoring Officer will determine a date for a report to be presented.

The Deputy Chief Executive (AJ) was asked to check if there was anything of note to present to the Committee in respect of the Interim Update on the HQ Relocation – outcome of Phase 1, which was on the Committee's own Work Programme for 4 January 2017. The Committee also requested that the report should be in writing instead of a verbal report and whether a joint meeting with the Finance and Audit Scrutiny Committee should be considered for this.

He was also asked to check the timescales for Forward Plan reference 822 – Housing Futures – Housing and Homelessness Strategy 2017 and work out an appropriate time for this to come to the Committee if it would not cause duplication of work.

(The meeting finished at 8.33 pm)

## **Cultural Services – Portfolio Holder Update (Nov 2016)**

### **FFF savings 2016/17 (Target £68,000)**

Cultural Services has a savings target of £68,000 In the FFF Programme for 2016/17. This comprises:

£28,000 (5% savings on discretionary budgets) - this has been achieved by budget managers making small reductions in budgets where there is minimal impact on service to the customer.

£40,000 (Arts Restructure) – the proposals reflect a strengthening of the Programming & Marketing functions within the team which enable the generation of additional income to meet this target.

### **Service Plan Performance 2016/17 – Sept update**

**Leisure Development Programme** - Following Executive approval in November 2015 the Leisure Development Programme has progressed largely on schedule. Procurement of an external partner to manage the Council's leisure facilities is now well underway with the target date of early 2017 for the appointment of the preferred contractor, and the start of the new contract on 1<sup>st</sup> June 2017. A report seeking approval for the investment proposals will be brought to Council on 16<sup>th</sup> November, and work will commence at Newbold Comyn and St Nicholas Park leisure centres as soon as possible subject to this approval being granted.

Initial scoping and feasibility work on Phase II of the investment proposals (Kenilworth) has commenced. A confidential briefing/consultation took place with Kenilworth Town Council at the end of July to gather views on any "non-starters" or local issues that needed to be considered. The next steps are to carry out a car parking study to understand where extra car parking could be located to serve both Abbey Fields and Castle Farm, and the capacity of such parking; this in turn will then inform the options that officers bring to members next year as the project progresses.

Ongoing communications with leisure centre based staff to ensure that they are fully aware of the process to appoint an external partner, and the impact on their employment. Regular briefing notes are issued after each Programme Board meeting highlighting the key issues, and senior managers have been attending staff meetings at key points to brief the teams and address queries. The trade unions are fully engaged with the process and receive similar briefings.

Alongside the procurement of the management and construction contracts for this work, a review has been undertaken of the staffing structure required to manage the leisure centre and golf contracts, deliver the active communities and outdoor sports services, and lead on the strategic partnerships that are so vital to ensuring that local residents have the best possible opportunities to participate in sport and physical activity in the future. A report will be taken to the December Employment Committee to seek approval for the restructure.

**Arts Review** – As scheduled in the FFF Programme a review commenced in April to consider alternative staffing structure to deliver the "Arts" elements of the service area. This includes the Art Gallery & Museum at the Royal Pump Rooms, the Royal Spa Centre, Town Hall and the Arts Development service. This review was preceded by the completion of a review of the Council's Arts Strategy and the refocusing of the objectives for the service. The revised Arts Strategy has been a key document in informing the direction of the service and the consequent proposals for merging

the Art Gallery and Museum with the “entertainment” elements of the service. Initial proposals were circulated to the teams in late August, with the intention of a report being taken to the December Employment Committee to seek approval for the restructure.

**Strategic projects** – the team continue to work with partners to progress a number of strategic projects including:

- Kenilworth Wardens relocation to Castle Farm subject to the outcome of the Local Plan and the development of Wardens current site at Thickthorn.
- Europa Way and the delivery of a community stadium in partnership with Leamington FC.
- Expansion of Myton School and the extension of sports facilities on the site

**AG&M** - the Art Gallery & Museum continues to be a popular destination for local people and visitors alike with over 112,000 visitors in 2015/16. This represents a small reduction on visitors compared to the previous year which is due to a number of factors including the reduced opening hours for the VIC and the loss of heating throughout the building for most of March 2016 following the flooding of the plant room. The first 6 months of this year suggest that attendance figures have risen again. Highlights since April have included Museums at Night: The Roaring Twenties (14 May) and three temporary exhibitions with a strong local focus, Through the Shop Window (30 January – 17 April), Simon Lewty: The Significance of Writing (29 April – 10 July) and Concealment & Deception: The Art of the Camoufleurs of Leamington Spa 1939-1945 (22 July – 16 October).

**Arts Development** – the service continues to support a wide range of arts projects ranging from national arts organisations based in the district (eg Motionhouse and Armonico) to local community arts groups. The service provides professional support for these organisations, small scale financial support through the Arts Grants scheme, and advocacy for the role of “the Arts” and how it can make a significant contribution to the quality of life for local residents. Highlights of the current year include the Arts Active project being delivered in a number of primary schools in partnership with Warwick Arts Centre, Poetry Voices, the growth of Motionhouse Youth, and the ongoing support of local artistic activities through the Arts Grants scheme.

**Royal Spa Centre** - the venue attracted over 92,000 visitors in 2015/16 and enjoyed one of the most financially successful pantomime seasons ever, with over 20,000 people attending and attracting some of the best feedback ever received.

This year, the team have continued to build on that achievement and the Spring season has been immensely successful - with a significant increase in attendance and box office income. This has been due to a diversification of the programme- comedians and lecturers proving to be especially popular. There have been many sold out performances, including the Ukulele Orchestra, Eddie Izzard, Talon, That'll be The Day, An Audience with Ian Waite and Natalie Lowe (Strictly Come Dancing), Rob Beckett (comedian) and Jimmy Carr). As a result over 7,000 more people purchased tickets for events at the Spa Centre compared to the same period last year.

The cinema continues to perform well – the live screenings being particularly well attended (Bolshoi Ballet, National Theatre Live, Glyndebourne and the ‘Discover Arts’ series (which included a live screening of a performance by Andre Rieu). This season also saw increased use of the cinema by

community groups to screen specialist films - with the Polish community showing Polish language films and the Indian community screening Bollywood films.

The venue hosted 40 community events between April and July which were equally successful – some of the performances of note were a spectacular production of *Singing in the Rain* by Leamington & Warwick Musical Society, the Warwickshire Book Awards and the Multi Cultural Showcase.

During the summer closure, essential maintenance works were undertaken including the installation of new stage lighting dimmers and stage motors which are essential to the safe and professional operation of the venue (Executive report June 2016). Whilst the benefits of these systems will not be immediately obvious to the public, the investment significantly reduces the business risk to the venue and the equipment installed is the first of its kind in a venue of our size in the UK, future proofing the operation for years to come.

**Leisure Centres** – whilst the Leisure Development Programme has been continuing behind the scenes, the teams at the leisure centres have been continuing to provide quality sports and leisure services across the Councils facilities. In 2015/16 the leisure centres achieved over 260,000 swimmers and over 90,000 gym users in addition to others playing a range of sports through club or social activities. Income was 2% up on budget with over £540,000 of direct debit gym memberships have been processed during the year. The focus on actions to maximise income and control expenditure has remained a key priority for this financial year. Subject to a decision being made on the investment proposals at Newbold and St Nicholas Park, there will be significant impact on customers and the team will be doing everything they can to maintain a service during the works and ensuring clear communication with customers with details of when facilities are open and operational. There is a positive message for the community relating to the investment proposals and we intend to build on this during the building phase to ensure that we have the best possible public response when the refurbishment work is complete in 2017.

### **Risk Management**

The key service risks are currently considered to be:

**Plant Failure** – ageing plant which is nearing the end of its life. Failure of such plant could have a significant impact on services delivered from our key buildings. A schedule for replacement has been developed by Housing and Property Services. The replacement of the dimmers and motors at the Spa Centre has reduced the risk at this site, and the planned replacement of significant elements of the leisure centre plant as part of the investment proposals will reduce the risk at these sites to.

**Golf Contract** – Economic pressures and a national decline in participation in golf pose challenges in delivering a successful and quality service. Officers continue to work with the contractor to identify solutions to the issues. The Portfolio Holder, Deputy Chief Executive and Head of Cultural Services met with Mack Golf on 13<sup>th</sup> Oct and a verbal update will be provided at the meeting.

