

 Overview and Scrutiny Committee 27 November 2018		Agenda Item No. 6
Title	Annual Feedback on Outside Appointments and Champions	
For further information about this report please contact	Lesley Dury, Principal Committee Services Officer Andrew Jones, Deputy Chief Executive & Monitoring Officer	
Wards of the District directly affected		
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	28 November 2017	
Background Papers	None	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
Not required as it concerns outside appointments.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	19/11/2018	Andrew Jones
Head of Service		Not Applicable
CMT		Andrew Jones
Section 151 Officer		Not Applicable
Monitoring Officer	19/11/2018	Andrew Jones
Finance		Not Applicable
Portfolio Holder(s)		Not Applicable
Consultation & Community Engagement		
Not Applicable		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

1.1 This report details:

- the annual statement of work undertaken by Outside Bodies written by the Councillor(s) who represent this Council on that Outside Body (Appendix 1);
- the criteria used by the Deputy Chief Executive and Monitoring Officer to determine whether the appointment of a Councillor to an Outside Body is required (Appendix 2); and
- the annual statement of work undertaken by Champions written by Councillor(s) who act as this Council's Champions (Appendix 3).

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.

2.3 That the Overview and Scrutiny Committee note the contents of the statement of work from Champions.

3. **Reasons for the Recommendations**

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.

3.2 The Monitoring Officer felt that it was appropriate to understand the work being undertaken by Champions.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all	<u>Intended outcomes:</u> Area has well looked after public spaces	<u>Intended outcomes:</u> Dynamic and diverse local economy

met Impressive cultural and sports activities Cohesive and active communities	All communities have access to decent open space Improved air quality Low levels of crime and ASB	Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
Nil	Nil	Nil
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Nil	Nil	Nil

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies; however, this report is for governance purposes. However, Members need to be mindful of the objectives above, when making their appointments.

4.3 **Changes to Existing Policies**

There are no changes to existing policies.

4.4 **Impact Assessments**

There are no new policy changes in respect of Equalities.

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.
- 7.2 No alternative options have been considered in respect of the Champions' report because this is the first year the report has been presented at the request of the Monitoring Officer.

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. For this year's report, the two requests were sent out on 9 August and 25 September. Very few reports were returned as a result of these two requests, so a third request was sent out on 16 October.
- 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 At the 31 May 2017 meeting of the Overview & Scrutiny Committee, Members considered a report in which the Deputy Chief Executive & Monitoring Officer stated his recommendations on which Outside Bodies should continue to be supported with a Councillor representative. Members requested that they should be given information on how the Deputy Chief Executive & Monitoring Officer made his assessment. Appendix 2 lists the considerations used by him when making the assessment.
- 8.9 The Monitoring Officer felt that because the number of Champions had grown over the years, it was appropriate that Members should understand the work being done. He therefore requested that Champions submit a report of the work they have done in the previous 12 months which would be added to the Outside Bodies annual report.

Appendix 1: Feedback from Councillors who represent this Council on Outside Bodies

1. Executive Appointments

1.1 Councillor Thompson (Portfolio Holder – Health & Community Protection)

(a) Warwickshire Police & Crime Panel:

The Warwickshire Police & Crime Panel scrutinises and supports the work of the Police and Crime Commissioner, and is a statutory consultee for the Commissioner on their plans for policing, the precept, and any key appointments.

Five meetings have been held from September 2017 to September 2018, of which Councillor Thompson has attended four.

The achievements of the Warwickshire Police Panel in this 12 month period can be viewed in the Annual Report that the Panel produces by following this link: [Warwickshire Police and Crime Panel – Annual Report 2017/18](#)

Councillor Thompson's personal involvement/contribution to these achievements and to the outside body as a whole:

Scrutinised the increase in the precept; Communication from the Office of the Police and Crime Commissioner; Pushed for more support for rural crime and engagement on cross-border issues relating to drugs and cuckooing¹.

How this has contributed to the District Council's vision for the community: The Panel scrutinises the Police and Crime Commissioner, who scrutinises the Police. Effective scrutiny of the PCC directs better safety and crime outcomes for the District. Scrutiny of the precept that council tax payers have to pay is important.

(b) Safer Warwickshire Partnership Board:

The Safer Warwickshire Partnership Board ('SWPB') aims to:

- Create safer communities through the reduction of crime and the promotion of safety.
- To provide strategic coordination and support to community safety activity.
- To prepare a Community Safety Agreement for the county in fulfilment of the duties under legislation.
- To agree appropriate strategies, implementation plans, targets and to monitor performance.

Four meetings have been held from September 2017 to September 2018, of which I have attended two.

