

	Overview and Scrutiny Committee 17th December 2019	Agenda Item No. 5
Title	Environment and Business Portfolio – Service Review	
For further information about this report please contact	Dave Barber Head of Development Services dave.barber@warwickdc.gov.uk Marianne Rolfe Head of Health & Community Protection Marianne.rolfe@warwickdc.gov.uk Phillip Clarke Policy and Projects Manager Phillip.clarke@warwickdc.gov.uk Cllr Alan Rhead Environment and Business Portfolio Holder	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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	NA	
Background Papers	NA	

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
NA	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	29/11/19	Chris Elliott
Head of Service		Dave Barber
CMT	29/11/19	Bill Hunt
Section 151 Officer	29/11/19	Mike Snow
Monitoring Officer	29/11/19	Andrew Jones

Finance	29/11/19	Mike Snow
Portfolio Holder(s)	29/11/19	Cllr Alan Rhead
Consultation & Community Engagement		
NA		
Final Decision?		NA
Suggested next steps (if not final decision please set out below)		

1. Summary

- 1.1 This report brings together details of performance relating to the Environment and Business Portfolio. It should be noted that as the Business part of this portfolio is predominantly focused on services within the Development Services. The Development Services Service Area Plan (and associated documents) has therefore been used as the basis for reporting on this. However, the Environment part of this portfolio cuts across all services and is also a new dimension to the portfolio. This part of the portfolio was subject of the recent Executive report (November 2018). Therefore, this update concentrates mainly upon the Business element of the portfolio. The reporting and governance arrangements for the Environment element of the portfolio are still being established following the approval of the update on the Climate Change Emergency Action Plan at Executive.

2. Recommendation

- 2.1 That Overview and Scrutiny Committee should review Environment and Business Portfolio Performance Report and make observations on it as appropriate.

3. Reasons for the Recommendation

- 3.1 It has been requested by members that performance details of each service/portfolio are reviewed.
- 3.2 The Portfolio-holder for Environment and Business (along with Heads of Development Services and Health and Community Protection) is presenting this report on performance to the Overview and Scrutiny Committee. It should be noted, that the report does not cover performance associated with the Development Portfolio, even though much of the work relating to that Portfolio is also the responsibility of Development Services. That portfolio was the subject of an update report in November 2019. On the other hand it should be noted that the report does cover cross cutting aspects of the portfolio and particularly those aspects associated with the Climate Change Emergency for which an update was considered and agreed at Executive in November. However, that element of the portfolio was the subject of the recent Executive report (November 2018). Therefore this update concentrates mainly upon the Business element of the portfolio.
- 3.3 The annual performance report at Appendix B relates only to the Business aspects of this portfolio and is based on the Development Services Service Area Plan. The 2019/20 Service Area Plan for Development Services is available as Appendix A.

3.4 Increasingly work is taking place to ensure the two elements (business and environment) of the portfolio fully dovetail. Examples of this are a review of events to ensure improved environmental standards and ensuring any proposals for the Future of the High Street Fund are shaped by the Council's Climate Change priorities.

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 met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The Portfolio plays a key role in supporting the delivery of key projects many of which have important implications for homes, health and communities.	The Portfolio plays a key role in supporting the delivery of key projects many of which have important implications for the quality and appreciation of the public realm. The portfolio coordinates the Council's environmental activities, including the response to the declaration of the Climate Emergency	The Portfolio is directly concerned with promoting and supporting a dynamic and diverse economy. All elements of the Portfolio's work are undertaken with this aim in mind including Economic Development, Business Support and Events, Projects and Enterprise.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly	<u>Intended outcomes:</u> Focusing on our	<u>Intended outcomes:</u> Better return/use of our

<p>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</p>	<p>customers' needs Continuously improve our processes Increase the digital provision of services</p>	<p>assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money</p>
Impacts of Proposal		
<p>Staff are continually developed using a range of methods including formal courses, in-house training and attendance at seminars, conferences or regional bodies.</p>	<p>The portfolio is continually looking at ways of improving the way services are delivered to customers, through improved working practices and use of ICT. The service, is encouraging improved environmental consideration in the way services are run, including staff travel and paper usage</p>	<p>Development Services ensures that any expenditure achieves the best value for money. It is also responsible for income streams (including the Enterprise Service rental income) which are continually reviewed to ensure income targets are met, and exceeded where possible.</p>

4.2 Supporting Strategies

- 4.2.1 The declaration of the Climate Change Emergency and the associated documentation approved at Executive in November 2019, provides a major focus for the Portfolio. In addition, the Prosperity theme of Fit for the Future provides an important framework to shape the work of the Business aspects of the Portfolio. Increasingly work is taking place to ensure the two elements of the portfolio fully dovetail. The Local Plan is key to the work of Development Services. Its policies are used many times every day to ensure high quality developments, business support and projects are supported.
- 4.2.2 The report also relates to the Medium Term Financial Strategy and sets out how Development Services is delivering its financial commitments.

4.3 Changes to Existing Policies

- 4.3.1 There are no changes to existing policies as a result of this report.

5. Budgetary Framework

- 5.1 Annual Budgets for Development Services are set by the Executive on an and budget reports are routinely considered by the Senior Management Team, with quarterly reports issued to the Executive. A separate report providing further details of the Portfolio's Budgets is being presented to Finance and Audit Scrutiny Committee on the 5th February 2019

6. Risks

- 6.1 Risks associated with the former Business Portfolio are managed using the Development Service's Risk Register which is generally reviewed and updated on a quarterly basis, with the last review taking place in November 2019. Risks associated with the environment element of the portfolio are contained within the corporate Strategic Business Risk Register and within each individual service risk register. Governance arrangements to ensure the risks associated with the environment element of the Portfolio will be established from April 2020.

7. Alternative Option(s) considered

- 7.1 As this report is predominantly for information, at the request of the Overview and Scrutiny Committee, no other options are proposed.