**Building risks at Royal Pump Rooms** – flood risk and roof leaks continue to be a concern at this venue. Housing and Property Services are aware of the roof leaks and are developing a strategy that can be implemented once the long term future of the building has been confirmed. Periods of heightened flood risks are managed through the implementation of emergency flood protection

procedures. The possibility of protecting the art collection from flood risk by creating a store at another suitable property is currently being investigated.

**Procurement of leisure operator** – staff in the leisure centre team have experienced and will continue to experience, a period of unsettlement which has led to some staff choosing to leave their positions at the leisure centres. The uncertain future of the service means that recruitment of staff to fill these vacancies has been challenging.

### **Looking ahead and Strategic Plans**

There are 2 key areas that will have a significant impact on the future shape of this service.

**The Leisure Development Programme** with its various strands will mean that the Council's sports and leisure service look very different within 2 years. Members have taken some bold decisions to date which mean that we now have an exciting opportunity to improve our facilities, make them appropriate for the growing population of the district, and protect the provision of sports and leisure in the district for the next 30 years or so. We are looking to invest significant sums to achieve this, but any decision needs to be taken in the knowledge that these changes will result in an increase in participation, improved health and well being of local people, and a reduction in the subsidy from the Council to continue to provide these services.

The second key area is the ongoing debate around the **future use of our assets**. The Royal Pump Rooms and Town Hall are challenging assets to maintain, and are therefore costly for the Council to retain. Decisions around their future use will have a significant impact on the delivery of our Arts and Heritage service, and to the role of the Town Hall. The decision to progress the new Council HQ has provided some clarity around the future civic demands on the Town Hall and work is progressing to consider alternative uses for this asset. The future of the Royal Pump Rooms is linked to decisions made on the Creative Quarter project; related to this are work streams considering the future of the Visitor Information Centre in the Royal Pump Rooms and discussions about the plans for catering provision in the venue on the end of the Kudos catering contract in Feb 2018.

In the meantime work is ongoing across the service to respond to the following key drivers:

### **Income generation:**

Following on from the success of last years This Girl Can campaign a scheme in Kenilworth has targeted women with medical conditions who on referral from their GP have attended supported sessions at Abbey Fields pool with the intention of giving them the confidence to continue at the end of their allocated sessions. A second tranche of referrals started in September.

Plans have been implemented to retain swimming lesson, school and club income during the anticipated building works later this year by relocating bookings from St Nicholas Park to the other pools for the autumn/spring term. This ensures uninterrupted service and protects income.

The box office income at the Royal Spa Centre continues to over perform and is the best seen in many years. Total gross box office income has increased by £154k compared to the same period last year. Advance sales also continue to be high – especially sales for the pantomime which are

following the successful trend of last year. As always the performance of the pantomime is crucial to the Spa Centre's financial targets, but the early signs are extremely promising.

**Service Improvement:**

Managers are working on the development of an improved "Customer service" culture in all our facilities, providing staff with the skills to improve the customer experience and make them more likely to return.


Clear performance targets for teams are being developed which will contribute to the overall quality of service delivery.

There has been a growth of "community engagement" activities at the Art Gallery & Museum with successful projects with groups with disabilities and an ongoing project with a local dementia group.

The well established and successful GP Referral Scheme has continued to develop through the countywide partnership, and has recently expanded in the number of referrals and the conditions included in the scheme.

Cllr Michael Coker (Portfolio Holder for Culture)

October 2016

 <b>Overview and Scrutiny Committee: 1 November 2016</b>		<b>Agenda Item No. 5</b>
<b>Title</b>	An update on the pre-application charging regime for development proposals.	
<b>For further information about this report please contact</b>	Gary Fisher	
<b>Wards of the District directly affected</b>	All wards	
<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>	Executive: 14 January 2015 and 1 July 2015; Overview and Scrutiny: 28 June 2016.	
<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>	Yes
<b>Equality Impact Assessment Undertaken</b>	N/A

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	17/10/16	Chris Elliott/Bill Hunt
Head of Service	17/10/16	Tracy Darke
CMT		
Section 151 Officer	17/10/16	Mike Snow
Monitoring Officer	17/10/16	Andy Jones
Finance	17/10/16	Jenny Clayton
Portfolio Holder(s)	17/10/16	Councillor Stephen Cross
<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 The purpose of this report is to provide a further update for the committee on progress with the pre-application advice scheme which since February this year includes a financial charge for advice, and to advise the committee of a small number of minor changes to the scheme which are proposed to be recommended to Executive in order to assist with its smooth running.

## 2. **Recommendation**

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

## 3. **Background**

- 3.1 Pre-application advice is a key element of the provision of a rounded and effective development management service.
- 3.2 The provision of such advice is important in providing developers with an appropriate steer as to the acceptability of their proposals prior to the submission of a planning application. It is also useful in identifying at an early stage, schemes where there is little or no prospect of success thereby potentially preventing significant expenditure on the part of an applicant directed at schemes which are not acceptable.
- 3.3 It is widely acknowledged that the benefits of effective pre-application services are generally welcomed within the development industry and that developers are willing to pay for that service subject to it being provided in a timely and transparent manner.
- 3.4 Members will recall that the successful implementation of this scheme relies upon additional staff resource within the Development Management Team. This will build in sufficient capacity to ensure that pre-application work is undertaken in a focussed and timely manner.
- 3.5 This approach was agreed on a trial basis by Executive last year in order to establish whether the scheme is successful and whether the level of income derived will be such that in the longer term the scheme will become at least self-funded. If the scheme is not successful, then the alternative is to cease any pre-application advice as there is no capacity to offer a free service.
- 3.6 As indicated above, the budget for running this scheme on a permanent basis arises from the ability to provide an additional resource within the development management team which through the recruitment of a permanent member of staff will cost £40,000 per year and which is therefore the level of income required to ensure that it is able to continue on that basis.
- 3.7 It should however be noted that following a recommendation from the Finance and Audit Scrutiny Committee, on 1 July 2015, Executive authorised the scheme to be trialled for a 12 month period using a member of staff recruited through a specialist agency in order that, should the scheme prove not to be successful, it could be terminated speedily. Members will be aware that the cost of recruiting to a role in that way carries a significantly greater cost, which in this case is over £60,000 per year.



- 3.8 Therefore, whilst the current costs of trialling the scheme are greater than they would be to run it on a permanent basis, in considering whether sufficient income is being generated to enable the Council to do so, it is appropriate to monitor income relative to the cost of providing the service in the longer term which is £40,000 per year.
- 3.9 In order to assist Members in considering this report, the scheme itself has been reproduced at Appendix 1.

#### **4. The Current Position**

- 4.1 The revised pre-application scheme has been in operation since February this year during which time a number of issues and challenges have been experienced, some of which were drawn to the committee's attention in June this year and which are discussed further below:-
- 4.2 In order to enable the monitoring of the scheme during its trial period, an additional Planning Officer post has been created within Development Management, which as indicated above is initially on a temporary basis and has been recruited through a specialist agency.
- 4.3 At the time that this issue was last considered by this Committee in June this year, officers reported that the commencement of the project later than intended was due to difficulties experienced in recruiting an Officer on a temporary basis for the trial period and that unfortunately the officer initially recruited was not suitable and the contract was terminated after 3 months.
- 4.4 At that time, a further officer had been recruited into the post who again was subsequently unable to fully undertake the role and decided to leave the authority in August this year. A further 3<sup>rd</sup> officer has now been recruited and has been in post since 12 September.
- 4.5 This series of events over a 9 month period has inevitably been disruptive to the provision and monitoring of the service, with other officers working as far as possible to backfill that role at the times during which there was no officer in post. As a result, to date it has not been possible to reliably monitor the quality and speed of the service provided in the manner intended which would have been the case had the recruitment to the role been more successful and which has also impacted on the ability to update this committee in the manner intended.
- 4.6 Nevertheless, since February this year, 140 non-householder pre application requests have been received of which 32 (23%) were exempt from the payment of a fee as per the exemptions set out in the charging schedule (Appendix 1). Over that period, the cost of providing the service on a permanent basis, i.e. through the provision of a permanent member of staff rather than a temporary member of staff recruited through an agency, as is currently the case, would be £27,900 whilst the income received was £27,825.
- 4.7 Whilst this demonstrates that, to date, the income received is in line with the cost of providing the service on a permanent basis, it is evident that the level and nature of pre-application requests can vary significantly from week to week. The number of requests received in any one week has varied between none and 7, whilst the fee income received in any one week has ranged between zero and £2,400. Consequently, in the short term, it has been difficult

to predict both the number of requests and level of income likely to be received on an on-going basis and the likelihood of the scheme operating successfully in the longer term, however the indications nevertheless appear positive.