Achievements of the Safer Warwickshire Partnership Board in this 12 month period:

¹ Cuckooing is a form of crime in which drug dealers take over the home of a vulnerable person in order to use it as a base for drug dealing (Wikipedia)

Strategic coordination and support of community safety intervention and agencies. Ensured the implementation of plans to tackle priorities and performance against those.

My personal involvement/contribution to these achievements and to the outside body as a whole:

Raised issues of rural crime, cuckooing, and cross-border drugs issues.

This group makes a significant contribution to making the District safer in providing the strategic coordination to community safety within the District and holding to account the agencies involved.

(c) South Warwickshire Community Safety Partnership

The South Warwickshire Community Safety Partnership is the statutory body for reducing crime, disorder and substance misuse in South Warwickshire.

Four meetings have been held from September 2017 to September 2018; I have attended them all.

Achievements of the South Warwickshire Community Safety Partnership in this 12 month period:

This is the strategic body that sets the priorities for partner agencies for each financial year. This body commissions an annual picture of crime, disorder and substance misuse to identify patterns and emerging trends and tasks an operational group to produce action plans to address them. The group monitors performance every six months. In the last 6 months performance has improved considerably across a broad range of crime types and anti-social behaviour.

Where there is a portfolio holder for the community safety function that councillor must serve on the Community Safety Partnership.

How this has contributed to the District Council's vision for the community:
This group makes a significant contribution to making the district safer in coordinating responses to key priorities in our district including reducing violence and anti-social behaviour.

(d) Warwickshire County Council Health & Wellbeing Board

The WCC Health & Wellbeing Board provides leadership and direction for the health and social care economy in the county leading to improving health and wellbeing of the local population and reducing health inequalities.

In the period September 2017 to September 2018 there have been:
Board Meetings = 4 and Portfolio Holder Meetings = 4
Place forum and JNSA meetings throughout year = approx. 4

I have attended four meetings in this 12 month period.

The achievements of this body can be found by following the following link:
<http://hwb.warwickshire.gov.uk/annual-review/> (2017/18 to be published shortly.)

My personal involvement in the work:

Been vocal on issues of suicide, homelessness, and drug and alcohol services, all of which there are now more pots for funding for, and pilots that the Warwickshire councils can engage with. Stressed the importance of access to leisure and exercise, including giving a tour of the refurbished St Nicholas Park Leisure Centre to members of the HWBB.

This group ensures the progress is made towards improving the health and wellbeing of our residents.

1.2 Councillor Phillips (Portfolio Holder - Housing & Property Services)

(a) The Association of Retained Council Housing (ARCH)

(i) ARCH is an association of councils in England and Wales that have retained ownership and management of their council homes. It is a cross-party body that seeks to make the case for social housing and for council housing and local authorities as providers of social rented housing on behalf of its councils and its tenants.

As a member led association, on behalf of its members, it aims to:

- **Represent the** collective interests of retained stock councils
- **Make the case to government** for a strong retained stock sector
- **Help members** meet the challenges of managing council housing in the context of the reformed council housing finance system and other government policies on social housing
- **Demonstrate** the benefits of retained stock in meeting wider local and national priorities
- **Promote** best practice and disseminate learning
- **Listen** to and take into account the views of tenants

Membership is open to all stock-retained councils in England and Wales. The Association currently has 68 member authorities across England and Wales including Boroughs, unitary authorities and district councils both large and small. A full list of current members can be found on the ARCH website:

<http://www.arch-housing.org.uk/about/arch-members.aspx> .

(ii) ARCH is a company limited by guarantee registered in England and Wales - Company Reg. No. 07970258 4 Riley Court, Millburn Hill Road, University of Warwick Science Park, Coventry CV4 7HP and is governed by an Executive Board elected annually from among its member councils.

The Executive Board meet up to 6 times per year to set policy direction and oversee the running of the organisation. Each meeting of the Board is preceded by a meeting of the ARCH Tenant Group to enable tenants to consider major policy issues and feed into the Board's discussions.

During the period September 2017 to August 2018 the Executive Board met six times.

(iii) Councillor Phillips attended four meetings during that period and on the occasions he was unable to attend due to other business he sent his apology. He chaired several of the meetings in absentia of the elected Chair.

- (iv) Council housing needs a strong unified strong voice if it is to become a vibrant, dynamic and growing sector for the first time in well over a generation. The promise by the Government in the Housing White Paper to “back councils to build” and the recent allocation by government of additional funding for social rented housing in the Affordable Housing Programme and announcement of a partial lifting of the HRA debt cap presents a significant opportunity for the sector. The Social Housing Green Paper presents a number of challenges as well as opportunities to be gained. This requires the sector to come together to make the case for council housing through strong, effective leadership from a representative body whose primary aim is to make the case for the future of council housing.

Those councils that have retained ownership of their housing stock have distinctive interests and need their own, independent, effective voice. ARCH is the only organisation that speaks exclusively on behalf of stock retained councils and it wants to become more effective by bringing all eligible councils into membership.

The Association provides an important conduit of sector views to government, and a trade body that is helping restore confidence in the sector.

Over the last 12 months ARCH has, amongst other things:

- Held regular liaison meetings with Ministry of Housing and Local Government (MHCLG) officials to promote the case for council housing.
- Arranged meetings with Minister’s in MHCLG and DWP to highlight the impact of government policy on council housing and make the case for change where appropriate:
- Conducted detailed research amongst its members and those of the National Federation of Almos (NFA) on the impact of welfare reform, published a report and lobbied Ministers and MPs on the findings.
- Worked with the Chartered Institute of Housing to commission a comprehensive report and guide to better partnership working between local authorities and housing associations.
- Prepared a detailed submission to government ahead of the Social Housing Green Paper
- Participated in workshops and met members of Dame Judith Hackitt’s Review Team to input into the Review of Building Regulations and Fire Safety
- Produced regular fortnightly bulletins and policy briefings for our members which can be used to save time in preparing internal reports and briefings. Commissioned a key report “Raising the Roof” to identify the reasons for as yet unused borrowing headroom to make the case for uplifting the HRA debt cap.
- Together with the NFA we made the case to government in a joint submission prior to the 2017 Autumn Budget arguing the case for:
 - Lifting the HRA debt cap.
 - Greater flexibilities in use of RTB receipts
 - Abolition of the Higher Value Asset (HVA) Levy
 - Greater certainty over future social rent policy

Since then the Government have announced significant policy shifts including a £1bn lifting of the HRA debt cap for councils in areas of high affordability pressures, the abolition of the HVA Levy, consultation

on use of RTB receipts and consultation on a new social rent policy of CPI & 1% from 2020.

- Held regular member events with key speakers from the sector including senior officials from MHCLG to ensure our members are well informed and able to feed in their views to inform our lobbying strategy.

Benefits of ARCH membership to member councils include:

Policy

- Free access for officers, elected members and tenants to the regular fortnightly ARCH E-bulletin with the latest developments affecting council housing
- Access to ARCH policy briefings and updates, produced by the ARCH Policy Adviser.
- Free policy and good practice information via our Policy Adviser, as well as the resources of HouseMark.
- Free access to any dedicated research commissioned by ARCH for, and on behalf of, councils with housing.
- The opportunity to influence ARCH policy on how we respond to the government's agenda.

Improvement & information

- Free access to the ARCH website.
- Free access to ARCH Exchange, enabling housing staff to share knowledge and seek advice from colleagues in other member councils.

Events & networking

- Invitation to the Annual Chief Officer annual 2 day conference in December. ARCH membership entitles member councils to a 2nd free place on a 'buy one get one free' basis.
- Up to 2 free places at all ARCH member seminars including the ARCH new build network, providing expert speakers and networking opportunities.
- Free support for tenants via the ARCH Tenants' Group and the right to nominate a tenant representative for election to the Group.
- Up to 5 free places for member councils at the annual ARCH Tenants' Conference.

- (v) Councillor Phillips has made a vital contribution to the work of the Association through his membership of the ARCH Board and has chaired a number of meetings of the Board in the absence (due to maternity leave) of the elected Chair.
- (vi) Involvement with ARCH has contributed to our knowledge and understanding of key matters, enabling a better response to the Council's strategic objective to meet the housing needs of all. We have also used it to lobby the Government on our behalf.

1.3 Councillor Butler (Portfolio Holder – Business)

(a) Shakespeare’s England

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. As the driving force and owners of the Destination Management Plan, Jo Lloyd is also the Chair of the DMP Steering Group ensuring that all leads are progressing on the 7 Priorities identified in the Plan.

There are four board meeting held each year usually in line with the quarterly Tourism Forums and I have attended two of these and sent an alternate for the other two.

The past year has seen SE continue to increase membership numbers and increase income from the private sector members. This was an objective given to it by the Councils on the Board. We are currently working with Stratford District Council to agree what we feel should be SE’s objectives over the next planning cycle so that we have a common approach to the company.

SE is represented on the following groups

- CW LEP Culture & Tourist Business Group
- Member of CW LEP Champions
- Moreton Morrell College Advisory Board
- Board Observer – Strat>forward (Stratford BID)

The CEO of SE makes an annual presentation to the O&S committee the next one being due in March 2019.

1.4 Councillor Mobbs (Leader of the Council)

(a) West Midlands Employers formerly West Midlands Councils and West Midlands Leaders Board

Councillor Mobbs advised that there was nothing to report for this Outside Body.