- 4.8 Of the requests received that did not attract a fee, the majority have arisen from proposals relating to Listed Buildings and works on behalf of local charities and Housing Associations. It is noteworthy that these schemes have included significant proposals for market housing and offices and that the total fee income that would have arisen from all of the exempt proposals had a fee been required, to date is £7,400.
- 4.9 At this stage, it remains difficult to predict whether in the long term the level of income relative to the cost of providing the service will continue on an on-going basis, however, were that to be the case, which currently appears likely, the level of income received would be sufficient to fund a permanent Planning Officer post in order to provide an appropriate level of resource to deliver this service in an effective manner.
- 4.10 The pre-application scheme has been designed to operate on the basis of the making of a charge for the provision of advice on a one-off basis by means of either a single meeting or written response. Whilst at the outset, it is not possible to design a scheme to address all possible combinations of circumstances, officers have reflected on the experience of running the scheme to date particularly in respect of the way in which the exemptions to the making of a charge have operated but also to other circumstances which have arisen.
- 4.11 There have, for example, been circumstances over the last 9 months where a number of proposals which are exempt from the payment of a fee have been the subject of repeated requests for further advice over and above that which would have been the subject of the fee. One of the reasons for this is likely to be that the scheme, as set out on the Council's website doesn't identify the approach to be taken in that set of circumstances.
- 4.12 In order to clarify the position in that respect, it is proposed that the charging schedule be amended to limit the advice provided free of charge to that provided by means of the first meeting or written response.
- 4.13 There have also been examples where advice has been provided free of charge to both local charities and housing associations in respect of proposals for large scale i. office and ii. residential schemes providing predominantly market housing, which do not directly benefit their service users and which therefore are considered not to fall within the spirit in which the exemption from paying a fee is provided.
- 4.14 It is therefore also proposed to revise the charging regime to ensure that the exemption may only be applied to smaller scale projects or larger proposals which directly benefit service users.
- 4.15 Finally, it has also become clear that there is a lack of clarity within the scheme relating to the circumstances where advice is sought following a grant of outline planning permission but prior to the submission of the details of a scheme which can often involve regular meetings with the developers involved or following the refusal of planning permission.

- 4.16 The intention of the pre-application scheme from the outset was to include the making of a charge for each meeting or written response provided and the charging regime is also proposed to be clarified in order that in such circumstances the relevant fee is paid in advance of each meeting.

## **5. The Next Steps**


- 5.1 It is proposed that the trialling of this service continues until February 2017 in order to continue to establish the level of pre-application work and income being received to inform the further consideration of the ability to, and appropriateness of continuing this service on a permanent basis.
- 5.2 It is intended that a further report be made to Executive in January 2017 which on the basis of the experience and income to date will recommend that after the end of the trial period either i. the service be continued on a permanent basis including the above revisions to the scheme or ii. should the level of work and income not be sufficient to sustain that approach, the scheme be discontinued and pre-application advice no longer provided.

## Appendix 1

### Warwick District Council Pre-Application Service Charges

<b>Tier 1:</b> Self service advice via the WDC website: No charge.
<b>Tier 2A:</b> Request for a written response as to whether planning permission is required. Fee of £35 for a written response.
<b>Tier 2B:</b> Request for a written response as to the acceptability of a minor proposal: Fee of £50 for householders or £150 for other proposals.
<b>Tier 2C:</b> Provision of verbal advice at the Development Management/Building Control householder drop in session: free of charge.
<b>Tier 3:</b> Provision of pre-application advice for small scale non-householder proposals which do not fall with tiers 4 – 6: Fee of £150 per meeting or written response; or £300 for both.
<b>Tier 4:</b> Provision of pre-application advice for proposals which fall within the “minor” development category: i.e. residential proposals of 1-9 dwellings or involving a site area up to 0.5 ha; commercial proposals involving less than 1,000 sq m of floor space or a site area of less than 1 ha: Fee of £300 per meeting or written response; or £600 for both.
<b>Tier 5:</b> Provision of pre-application advice for proposals which fall within the “small scale major” development category: i.e. residential proposals of 10 – 199 dwellings or involving a site area of 0.5 - 4 ha; commercial proposals involving between 1000 and 9999 sq m of floor space or a site area of 1 -2 ha: Fee of £600 per meeting or written response; or £1200 for both.
<b>Tier 6:</b> Provision of pre-application advice for proposals which fall within the “large scale major” development category: i.e. residential proposals of 200 or more dwellings or involving a site area of 4 ha or more; commercial proposals involving 10000 sq m or more of floor space or a site area of 2 ha or more: Fee of £900 per meeting or written response; or £1800 for both.

1. All fees are inclusive of VAT
2. A fee will not be charged for advice relating to proposals which:-
  - are brought forward by small charitable organisations that are based within Warwick District;
  - are submitted by or on behalf of Housing Associations;
  - assist disabled people: for example, proposals involving modifications to make a house more accessible or user friendly.
  - which require Listed Building consent (not including redevelopment schemes where the work to a Listed Building is part of a wider proposal).
  - are for employment development falling within the B use class.

 <b>Overview and Scrutiny Committee</b> <b>1 November 2016</b>		<b>Agenda Item No. 7</b>
<b>Title</b>	Annual Feedback on Outside Appointments	
<b>For further information about this report please contact</b>	Lesley Dury, Democratic Services	
<b>Wards of the District directly affected</b>		
<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>	3 November 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 Impact Assessment Undertaken</b>	No
Not required as it concerns outside appointments.	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	19.10.2016	Chris Elliott
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer	19.10.2016	Andrew Jones
Finance		
Portfolio Holder(s)		
<b>Consultation &amp; Community Engagement</b>		
Not applicable.		
<b>Final Decision?</b>		Yes
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **Summary**

- 1.1 This report gives the annual statement of work undertaken by Outside Bodies written by the Councillor(s) who represent this Council on that Outside Body (Appendix 1).

## 2. **Recommendation**

- 2.1 That the Overview and Scrutiny Committee note the contents of the annual statement of work (Appendix 1).
- 2.2 That the Overview and Scrutiny Committee decide whether any Councillors serving on Outside Bodies attend a future meeting to give further detail of the work of the Body and their involvement.

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

- 3.1 It was agreed that each year, Councillors who serve on Outside Bodies should submit an annual statement of the work undertaken by the body they served upon and this should be submitted to the Overview and Scrutiny Committee.

## 4. **Policy Framework**

- 4.1 **Policy Framework** - not applicable.
- 4.2 **Fit for the Future** – This report allows the Overview and Scrutiny Committee to review the work undertaken by Councillors who sit on Outside Bodies and to scrutinise if this work helps to make the District a better place to live.
- 4.3 **Impact Assessments** – This should set out the impacts of new or significant policy changes proposed in respect of Equalities. Reference can be made to an appendix which sets out the detail of the impacts

## 5. **Budgetary Framework**

- 5.1 This report does not have any financial or budgetary implications for the Council.

## 6. **Risks**

- 6.1 There are no risks associated with this report.

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

- 7.1 No alternative options have been considered because this method to review the work undertaken by Outside Bodies was agreed by the Overview and Scrutiny Committee at its meeting on 10 September 2013.

## 8. **Background**

- 8.1 In 2011, there was a review of outside appointments. As part of this review, it was agreed that each year all Councillors on outside bodies would be required to produce an annual statement on the work undertaken by the body. This would be made available to all Councillors electronically and could be requested

to be presented to a Scrutiny Committee for consideration if a Member had concerns. This did not happen.