(b) Coventry and Warwickshire LEP (including City Deals)

A report has not been submitted.

(c) LLP Board

Councillors Mobbs, Butler and Whiting represent the Council on the LLP Board.

A report has not been submitted.

2. Warwick District Council Appointments

2.1 Conservative Appointments

(a) Coventry Airport Consultative Committee (Councillor Wright)

Purpose of Consultative Committee:

- To understand the issues affecting Coventry Airport and surrounding areas.
- To discuss their plans and to offer any appropriate support required
- To understand and consider any risks to either the community or WDC
- To communicate any changes both operational and structurally that may affect the local committee, the local plan and surrounding area.

Number of Meetings during the period September 2017 to September 2018 = 4

Attendance by Cllr Wright = 3

Attendance by Cllr P Redford (as a substitute) = 1

WDC Representation = 100%

Summary Feedback:

Coventry Airport continues to have operational and financial issues and therefore they can only provide services to the General Aviation community due to significant restrictions in terms of the air traffic control elements imposed by the CAA and national air traffic control therefore their plan is very much focused on General Aviation activity.

They are seeking to obtain changes to their operating licences over the next two years by introducing an RNAV system to replace the defunct ILS system however the cost to do this could be more than £250K and could take 2 years to implement.

Whilst the overall financial position of the airport has improved it is still operating at a significant loss and several redundancies have taken place in the past year.

They have lost a major training provider (due to insolvency) and others would be put off as currently it can no longer provide a service (in simple terms instrument landing) which is a key part of the training curriculum. However, they have recently seen Aero's formally of Wellesbourne move to Coventry Airport.

The only Executive Jet company based at Coventry has now moved out and has relocated to Birmingham.

Whilst they still also have several vacant buildings (Fixed use) and a number (multi use) they have been taken over by non-aviation businesses and their aviation hanger use has increased in the past 12 months possibly due to the issues around Wellesbourne.

The Coventry South Development around the airport continues to be monitored but there is no significant effect in operational terms currently.

In my view Coventry Airport remains at risk as a viable long-term business and whilst the losses have decreased during the past 12 months the level of investment required to introduce the RNAV system is significant and could take 2 years to implement.

Peter Jones is committed to make the airport a viable proposition as a general Aviation airport with supporting elements however there are significant challenges to do this.

In terms of Warwick District Council, I believe there are long term risks and we need to monitor the situation very carefully particularly considering all the development around the area.

That risk could be around the current levels of revenue, tenant protection and what actions would need to be taken should the airport and surrounding area become unviable. This is particularly important due to the size, location and the fact that is designated as a green belt area.

I will continue to monitor and attend the various meetings with regards to Coventry Airport along with the Baginton Parish Council Meeting who have a vested interest.

Should anyone wish to have a detailed discussion about the elements raised please contact me directly at:

Trevor.wright@warwick.gov.uk
Cllr Trevor Wright
Stoneleigh & Cubbington

(b) Kenilworth Abbey Advisory Committee (Councillor Cooke)

The Group advises the Council on the condition and upkeep of the Abbey ruins which are 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.

Since the last report in September 2017 the Committee has met as a full committee on three occasions, 13th October 2017, 26th January, & 18th May 2017. I have attended two of the meetings.

Progress relating to the Abbey Gatehouse project is relatively slow as you would expect in a project such as this. However, progress is being made in other areas. A number of meetings have been held with architects and advisers to move the project forward.

The Harry Sunley Memorial Fund and its project to restore the Abbey Gatehouse continue to play a large part in the activities of the Committee. They continue to raise funds for the Gatehouse project and for the installation of a mezzanine floor to display some of the valuable artefacts. To this end a display cabinet has been commissioned and made by local craftsmen.

A costing for the construction of the mezzanine floor had been sought from Pinner. It is also thought desirable that some of the windows/openings are made weatherproof by the use of Perspex.

Despite reporting previously that the Barn roof needed replacing this still has not taken place despite the District council scheduling it. During the year a number of broken tiles have been reported. The gutters are in a very poor condition and they will need replacing.

The issue of the presence of Bats in the Abbey Gatehouse has led to a delay whilst reports were sought. Despite much expense, the report from the consultant has not proved as helpful as the committee had hoped.

The Committee is pressing ahead with the provision of a stone bench using various remaining stones that are currently being stored in the Abbey Fields Pavilion. Permission has been sought from St Nicholas Church for the temporary burying of stones in a priest hole.

There has been much progress with assistance from WDC on weed control on the site.

The Committee has also made a thorough response to the consultation on the Kenilworth Neighbourhood Plan.

Councillor John Cooke
23rd October 2017

(c) Kenilworth Town Centre Partnership (Councillor Coker)

Unfortunately the concern I expressed last year continues. This organisation was formed some 12 years ago to improve and promote the town centre of Kenilworth and with support of the Town Centre Manager a partnership was formed consisting of WDC, KTC, Chamber of Trade local traders and citizens. A considerable number of events and promotions of trade and tourism were put in place over the years and the partnership was quite definitively successful. It was based on a Managing Board who led the partnerships programme and then disseminated this through meetings with the general membership. The loss of the Town Centre Manager in the events team has resulted in a gradual decline in the effect of the partnership and the loss of two major members of the Board and the Chamber becoming less interested.

We recently tried to rejuvenate this by incorporating the Development Forum for Kenilworth which is overseeing the development plan being put together by Andrew Cornfoot. I am hopeful that we can rejuvenate the promotion side of the partnership by involving the Town Council more in its operation as it is becoming more proactive in events in Town centre and Tourism promotion as it feels that the District is becoming less effective in these areas. There have been a number of ad hoc meetings of the Board during the last year to try to reinvigorate this side of the organisation.

The Development Plan side of the organisation is however very important and during the last year has held one large meeting in anticipation of the Development Brief for eastern Kenilworth and will be holding another large meeting later this month to launch the consultation in relation to the draft plan recently published.

(d) LGA District Councils' Network (Councillor Mobbs)

Councillor Mobbs advised that there was nothing to report for this Outside Body.

(e) South Warwickshire NHS Foundation Trust (Councillor Mrs Bunker)

This is a much shorter report this year as requested.

SWFT provides hospital services to this area.

There are five Council of Governors meetings each year, one of which is the Annual General Meeting. These are held around the area. Any members can attend and are invited. There are a number of committees that meet regularly.

My attendances have been 100% on all committee meetings. I missed one Council meeting as it clashed with a Council meeting.

During the year we have seen the completion and opening of the new hospital at Stratford, which is being officially opened by HRH Princess Anne in September. This hospital has a specialist eye unit and a cancer unit and has its own scanner.

The Bluebell Unit, a midwife led baby unit opened in June. This has four separate suites complete with birthing pools, soft changeable lighting and there is a separate suite for aromatherapy, massage etc.

There was an inspection of the hospital during the very busy winter period and all the improvements required from the previous inspection were remedied and we succeeded in achieving a "good rating". This was quite an achievement given that people from Coventry, Worcester and North Warwickshire chose to attend Warwick because of its reputation. I believe the increase was in the region of 12% higher than expected.

The hospital is running a surplus and as a result has been given some extra funding.

SWFT is now very involved with Wye Valley hospital with staff here supporting the recovery of this hospital. We are now also working with the George Elliot to improve this hospital.

SWFT has won the contract to provide the Solihull 0 to 19 service.

For myself, as well as attending the Council of Governors meetings (5 meetings), and the two Round Table meetings of the Governors, I serve on the Numerations and Nominations Committee and I Chair the Business Oversight Committee. The former interviews and recommends to the Council of Governors the appointment of the Trust Chairman and Non- executive Directors and carries out their appraisals. Recently this has involved about four days of meetings in addition to the normal quarterly meetings. The latter is a scrutiny committee looking at the finance and business aspects of the Trust. This meets four or five times a year.

Felicity Bunker
September 2018

(f) Warwickshire Country Council Adult Social Care and Health Overview & Scrutiny Committee (Councillor Mrs Redford)

This committee focuses on Health and Social Care services delivered by the WCC and its partners, including CCGs, Acute Trusts and Healthwatch Warwickshire.

This year the Committee has considered issues on NHS delivery, public health and adult social care. It keeps a constant focus on patient safety.

In addition to committee meetings, delivery of the work programme is achieved through focused task and finish groups and a joint health OSC has been established, working with Coventry City Council to respond to NHS service reviews.

There have been a total of 6 meeting, all of which I have attended as WDC representative. I have also been a member of the T&F group looking into provision of GP surgeries and services with regard to the increased homes being built in Warwickshire. The report on this has been presented to the County's Health and Wellbeing Board for action.

(g) Warwickshire Waste Management Forum (Councillor Grainger)

As Warwickshire is a two tier area, the waste services are managed jointly by the five waste collection authorities (District and Borough Councils) and one waste disposal authority (Warwickshire County Council). The waste collection and disposal authorities work jointly together as the Warwickshire Waste Partnership.

The Partnership was established in 2005 with the adoption of a formal Memorandum of Understanding (MOU). It is responsible for overseeing the development and implementation of Warwickshire's Joint Municipal Waste Management Strategy which provides a framework for managing waste in Warwickshire up until 2020. Its guiding principles are sustainable development, joint working, fairness, an integrated approach, best value and value for money.