- 8.2 It was then agreed amongst Group Leaders that a report be brought to Scrutiny Committee each year which contains a simple update from each Councillor on their outside appointment.
- 8.3 Committee Services would coordinate this by requesting the information twice from the Councillor. If a response is not received following two requests a nil response will be recorded in the report.
- 8.4 It was agreed that November would be the appropriate time for the report to come to the Overview and Scrutiny Committee. This is the third year that the system has been implemented.
- 8.5 Council agreed the following criteria for appointing a Councillor to an outside body:
  1. A body or partnership to which the Council provides significant financial contribution;
  2. An established Council partnership with agreements in place;
  3. A body or partnership to which the Council is obliged to appoint a Member;
  4. A body or partnership which relates to the management of an asset of the Council; or
  5. Appointments made at the discretion of the Council.
- 8.6 It should be noted that the outside appointments are made on a politically proportionate basis i.e. the numbers allocated are proportionate to the number of Councillors in each Group on the Council.
- 8.7 The original intention of the annual reports was to not only understand what was happening with the outside appointments but to also see if there were ones where the appointments could cease. The appointments where no contact has been received for over 12 months will now be contacted by the Democratic Services Manager and Deputy Monitoring Officer with a view to cancelling the appointment.
- 8.8 This year, following feedback from the Overview & Scrutiny Committee, it was agreed that Members would be given clearer guidance on what their reports should cover. On advice received from the Chairman of Overview & Scrutiny Committee, Councillors were provided a list of headings and were asked to use these headings as a basis for the information they should provide in their reports, but this was not mandatory. The headings were:
  1. Short summary of the purpose of the outside body
  2. Number of meetings held during the 12 month period August 2015 to August 2016
  3. Your own attendance record in the same period
  4. Achievements of the Outside Body in this 12 month period
  5. Your personal involvement/contribution in/to these achievements and to the outside body as a whole; and
  6. How has this contributed to the District Council's vision for the community

## Appendix 1: Feedback from Councillor(s) who represent this Council on Outside Bodies

### Executive appointments

<b>Conservative Appointments</b>		
<b>Warwickshire County Council - Supporting People Partnership (H&amp;PS Portfolio Holder)</b>	Cllr Phillips	This outside body no longer meets.
<b>Warwickshire Police &amp; Crime Panel (Health &amp; Community Protection Portfolio Holder)</b>	Cllr Grainger	<p>This Panel is tasked with the scrutiny and support of the work of the Police &amp; Crime Commissioner (PCC). The panel act as a critical friend in terms of the actions and decisions made by the PCC. The PCC is required to consult with the Panel on plans for policing, the precept and key appointments.</p> <p>The Portfolio Holder with responsibility for community safety in each of the district/boroughs sits upon the panel. There are 6 meetings per year and I have attended 4. These meetings are preceded by a members' only group where specific questions are prepared based on issues raised either by the Agenda or the crime figures. I am also on the sub group for the PCP looking at specific areas of the PCC plan. There has been a very useful member training session and I have attended the PCC Conference in Birmingham. With a new PCC now in place I feel personally in a better place to challenge delivery of our SWCP objectives as these have been fed into the new plans.</p>
<b>West Midlands Employers formerly West Midlands Councils and West Midlands Leaders Board</b>	Cllr Mobbs	The Leader attends occasional meetings as and when required and provides feedback to Councillors as appropriate
<b>Coventry and Warwickshire LEP (Including City Deals)</b>	Cllr Mobbs	The Leader attends all meetings and also sits on the Finance & Governance Group. The Leader provides regular feedback on the work of the LEP formally to the Overview & Scrutiny Committee and Council as well as informally to the Executive.



<b>Safer Warwickshire Partnership Board (Health &amp; Community Protection Portfolio Holder)</b>	Cllr Grainger	<p>This board is the statutory body for reducing crime, disorder and substance misuse in South Warwickshire. A portfolio holder under whose remit community safety sits must serve on the CSP. Councillor Heath also sits upon this Board. The Board meets at least 3 times per year but this can be increased as required depending on the workload of the board. I have attended 2 meetings. Our priorities remain unchanged however there is increased concern regarding the crime figures and these are being challenged. Our work with Street Marshals has been recognised as an example of best practice.</p>
<b>South Warwickshire Community Safety Partnership (Health &amp; Community Protection Portfolio Holder)</b>	Cllr Grainger	<p>This group is a statutory requirement under the Crime &amp; Disorder Act (1998) where there is a two-tier authority. The Portfolio Holder with responsibility for community safety in each district/borough is a member of the partnership. (No other district/borough Councillor is invited.)</p> <p>The group meets 4 times per year to receive the strategic assessments and priorities of the Community Safety Partnerships (four areas) in order to identify county priorities and produce a community safety agreement. I Have actively challenged the Chief Inspector on the police involvement is looking forward to service delivery with the increased housing numbers and also why the crime figures have not been favourable. I have attended 2 of the meetings. (Dates for all these meeting are set annually mainly by WCC so attendance is not always possible!)</p>

<b>Warwickshire County Council Health &amp; Wellbeing Board (Health &amp; Community Protection Portfolio Holder)</b>	Cllr Grainger	<p>The H&amp;WB is a multi-agency board (attendees from WCC, CCGs, NHS Trusts, Director of Public Health, Councillors from each of the Districts and Boroughs) to the examination and delivery of the health and wellbeing of the county residents. It covers health in all its forms from prevention through to end of life. There are 4 meetings held of the board, 3 formed Portfolio Holders group of the Health and Wellbeing Board (run by Public Health to brief District &amp; Borough Portfolio Holders prior to HWB meetings or more regularly depending on the current strategic needs). There have also been training events associated with the Board's activities. I have attended 4 HWBB, 2 Portfolio meeting and two, two day training development meetings</p> <p>The Health and Wellbeing Boards Annual Report is due to be published and this will outline the achievements of the board in detail, However I have championed the contribution made by WDC towards health delivery and there is a growing understanding of the contribution District/Boroughs can make to the overall Public Health delivery of the health objectives of our residents. HWBB will become even more important in monitoring the delivery and changes coming forward as the aligned Health Concordat with Coventry comes into effect as part of the 2020 vision of health delivery over this region, and may well see the two HWBB merging.</p>
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<b>Association of Retained Council Housing (ARCH) (H&amp;PS Portfolio Holder)</b>	Cllr Phillips
<p>The Council sits on the Board of the Association of Retained Council Housing (ARCH), the representatives being the Portfolio Holder for Housing and Property Services, Councillor Peter Phillips, and the Head of Housing and Property Services, Andy Thompson.</p> <p>In the past year, ARCH has been working with the Government and its members to assess the impact, propose improvements and understand the provisions of the Housing &amp; Planning Bill as it went through Parliament to become the Housing &amp; Planning Act. The Bill introduced many changes to national housing and planning policy, and ARCH was able to ensure that the retained sector's voice was heard. All the changes in the Act taken together, will require this Council, like others that are both landlords and strategic planning and housing authorities, to review its approach to managing its landlord role, and how it works with developers to make sure that a wide range of housing types and tenures, for households across the income scale, are built in the district.</p> <p>Of particular relevance is the funding by local housing authorities of the extension of the Right-to-Buy to housing association tenants and the introduction of the Pay-to-Stay policy for higher income households who rent a home from their local authority or a housing association. Warwick District Council has continued to be at the forefront of ARCH adopting a positive and creative response to the new policies, and with the complete change in the ministerial team in the recent reshuffle, ARCH continues to lobby ahead of the decisions on the detailed implementation of the regulations contained in the Act.</p> <p>ARCH continues to contribute positively on other matters affecting local government, such as the impact of the introduction of universal credit on tenant arrears.</p> <p>Warwick District Council has been chosen to host the 2016 ARCH Tenants Conference, which takes place this September. Invitations have been extended to the Portfolio Holder for Housing, the Head of Housing and Property Services and tenant representatives from the Council's Housing Advisory Group.</p>	

<b>Shakespeare's England</b>	Cllr Butler
Short summary of the purpose of the outside body:	Shakespeare's England (SE) is the official destination management organisation (DMO) for South Warwickshire and the surrounding areas. A not for profit membership organisation and a public private sector partnership, the role of the DMO is to promote the destination to encourage overnight stays in the area and increase the economic impact the visitor economy has on the local area. To give an indication of scale, currently Shakespeare's England Region welcomes 10.2 million guests each year, roughly 9 million day trippers and 1 million overnight guests. The value of these visitors to the local business turnover is estimated to be £632 million and helps support over 11,000 jobs.
Number of meetings held during the 12 month period August 2015 to August 2016:	There are four board meeting held each year usually in line with the quarterly Tourism Forums
Your own attendance record in the same period:	I was nominated to this company in May this year and since then there has been one meeting which I have attended.
Achievements of the Outside Body in this 12 month period:	<p>The past year has been one of significant change with the membership bands being restructured and reduced from 13 to 3 bands. This has reduced administration and increased income from the private sector members.</p> <p>SE has received a number of awards and recognition in the past year including</p> <ul style="list-style-type: none"> <li>• Stratford upon Avon – Britain's Favourite Historic Town (Landlove Magazine)</li> <li>• Top Place to visit 2016 - SUA Fodors (leading name in US travel for 80 years)</li> <li>• Best place to go in 2016 -SUA Frommers (Bestselling US Guidebook for 50 years)</li> <li>• Lonely Planet Best in Europe Awards – Warwickshire 6th out of 10 and the only place in UK mentioned</li> <li>• Best Creative Marketing Campaign Award - Coventry &amp; Warwickshire Tourism &amp; Leisure Awards 2016</li> </ul> <p>SE is represented on the following groups</p> <ul style="list-style-type: none"> <li>• CW LEP Culture &amp; Tourist Business Group</li> <li>• Member of CW LEP Champions</li> <li>• Moreton Morrell College Advisory Board</li> <li>• Board Observer – Stratford (Stratford BID)</li> </ul>