There have been four meetings in the period September 2017 to September 2018: December 2017, March 2018, June 2018, and September 2018 and I have attended all four meetings representing Warwick District Council as Portfolio Holder for Neighbourhood Services.

The Partnership has continued the work looking into potential opportunities for improving our partnership working and how efficiency savings might be achieved in the future and a consultant was appointed to look at a number of options. As the nature of this work is politically and commercially sensitive the details are classified as private and confidential, this work is ongoing and discussion with partners will continue into 2019.

The Partnership held its annual Warwickshire Waste Conference in March 2018.

The Waste Partnership acknowledged support to 'A Green Future' a 25 year plan to improve the environment, which has been recently published by DEFRA. The key messages from this are:

- Achieving zero avoidable plastic waste by the end of 2042
- Reducing food supply chain emissions and waste
- Reducing litter and littering
- Improving management of residual waste
- Cracking down on fly-tippers and waste criminals

As the representative for Warwick District Council at the Partnership I have continued to show case the work and initiatives being delivered by Neighbourhood Services and when necessary providing a critical voice to WCC

services. There has been a recent change of member lead at WCC of the WPG and I now meet for a one to one open discussion with the Chairman prior to each WPG meeting which should I feel lead to more constructive and productive Partnership meetings going forward.

There isn't anything specifically about waste management in Warwick District's Sustainable Community Strategy, however the work of the Warwickshire Waste Partnership supports a number of its themes, particularly Growth, Health and Wellbeing and Sustainability.

Cllr Moira-Ann Grainger

(h) Birmingham Airport Consultative Committee (Councillor Illingworth)

The purpose of the Birmingham Airport Consultative Committee is to establish a link between the Airport Company and communities affected by it.

Four meetings were held in the year and I attended all four.

The collapse of Monarch Airlines during the year has meant that the overall number of passengers has reduced although efforts are being successfully made to replace with other airlines and routes. This has taken some of the pressure off the overloaded infrastructure and offered an opportunity to improve arrangements. The emphasis of the Committee this year has been on flight paths to the North, a revised Section 106 agreement with Solihull MBC on night flying and a draft of a revised Noise Policy.

I have taken part in relevant discussions, sometimes to reflect a local authority view point. I have continued to request information relating to overflying of Warwick District. The larger aircraft have to line up on the runway further out and this seems to have increased the overflying of Warwick town. I have dealt with three contacts from members of the public. I was particularly pleased when one local resident told me that he read the Minutes of the Committee on-line and was delighted to see my name appearing representing our concerns.

It continues to be useful to have this direct link to senior executives at the Airport and to be aware of other authorities issues, whilst appreciating that the issues concerning Warwick District are comparatively minor when compared with communities nearer the airport.

George Illingworth
31 Aug 18

(i) BID Leamington Board (Councillor H Grainger)

A report has not been submitted.

(j) Chase Meadow Community Centre (Councillor Butler)

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.

The board is constituted in this way to ensure the interests of all three parties remain adequately protected which in broad terms means:

- WDC as landlord of the building has an active interest
- The Church has some influence given the funds they contributed to the building
- CMCC has shared responsibility to run the building

I attended all of the meetings in the past year.

CMCC are responsible for the day to day activities in the building and meet monthly. Although not required to do so I try to attend these meetings to keep a handle on progress but they are held on Wednesdays and many clash with Council meetings.

The Council has helped CMCC to prepare a business plan for the next 3 years by providing them with consultant support.

2.2 Labour Appointments

(a) National Association of Councillors (Councillor Naimo)

I have not attended any meetings of the National Association of Councillors. I was appointed in the summer of 2017 and since then many personal and work commitments have prevented me from attending meetings or conferences which have taken place in various parts of the Country - E.g. Glasgow, Leeds, Southport. The time commitment and distance required to attend has been a barrier for me taking part. Since my appointment no meetings have been held the Midlands.

Looking at reports from the other WDC Councillors who have been our rep for the past 6 years - not one has been able to attend any of their meetings.

I do support the NAC in their aim of "campaigning to restore the balance in Local Government by encouraging younger people, women and ethnic minorities to become Councillors." They also have the aim of solely representing Councillors which other organisations such as the Local Government Association (LGA) do not.

My personal feeling & experience is that training for Councillors is more useful and as such I have prioritised attending Local Government Association (LGA) training - which has helped to fulfil some of the aims of the NAC - information, knowledge and best practice sharing from other councils.

I am therefore suggesting that perhaps this is one outside body we no longer need to have a representative on.

Kind Regards

Kristie Naimo
District Councillor
Brunswick Ward

- (b) Rural Services Network (Councillor Barrott)

Notice to cease financial contributions to the Rural Services Network has been issued and membership ends in 2019.

- (c) National Parking Adjudication Service (PATROL) (Councillor Barrott)

The Head of Service, Neighbourhood Services has confirmed that the Council has no choice but to pay to be part of this service, but the Council is not required to have a Member representative.

2.3 Whitnash Residents' Association Appointments

- (a) South Warwickshire Community Safety Partnership (Non-Executive representative) (Councillor Heath)

A report has not been submitted.

Appendix 2: The criteria used by the Deputy Chief Executive and Monitoring Officer to determine whether the appointment of a Councillor to an Outside Body is required

Criteria agreed by Council:

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

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

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

Appendix 3: Feedback from Champions for the 12 month period starting from September 2017

1. Children's Champions – Councillors Thompson and Parkins

- 1.1 Short summary of the purpose of the Group
- Assure themselves that the Council has sound arrangements to protect children and promote their welfare are in place within the District Council and that the Council is promoting and engaging in effective interagency cooperation and collaboration in these fields;
 - Undertake reasonable investigations so as to be able to form a view of the quality of the Council's child safeguarding activities and work with the officer Children's Champion to assist the Council and improve the quality and/or effectiveness of those activities whenever appropriate;
 - Act as a "critical friend" to constructively challenge officers and elected members on child safeguarding and welfare issues as appropriate;
 - Promote awareness of child safeguarding and welfare issues and the activities and processes undertaken by this Council amongst elected members.
- 1.2 In the 12 month period, briefings have been received from officers in respect of Child Sexual Exploitation and the JAI
- 1.3 Notable achievements/changes to practice in this 12 month period and how they have benefited the District/Council
- (i) The development of an officer operational group which takes forward the work of children's safeguarding across the Council.

The group has completed:

- Establishing safeguarding staff 'champions' within operational teams
 - Set up a specific safeguarding mailbox which is monitored on a daily basis
 - Introduced internal monitoring arrangements for safeguarding referrals
 - Undertaken briefings at Managers Forum.
 - Undertaken safeguarding training with officers
 - Set out the forms staff are required to use when making a safeguarding referral.
 - Established an action plan of work to drive forward future actions
- (ii) Housing related work
- (a) In response to the Homeless Reduction Act and to Safeguarding requirements, Warwickshire Homelessness and Housing teams, in partnership with Warwickshire County Council are constructing a joint protocol to assist with the rehousing of care leavers.
- (b) We introduced a new allocations policy in 2016 and have reviewed how it is working. As a result we have made a number of changes to improve the system for everyone and these took effect from 8th August 2018. A summary of the changes affecting children and young people is set out below.

1. Transfers

There are problems with the way that these applications are dealt with at the moment which prevent some people being able to bid for a property that they would be eligible for. The "like for like" transfer category will be removed and replaced with an "other" category to resolve this.

Transfer categories will then be as follows (in order of priority):

- A. Under-occupation.
- B. Two-for-one moves.
- C. Making best use of adapted properties.
- D. People with children in above-first-floor flats.
- E. Moves for good housing management reasons.
- F. Other

2. Children above ground floor

There are three separate changes being made here:

In future it will only apply to children above the first floor rather than above the ground floor.

The band 3 category will apply, not just to "private tenants", but also to council and housing association tenants from outside the district with a local connection (or exempt from local connection rules).

Applicants in this transfer band category will only be considered for a move to a lower floor.

3. Definition of "child"

There is a lack of consistency in the policy in that "child" is defined as under 16 years of age but "dependant" is defined as under 18 years of age. We will bring these into line by defining both as "someone younger than 16" across the whole policy.

4. Move-on applications

Move-on applicants will go into band two instead of band one.

5. Threat of violence and harassment

A new band one category will be created for serious cases to try to assist with a move through the housing register without forcing the applicant into homelessness. This will also include requests for rehousing that are supported by the Police or a formally established organisation such as the Risk Assessment Management Panel under the countywide Multi-Agency Public Protection Arrangements (MAPPA), Multi-Agency Risk Assessment Conference (MARAC) or the National Witness Support Scheme.

Less serious cases may go in band two under the "welfare need" category.

6. Fostering and adopting

Applicants who need more bedrooms because they have been approved by the relevant agencies to foster or adopt a child or children will be eligible for a number of bedrooms that will provide space for the child/children in accordance with the bedroom need rules.

If the number of bedrooms in their current property is less than the number that they are assessed as needing, the applicant will be banded as overcrowded.

The child does not have to be living with the applicant at the time of the application but the approval for fostering or adoption must be evidenced and the intention to adopt or foster the child must be apparent.

7. Ex-partners of serving or former armed forces personnel

An ex-partner of a serving or former armed forces member will be assessed for local connection and banding, as if their ex-partner were still a part of the household. This is conditional upon them having been living with their then-partner while he or she was serving in the forces for a period of at least six months at the time that they separated.