	<ul style="list-style-type: none"><li>• Throughout the year SE has conducted a numbers of campaigns, attended consumer shows and events, hosted trade events &amp; familiarity visits and submitted a number of bids for grants to be used to promote the area. These are too numerous to be included this report but the CEO of SE is to present its half yearly report to the O&amp;S committee on 1<sup>st</sup> November which will go into these in more detail and set out plans for the forthcoming year.</li></ul>
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### Warwick District Council appointments

<b>Conservative Appointments</b>	
<b>Coventry Airport Consultative Committee</b>	Cllr Harrington
Short summary of the purpose of the outside body:	To provide Parish Council input & feedback for any airport operation concerns. Regular concern at aircraft operating late at night & early mornings.
Number of meetings held during the 12 month period August 2015 to August 2016:	2
Your own attendance record in the same period:	(I attended 1 of 2) Attended meeting on 12th Feb 2016. Meeting for 1st July cancelled on 30/06/2016, rescheduled to 15th July but on Holiday.
Achievements of the Outside Body in this 12 month period:	<p>Coventry Airport no longer requires any air passenger services but has offered WDC to continue the agreed night noise quota from the expired s106 agreement.</p> <p>The airport South Side is no longer part of the airport. West Atlantic Airlines will vacate Coventry Airport to East Midlands in 12-months, while Coventry Airport will look to replace this operator.</p> <p>Of three official complaints to the airport, two were linked to helicopter tourism overflying farmstead and the other Binley Woods due to weather conditions. There is no longer any official helicopter training flight school at Coventry.</p> <p>Warwickshire &amp; Northamptonshire Air Ambulance were to upgrade their helicopter which may be a quieter aircraft.</p> <p>General Aviation operations are continuing at Coventry with the airport advertising better facilities than other General Aviation aerodromes.</p> <p>Coventry's Executive Jet Centre was expecting new business from JLR and the new South Whitley technology park.</p>
Your personal involvement/contribution in/to these achievements and to the outside body as a whole:	General feedback to WDC & Parish Councils.
How has this contributed to the District Council's vision for the community?	Feedback to the Parish Councils. S106 agreement expired and discussed with Gary Fisher.

<b>Kenilworth Abbey Advisory Committee</b>	Cllr Cooke
Short summary of the purpose of the outside body:	The Group advises the Council on the condition and upkeep of the Abbey which is owned by WDC and is situated in the Abbey Fields. The Abbey Barn houses a museum which is open to the public a number of days in the year as well as the remains of the gatehouse situated within St Nicholas Churchyard.
Number of meetings held during the 12 month period August 2015 to August 2016:	Since the last report in early October 2015 the Committee has met as a full committee on three occasions, 20 <sup>th</sup> October 2015, 22 <sup>nd</sup> January 2016 & 13 <sup>th</sup> May 2016.
Your own attendance record in the same period:	Regrettably, I have only attended one meeting in January 2016 at Jubilee House.
Achievements of the Outside Body in this 12 month period:	<p>During the year the Abbey Advisory Committee has reported and sought repairs to the roof of the Abbey Gatehouse and this has been done.</p> <p>The Committee has also transferred with the District Councils permission, some stones that were contained in the Abbey Gatehouse to the wooden pavilion in the Abbey Fields. This is a temporary solution whilst more tidying work is done inside the gatehouse in preparation for its partial restoration.</p> <p>The Harry Sunley Memorial Fund continues to raise funds for the Gatehouse restoration project and for the installation of a mezzanine floor to display some of the valuable artefacts.</p> <p>A copy of The Dictum of Kenilworth has been displayed there recently following the recent 750<sup>th</sup> Celebrations of the Siege of Kenilworth.</p> <p>The group is also taking part in the Kenilworth Neighbourhood Plan Consultation process.</p> <p>The next meeting is on Friday 14<sup>th</sup> October in the Abbey Barn.</p>
Your personal involvement/contribution in/to these achievements and to the outside body as a whole:	<p>The Committee also had several meetings concerning the Lease between WDC and the Abbey Barn and whether the works being proposed at the Gatehouse could be added to the lease.</p> <p>I facilitated a meeting between the WDC Estates Manager, Mr Makasis, and the Committee which was successful.</p>

<b>Kenilworth Town Centre Partnership</b>	Cllr Coker	
Short summary of the purpose of the outside body and number of meetings held during the 12 month period August 2015 to August 2016:	<p>This body is a partnership between the County District and Town Councils, the Chamber of Trade, Kenilworth Castle, University of Warwick and various other bodies within the Town with a view to promoting the Town in general and the Centre in particular.</p> <p>It meets on an ad hoc basis but meetings are held at least once per quarter and these increase to suit what is actually happening at any particular time e.g. Foodie Fortnight, the Siege etc.</p> <p>It also has an Executive Board of a Chairman, and two Vice Chairmen plus the Chairman of the Chamber .One of the Vice Chairmen is a political appointee and I hold that role. This board again meets at least once per quarter and also on an ad hoc basis .There are also several Working groups who look at the promotion of various aspects of the Partnerships overall remit.</p>	
Your own attendance record in the same period:	As far as I am aware I have attended the vast majority of the meetings of the whole partnership and the board but I have not kept a record	
Achievements of the Outside Body in this 12 month period:	<p>The partnership has until now had the benefit of the assistance of a Town Centre Manager which has been invaluable and has led to the partnerships success. This had resulted in improved footfall and fewer empty shops together with some very successful events such as the recent and continuing Siege celebrations which promote the Town as a destination. Further the provision of a regular newsletter keeps the Town Centre community and many others involved in the Town. Kenilworth is not big enough to host a BID but the KTCP with the help of a Town Centre Manager has produced a good results.</p> <p>My colleagues on the partnership are very concerned that the new arrangements which have removed a nominated resident Town Centre manager will lead to the Partnership being far less effective. I am very concerned that their voluntary interest will flag and possibly disappear.</p>	
<b>LGA District Councils' Network</b>	Cllr Mobbs	The Leader receives and shares these as appropriate updates but does not currently attend any meetings.



<b>South Warwickshire NHS Foundation Trust</b>	Cllr Mrs Bunker
<p>We have had elections this year for governors to the hospital. It was sad to say goodbye to those who did not seek re-election, including Michael Coker, but important to thank them most sincerely for all their hard work, as it is much appreciated. We wish them well. We welcomed six new elected governors and five new staff governors. They all seem to be settling in well and I hope they are enjoying all the new learning.</p> <p>The Trust is working very hard to put their patients first. It is well known that people prefer to be in their own homes rather than in a hospital, so they are working hard to provide the backup to enable patients to return home as quickly as possible but with support from the Community team to ensure that this can be achieved.</p> <p>We were pleased to see the new wards officially opened at Warwick on the 7<sup>th</sup> March 2016 by the Warwick and Leamington MP Mr. Chris White These are primarily orthopaedic beds with one ward intended to have amenity beds. This is to provide income and to allow patients who wish to, to have upgraded facilities. However, when required all beds will be available to those who require them without extra charges.</p> <p>Work is progressing well at Stratford with the new hospital due to open in the Spring of 2017. The Stratford Cancer and Eye Hospital Appeal has now raised £750 000 of the target of £1 million, so three quarters of the way there!</p> <p>We have interviewed and appointed two new Non-Executive Directors. I believe we have a very good team in place and it is part of the governors' role to work with our non-executive directors who are officially our link with the Directors of the trust.</p> <p>For the seventh successive year the hospital has been named as a "Top 40 Hospital" and our Accident and Emergency Department has been hailed as being "exemplary" after continuously beating the national standard of treating 95% of emergency patients within four hours.</p> <p>This has not been without incurring costs, but in order to provide safe effective care for our patients twenty four hours a day and seven days a week it has been necessary to reimburse our consultants to make this possible.</p> <p>Our Chief Executive, Glen Burley has been asked to oversee the running of the Midlands and East region's A &amp; E Improvement Plan which will see him offer advice, direction and mentor staff to help them deliver a better service. We are very lucky to have him at the helm!</p> <p>Unfortunately, we are still experiencing problems with our appointment booking system, which is causing some frustration for our staff who are working hard to get this working properly.</p> <p>In March this year the Trust had a CQC inspection for which their report has just been published (end August 2016). The Care Quality Commission found many areas of outstanding practice. The Central England Rehabilitation Hospital was praised for the services they offer to patients who have suffered brain injuries. They were also impressed by the work of the Community Nursing team in supporting diabetic patients to manage their condition. This has also been recognised by Diabetics UK. The A &amp; E Team were rated 'outstanding' for their effectiveness, which earned our community service area overall 'good'</p>	

Other area of acute services that received 'good' included urgent and emergency services, surgery, critical care and children and young people services. Staff satisfaction, A&E performance and the Trust's clear vision to provide high quality, clinically and cost effective NHS healthcare services that meet the needs of the population we serve.

Work was needed relating to some specific training for safeguarding, the mental health capacity act and risk assessments linked to bed rails. These have all been addressed since the inspection. The Trust has requested further guidance on End of Life elements of the report.

It was very disappointing, that despite all the praise for good practice, the overall rating for the Trust was "requires improvement" which is contrary to many other national indicators that place us in the top 20% in the country. The Trust is appealing the overall rating or asking for an early re-inspection.

<b>Warwick Town Centre Management Group</b>	Cllr Butler
I was nominated to this Group in May this year and since then there has been no meetings. From investigation it appears there were two or three meetings over the past year and while titled a 'Management Group' it mainly reviewed past and future events in the Town organised by the events and economic officers. Its efficiency also suffered from a number of people who were not members just turning up to the meetings.	
These issues are being addressed by the WDC events team and the Chairman of the Warwick Town Council Economic & Tourism Committee. The invitation list is being reviewed to ensure the appropriate people serve on the group. The Group will meet either quarterly or bi-monthly and will be chaired by a private sector member. The initial plan is to deliver a few key deliverables from the current action plan and then work on a revised plan for 2017.	

<b>Warwickshire County Council – Adult Social Care and Health Overview &amp; Scrutiny Committee</b>	Cllr Mrs Redford
Short summary of the purpose of the outside body:	This committee reviews and scrutinises the provision of public services in Warwickshire relating to adult social care services, including social care to older people and people with disabilities, policies and services for safeguarding adults and any matter relating to the planning provision and operation of health services for adults and children in Warwickshire.
Number of meetings held during the 12 month period August 2015 to August 2016:	There have been approximately 11 meetings of the Adult Social Care Overview and Scrutiny committee at Shire Hall and 2 workshops.
Your own attendance record in the same period:	As the representative of WDC I have attended 57% of the committee meetings and both workshops.

Achievements of the Outside Body in this 12 month period:	The committee meetings cover a wide variety of issues within the remit of Adult Social Care. We have looked at Care Homes and improvements to the way that underperforming homes and care provided are monitored. The committee have looked at the impact of closing a drop in Centre at Nuneaton, the response time of the West Midlands Ambulance Service, housing for vulnerable people, improving hospital discharge and care plans. The committee have received updates from Warwickshire Health Watch. Many of the areas covered are monitored and will be revisited at future dates.
How has this contributed to the District Council's vision for the community?	All the local District Council are represented on the Adult Social Care Committee and their input is a valuable resource of local information.

<b>HS2</b>	Cllr Illingworth
Short summary of the purpose of the outside body:	At the current stage with HS2 this has been more of an internal focus working with Debbie Prince.
Number of meetings held during the 12 month period August 2015 to August 2016:	There have been a number of internal meetings during the year with our officers, portfolio holder and other relevant councillors discussing and resolving issues to do with petitioning and planning in preparation for the next stage of the project should it receive Royal Assent. It is also possible that co-operation and liaison through 51M may resume as the petitioning process is almost exhausted.
Your own attendance record in the same period:	I have attended at least 5 meetings during the year including 2 held at WCC to discuss traffic issues during the construction period. In addition there have been a number of telephone calls and emails to and from Debbie Prince sorting issues out. I have also attended a couple of parish meetings where I have been specifically invited to cover HS2 matters.
Achievements of the Outside Body in this 12 month period:	WDC has made various decisions during the year such as not petitioning the House of Lords (a wise decision!), becoming a Qualified Authority for HS2 Planning and making preparations to deal with the large number of detailed planning applications expected.
Your personal involvement/contribution in/to these achievements and to the outside body as a whole:	I trust I have contributed to the achievements in the last 12 months.
How has this contributed to the District Council's vision for the community?	Our concerns now must be the potential impact on the residents and businesses of this District when the long construction period starts. We must work with WCC and other interested bodies to liaise with HS2 and their contractors to anticipate, mitigate and minimise any adverse effects.

<b>Warwickshire Waste Management Forum</b>	Cllr Shilton	Nil Response
<b>National Association of Councillors</b>	Cllr Coker	I regret that I have not attended any of the meetings of the Association during the year as all are held well away from the District and I have not been able to fit them into my diary.
<b>Birmingham Airport Consultative Committee</b>	Cllr Illingworth	
Short summary of the purpose of the outside body:	To establish a link between the Airport Company and communities affected by it.	
Number of meetings held during the 12 month period August 2015 to August 2016:	Four meetings were held in the year.	
Your own attendance record in the same period:	Three; I missed one because it clashed with a WDC Licensing and Regulatory Committee which I chair.	
Achievements of the Outside Body in this 12 month period:	The 30-strong Committee has received various briefings and addressed a number of issues including changes to flight paths following the runway extension, roof repair and replacement on houses in Marston Green, ground running noises issues, changes necessary in security systems, investment in baggage handling. A strong message has been the commercial success of the airport with the growth of airlines, routes and subsequent passenger numbers.	
Your personal involvement/contribution in/to these achievements and to the outside body as a whole:	I have asked several questions and also raised some issues outside the meetings. The problems of noise and low flying are obviously much more serious in communities next to or closer to the Airport and not surprisingly they have much to comment on. I have reported to both Burton Green Parish Council and to Kenilworth Town Council which are the two areas most affected by aircraft movements and I have taken up specific queries and complaints raised by the public.	
How has this contributed to the District Council's vision for the community?	The changes in routes and aircraft size following the runway extension have meant that aircraft have been an issue for our residents more this year than in the past. I do not feel that the quality of life for people in Warwick District has been too adversely affected however it is useful to have this direct link to senior executives at the Airport so that explanations can be given and issues explored.	

<b>Bid Leamington Board</b>	Cllr Miss Grainger
Short summary of the purpose of the outside body:	Leamington Business Improvement District (BID) is a business-led and controlled partnership the Town Centre. Its purpose is to create a successfully promoted, economically sound, safe, attractive and well-managed Town Centre for visitors, customers, businesses, employees and investors.
Number of meetings held during the 12 month period August 2015 to August 2016:	The board meets quarterly so we have had 4 meetings. There are also 2 open meetings which are for all members to attend and to hear what the Bid had been up to.
Your own attendance record in the same period:	I have attended all but one board meeting and both open meetings.
Achievements of the Outside Body in this 12 month period:	<p>Christmas lantern parade - as well as workshops to make the lanterns</p> <p>Christmas parking Angels - to promote good parking</p> <p>Golden ticket - to promote independent shopping over the Christmas period</p> <p>Regular little book of offers - to boost footfall into town centre</p> <p>Launch of Leamington Wi-Fi - south parade Wi-Fi with aid off WCC - gives true footfall number for visitors to the town centre - also monitors where they have visited from and how often</p> <p>Leamington food festival - over 25000 visitors over the weekend</p>
Your personal involvement/contribution in/to these achievements and to the outside body as a whole:	<p>Added input of my own retail knowledge to promotional ideas</p> <p>Aided with liaisons between council officers and the Bid officers</p>
How has this contributed to the District Council's vision for the community?	The Bid is aimed at boosting the business's community of the town centre. It is well respected and serves them well. This in turn allows for local residents to benefit from a vibrant town and safe town centre. Therefore the Bid is vital to our local community both as consumers and business alike.