8. Overcrowding

Applicants with statutory overcrowding, as assessed by an Environmental Health Officer, will be placed in band one. Applicants classed as overcrowded under the more generous policy bedroom standard will continue to be in band two

(iii) Health and Community Protection Related Work

(a) WDC continues to deliver and manage the delivery of CSE training for taxi drivers across the county.

(iv) Corporate Wide Related Work

(a) Training of the senior managers of the organisation through Managers Forum in Modern Slavery. A further training course to be delivered for front line staff in January. In the meantime, Safeguarding course is mandatory for all staff and a specific modern slavery course launched through Wilma which we are encouraging non priority front line staff to undertake.

(b) Front line staff have been receiving training in mental health awareness which allows staff to identify and use appropriate techniques to address the needs of the individual.

2. Heritage Champion – Councillor Mrs Cain

The Chair of the Conservation Advisory Forum acts as the Council's Heritage Champion in promoting the historic environment both within the Council and the wider community.

There is a statutory requirement through the Planning (Listed Buildings and Conservation Areas) Act 1990 that authorities should have special regard to the desirability of preserving any listed building, its setting or any features of special architectural or historic interest that it possesses.

The role of the Forum is "to evaluate and comment upon any application for listed building consent, conservation area consent, or planning permission that may have an impact on the character, appearance and setting of any designated heritage asset (Historic Building, Conservation Area, World Heritage Site or Scheduled Monument)" within the Warwick District,

In the last 12 months there have been 12 meetings, hearing 10 Pre-Applications, 48 Planning Applications and 11 items of conservation area impact. All were discussed at some length and advice given. Also appearances at the WDC Planning Committee to speak, by CAF members and the Heritage Champion, on various applications.

On a number of occasions, CAF advice has been adopted by the planning committee when reaching decisions.

Support has been given to several heritage initiatives by the Heritage Champion, including the current appeal by the Master of the Lord Leyster Hospital.

Patricia Cain JP

District Councillor - St John's Ward

3. HS2 Champion – Councillor Illingworth

- (a) At the current stage with HS2 this has been more of an internal focus working with Debbie Prince.
- (b) 51M seems now to be moribund and there have been no meetings for a couple of years. All the local authorities seem to be concentrating on the effects in their own areas.
- (c) I have attended a number of meetings including internal ones with officers and other councillors concerning potential planning applications. The threatened flood of applications has only been a trickle and these mostly concern newt-ponds so causing little work. Now that the contractors are involved it seems to have slowed everything down whilst the contractors revisit the plans and reinvestigate some of the preliminary work. I have attended drop-in sessions where HS2 and the Contractors are represented and am slowly making contact with those who matter rather than the professional communicators who can only repeat what they have been told.
- (d) Some preliminary work has started but at this stage is almost totally related to the removal of ancient hedgerows and the creation of the mitigating newt ponds.
- (e) During the year we organised a useful meeting with the Construction Commissioner who visited some key points on the route. Unfortunately he has since been replaced with someone I am yet to meet.
- (f) Our concerns now must be the potential impact on the residents and businesses of this District when the long construction period finally 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 and ensure that Warwick District remains open for business.

George Illingworth
13 Nov 18

4. Armed Forces Covenant Champion – Councillor Illingworth

- (a) This is 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.
- (b) There is no specific meeting timetable.
- (c) During the last Municipal Year my actions included:

- Attending two County-wide meetings at Warwickshire County Council with representatives of Council officers and councillors and organisations throughout the area
- Attending the hoisting of the Armed Forces flag at the Town Hall
- Meeting with officers to discuss our actions relating to housing (see (f) below)
- Dealing with a specific issue regarding housing a veteran.
- Supporting Kineton Station in their commemoration of 75 years existence.

(d) The County meetings are very useful opportunities to relate to the various issues to do with veterans who have settled back in their home areas and gathering information directly on the wide variety of support available to them. It should be noted that although we have no actual military units, Regular or Reserve, in the District we do have veterans living or hoping to live here.

(e) I have been active in supporting Bernie Allen both at the County Meetings and in her more routine work.

(f) I had a very useful meeting with the new Head of Housing and discovered that I was pushing at an open door. My three main concerns remain:

- Assisting and signposting homeless and rough-sleeping ex-service personnel
- Ensuring the relevant priority for ex-service personnel seeking housing
- Adapting any housing for the needs of ex-service disabled personnel

George Illingworth
13 Nov 18

5. Procurement Champions – Councillors Barrott, Gifford, Mrs Knight and Rhead

A report has not been submitted.

6. Parish/Town Champion – Councillor Gallagher

A report has not been submitted.