<b>Chase Meadow Community Centre</b>	Cllr Butler
<p>This company was set up to manage the Chase Meadow Community Centre. The Board of Directors consist of representatives from Warwick District Council (WDC), St Michael's Church, Budbrooke and the Chase Meadow Community Centre (CMCC). I am the appointed representative for WDC.</p> <p>The board is constituted in this way to ensure the interests of all three parties remain adequately protected which in broad terms means: -</p> <ul style="list-style-type: none"> <li>• WDC as landlord of the building has an active interest</li> <li>• The Church has some influence given the funds they contributed to the building</li> <li>• CMCC has shared responsibility to run the building</li> </ul> <p>CMCC are responsible for the day to day activities in the building so the CMCP has had three meetings over the past year of which I attended one. One I missed was because I was missed off the meeting invitation.</p> <p>The main objectives during the past year have been to put in place documented governance arrangements and to open a separate bank account to hold the sinking fund that the company is accumulating to cover ongoing maintenance to the building. My experience of Trust Law and Corporate Banking has contributed to the successful conclusion of both of these objectives</p>	

<b>LGA Rural Services Network</b>	Cllr Harrington	Councillor Harrington informs the Committee that he is not the appointed representative for this Outside Body. The Council needs to appoint a Councillor to it.
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<b>Armed Forces Community Covenant Champion</b>	Cllr Illingworth
Short summary of the purpose of the outside body:	This not a specific Outside Body but a role working with Bernie Allen dealing with the implementation of the Armed Forces Community Covenant within the District Council
Number of meetings held during the 12 month period August 2015 to August 2016:	There is no specific meeting timetable
Your own attendance record in the same period:	<p>I was only appointed in May but in the period I have attended:</p> <ul style="list-style-type: none"> <li>a. a County-wide meeting at Warwickshire County Council</li> <li>b. a Conference on the Covenant held at a Coventry Reserve Forces Centre</li> <li>c. hoisting of the Armed Forces flag at the Town Hall</li> <li>d. meeting with officers to discuss our actions relating to housing (see 7 below)</li> </ul>
Achievements of the Outside Body in this 12	The Conference in particular raised the profile among a large audience led by the

month period:	Lord Mayor of Coventry. I am delighted that Bernie Allen played a part in organising it.	
Your personal involvement/contribution in/to these achievements and to the outside body as a whole:	I have contacted all WDC councillors to make them aware of my possible help in any issues affecting service or ex-service men and women. I contributed at the WCC meeting and spoke to a number of people at the Coventry Conference to exchange ideas.	
How has this contributed to the District Council's vision for the community?	<p>My discussions with Housing Department covered three areas where WDC has responsibilities and I am keen to ensure that we are fulfilling our obligations having signed up to the Covenant:</p> <ul style="list-style-type: none"> <li>a. Assisting and signposting homeless and rough-sleeping ex-service personnel</li> <li>b. Ensuring the relevant priority for ex-service personnel seeking housing</li> <li>c. Adapting any housing for the needs of ex-service disabled personnel</li> </ul>	
<b>National Parking Adjudication Service (PATROL)</b>	Cllr Shilton	Nil Response

## Warwick District Council appointments

### Labour Appointments

<b>Warwick District Mobility</b>	Vacancy	
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<b>Warwick District Citizens' Advice Bureau</b>	Cllr Quinney	
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The Annual report will be presented to the AGM on Tuesday 8<sup>th</sup> November at 1400 in Pageant House Warwick and gives a great deal of further detail on activities and progress made in the last year. It will be available shortly on the CAB website <http://cableamington.org.uk/> where all the latest news about the organisation is posted.

Some headlines from the last year 2015/6 are:

- national change of name to Citizen's Advice, dropping the Bureau
- financial performance was good with over £30k put to reserves and it continues into this year...however
  - o this has been partly due to delays in recruiting staff and
  - o a large pension deficit remains (being managed through the County)
- finding enough volunteers is becoming more challenging – CA employs 10/12 staff but relies very largely on its 70 highly trained volunteers
- quality of advice achieved by Warwick CA is in top 3% of CA performance
- sessions are now being held weekly at community hubs
- 4500 enquiries received from over 3800 clients in the year
- sharp rise in clients who are disabled or who have long-term health problems
- most common issues remain debt and welfare

Following the retirement of the Manager at Stratford CA, a proposal to merge Warwick and Stratford, supported by WCC, has been gathering momentum over the last 12 months. The merger should give the new organisation the adequate management strength and resilience for winning and managing contracts even more successfully in what is an increasingly demanding environment.

If all goes to plan the merger should be completed by April 2017. At that time the new Board will be reconstituted without Board members nominated by funding bodies such as WDC, like myself. This is in line with normal practice across the CA network.



## Warwick District Council appointments


### Whitnash Residents Association

<b>South Warwickshire Plato Trust</b>	Cllr Mrs Falp	
Short summary of the purpose of the outside body:	<p>The South Warwickshire Plato Trust is a charitable organisation providing housing for people who have suffered or are recovering from mental illness.</p> <p>In 1971 South Warwickshire Group homes was formed to provide safe accommodation to people suffering from mental health problems and so to assist with their recovery. In 1982 the Plato Trust was founded providing much the same service as the South Warwickshire Group Homes. The two organisations worked closely together until 2001 and then merged to become the South Warwickshire Plato Trust.</p> <p>The trust has a range of accommodation leased from the County and District Councils and the trust has also purchased properties recently. They operate 9 houses and 13 single person's flats providing 45 places. The organisation works closely with Warwickshire County Council, Warwick and Stratford District Councils and Warwickshire N.H.S. Trust.</p> <p>The current cost of renting a property is £145 a week and this includes the cost of gas, electric and water, communal telephones and T.V licences. Many of the residents have complex needs and they are assisted by other agencies to address these needs.</p> <p>The trust is well managed. There are just two staff members who do a fantastic job often with difficult situations to manage. Any complaints are quickly and carefully managed and the accommodation is maintained to a good standard.</p>	
Number of meetings held during the 12 month period August 2015 to August 2016 and your own attendance record in the same period:	I represent Warwick District at the Management meetings of the Trust. There were seven meeting last year. I attended five of the seven, missing one recovering from an operation and the other having to attend a meeting at the District Council. Meeting are held early evenings on a Monday.	
Your personal involvement/contribution in/to these achievements and to the outside body as a whole:	I try to provide a link and contact details for Warwick District staff should it be needed and updates on any policies that could affect the Trust.	

### Warwick District Council appointments

#### Appointments by one or more Groups

<b>Friends of Leamington Art Gallery</b>	Cllr Naimo (Lab) Cllr Day (Con)	
Short summary of the purpose of the outside body:	Friends of Leamington Art Gallery are a group that promotes & supports our local art gallery. During the winter, the Friends of organisation arrange monthly talks on various art themes, and in the summer months take regular bus 'excursions' to other art galleries and sites of interest around the country. The excursions in particular are extremely popular and quite often sell out!	
Number of meetings held during the 12 month period August 2015 to August 2016:	They meet approximately 3 times a year	
Your own attendance record in the same period:	Unfortunately, both Cllrs appointed to this organisation have struggled to make many FLAG meetings due to clashes with other Council meetings and commitments and have both only attended 1 meeting in 18 months.	
Achievements of the Outside Body in this 12 month period:	They produce 2 newsletters a year. Through their membership and fundraising efforts they have purchased several items for the Leamington Art Gallery & museum over the years. They were formed in 1967 - so next year they are celebrating their 50th anniversary. The committee is working towards a celebration of some sort.	
Your personal involvement/contribution in/to these achievements and to the outside body as a whole:	Whilst both supporting the aims of FLAG, both Cllrs on the committee have raised the question as to whether two Councillors on one committee is a good allocation of Council resources. There are already officer representatives from the Art Gallery & Museum who attend meetings regularly. Perhaps this should be reconsidered in the review of Outside Body appointments this year.	
<b>Hill Close Gardens Trust</b>	Councillor Ashford (Con) Councillor Bromley (Lab)	Nil Response

 <b>Overview and Scrutiny Committee – 1 November 2016</b>		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>9</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>	27 September 2016	
<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	

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

## **1. Summary**

- 1.1 This report informs the Committee of its work programme for 2016/2017 (Appendix 1) and of the current Forward Plan November 2016 to January 2017 (Appendix 2).

## **2. Recommendations**

- 2.1 The report be noted;
- 2.2 Any amendments suggested at the meeting for the Work Programme, be made accordingly;
- 2.3 The Committee to identify any future Executive decisions to be made, or future policies to be adopted, which members wish to have an input into before the Executive take the decision, and either:
  - 1. nominate one member to investigate that future decision/policy and report back to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
  - 2. request an officer report to be submitted to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.

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

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

## **4. Policy Framework**

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

## **5. Budgetary Framework**

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

## 6. **Risks**

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

## 7. **Alternative Options Considered**

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

## 8. **Background**

- 8.1 There are five main roles of overview and scrutiny in local government. These being:
- Holding to account
  - Performance management
  - Policy review
  - Policy development
  - External scrutiny
- 8.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.
- 8.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.
- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 8.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.
- 8.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.
- 8.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report

detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.

- 8.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.

**Overview and Scrutiny Committee  
Work Programme 2016**

**29 November 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 – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late Nov / Early Dec 2017	Annually
T&F Groups' Updates		Verbal reports	TBA	<p>T&amp;F Gp – off-street parking charges review – Councillors Quinney (Chairman); Ashford, Boad, Mrs Cain, Day Mrs Stevens.</p> <p>T&amp;F Gp – HMOs – Councillors Naimo, Mrs Knight, Quinney, Miss Grainger, Thompson, Davison, Mrs Cain</p>	Every Meeting until...	...T&F Group work completed
How the Health Scrutiny Sub Committee should work	27 September 2016	Written Report	Marianne Rolfe			29 November 2016
Current Arrangements for South Warwickshire Crime and Disorder Scrutiny	Mandatory	Report	Pete Cutts		Late Nov / Early Dec 2017	Annually

## 4 January 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
To note the minutes of the Health Scrutiny Sub-Committee meeting 22 November 2016					Following next Health Scrutiny Sub-Committee Meeting	On-going
Interim Update HQ Relocation – outcome of Phase 1 <i>(At O&amp;S 27 Sept 2016, the Committee asked Andrew Jones to check with Bill Hunt whether there was anything of note to present at this time; it also questioned whether the report should be presented to all Scrutiny Committees.)</i>	1 June 2016	Written Report	Bill Hunt/Phillip Clarke			4 January 2017
Health Scrutiny – Review of the work undertaken by the Sub-Committee since inception and decide whether to continue with the sub-committee.		Written Report	Chairman of Health Scrutiny Sub-Committee			4 January 2017



Appendix 1 – O& S Work Programme

An update on the pre-application charging regime for development proposals	28 June 2016	Written Report	Gary Fisher / Tracy Darke			4 January 2017
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		January 2018	Annually

## 7 February 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Letting Boards – Update against the position 12 months ago and the trend	9 February 2016	Report / Q & A	Rajinder Lalli			7 February 2017
Waste Collection Update	28 June 2016	Report / Q & A	Gary Charlton			7 February 2017
Waste Container Charging Review – In light of monitoring of figures of numbers of bins/boxes bought / supplied and whether recycling has increased/decreased	9 February 2016 & 28 June 2016	Report / Q & A	Councillor Shilton			7 February 2017
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Shilton		February 2018	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 17 January 2017					Following next Health Scrutiny Sub-Committee Meeting	On-going

7 March 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2017	September 2019
Follow-up report on the pre-application charging regime for development proposals	28 June 2016	Written Report	Gary Fisher			March 2017
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2018	Annually

## 4 April 2017

<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>
Update from the Leader of the Council on his corporate and strategic leadership	Standing Annual Item	Verbal report followed by Q&A at meeting	Councillor Mobbs		April 2018	Annually
Procurement – 12 month review of the impact of the changes to the Code of Procurement Practice	April 2016	Report	John Roberts			
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	Written Report	Lesley Dury		April 2018	Annually
Children's Champions – End of Year Report	Standing Annual Item	Written Report	Bill Hunt		April 2018	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 15 March 2017						

## TBA

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Housing Futures – Housing and Homelessness Strategy 2017 (Forward Plan Reference 822)	27 September 2016	Report	Andrew Jones to speak to Bill Hunt about when this report can be given.		Andrew Jones to speak to Bill Hunt to determine a date for this report.	
Future of Community Forums	27 September 2016	Report	Andrew Jones to determine a date for this report.		Andrew Jones to determine a date for this report.	
Recommendations from the One Stop Shop Review (Forward Plan Reference 812)	27 September 2016	Verbal Update	Andrew Jones to speak to Bill Hunt about when this update can be given.		Andrew Jones to speak to Bill Hunt about when this update can be given.	
Phase 2 Leisure Development in Kenilworth	1 June 2016	Verbal Update	Rose Winship		C. Servs to notify when the report can be presented	

CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available
Housing Strategy 2014-2017	February 2016		Andy Thompson		TBA once the changes to the Act have been published.	
Council Development Company (Forward Plan Ref 727)	February 2016		Andy Thompson		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber			Quarterly Update once the Local Plan has been agreed.

Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Report	Councillor Coker			
National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker			

**First meeting of each Municipal Year**

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

**August / Early September 2017**

<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	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Cross		Late Aug/Early Sept 2018	Annually

**Late September / Early October 2017**

<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>
Shakespeare's England	Request from Report Author	Written Report	David Butler		March 2018	September 2019
Holding Portfolio Holders to account – Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Sept / Early Oct 2018	Annually

**Late October / Early November 2017**

<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	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Coker		Late Oct / Early Nov 2018	Annually



**March 2018**

<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>
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2018	September 2019

**September 2018**

<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>
Shakespeare's England	Request from Report Author	Written Report	David Butler		March 2019	September 2019

**March 2019**

<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>
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2019	September 2019

**September 2019**

<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>
Shakespeare's England	Request from Report Author	Written Report	David Butler			September 2019



## **Warwick District Council Forward Plan November 2016 to January 2017**

**Councillor Andrew Mobbs  
Leader of the Executive**

The Forward Plan is a list of all the Key Decisions which will be taken by the Executive 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 November 2016 to January 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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### 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	

### 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	

St Mary's Lands (Ref 821)	To report back on the public consultation undertaken this summer and to agree the next steps		Executive <del>28/9/2016</del> Reason 5 30/11/2016	22/11/2016	Chris Elliott Cllr Butler	Range of events with local community and groups
Code of Procurement Practice (Ref 805)	To consider and recommend to Council and updated Code of Procurement Practice		Executive <del>28/9/2016</del> Reason 5 30/11/2016	22/11/2016	John Roberts Cllr Whiting	

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	

<b>Section 2 Key decisions which are anticipated to be considered by the Council between February 2017 and June 2017</b>						
<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>8 February 2017</b>						
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	
HRA Rent Setting 2017/18 (Ref 808)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Phillips	
Heating, Lighting and Water Charges 2017/18 – Council Tenants (Ref 809)	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting and water supply.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Phillips	
Treasury Management Strategy (Ref 810)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	
Housing Related Support Services (Ref 777)	To propose new Housing Related Support services for tenants of the Council		Executive 8/2/2017	31/1/2017	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	<del>Executive 27/7/2016</del> 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'	<del>Executive 6/4/2016</del> 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	<del>Executive</del> <del>9/3/2016</del> <del>2/6/2016</del> <del>Reason 2</del> <del>Reason 1</del> <del>29/6/2016</del>	Andy Thompson Cllr Phillips			
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.	<del>(Moved</del> <del>Reason 6)</del> <del>29/6/2016</del> 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	<del>Executive</del> <del>6/4/2016</del> <del>02/06/16</del> <del>Reason 1</del> <del>29/6/2016</del> 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	<del>Executive</del> <del>29/6/2016</del> <del>27/7/2016</del> Reason 4	Matt Jones Cllr Phillips			



Strategic Opportunity Proposal (Ref 712)	To update Members on the current position.  It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)	Executive <del>03/09/15</del> <del>30/09/15</del> <del>02/12/2015</del> <del>6/4/2016</del> <del>2/6/2016</del>	Chris Elliott  Cllrs Mobbs, Coker, Phillips, Whiting & Cross	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		
Car Parking strategy (Ref 790)	To consider the future off-street car parking needs of Leamington, Warwick and Kenilworth and how these should be addressed	Executive <del>2/6/16</del> <del>27/7/2016</del> Reason 3	Rob Hoof  Cllr. Shilton			
69 Willes Road (Ref 815)	To request approval for the sale of 69 Willes Road	Executive <del>1/9/16</del> Reason 5	Matt Jones Cllr Phillips			

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 <del>28/9/2016</del> 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 <del>28/9/2016</del> Reason: 5	Rose Winship Cllr Coker			

**Section 4 – 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>
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 28/11/2016	20/9/2016	Graham Leach Cllr Mobbs	
Councillors IT	To report back on the work of the Councillor IT Working Party.		Executive 28/11/2016		Graham Leach Cllr Mobbs	
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 28/11/2016	25/10/2016	Graham Leach Cllr Mobbs	Councillors Barrott, Boad, Mrs Falp and Mobbs (Group Leaders), Overview & Scrutiny Committee (27/9/16)
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

**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) 456114**