

Overview and Scrutiny Committee

Tuesday 25 July 2017

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 25 July 2017 at 6.00pm.

Membership:

	Councillor Mrs Falp (Chairman)	
Councillor Bromley		Councillor Naimo
Councillor Mrs Cain		Councillor Parkins
Councillor Davison		Councillor Mrs Redford
Councillor Miss Grainger		Councillor Shilton
Councillor Mrs Knight		Vacancy (Lib Dem)

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 June 2017.

(Item 3a/Page 1)

(b) To note the draft minutes of the Health Scrutiny Sub-Committee meeting held on 4 July 2017.

(Item 3b/Page 1)

4. **Comments from the Executive**

To consider a report from Democratic Services.

(Item 4/Page 1)

5. **Royal Leamington Spa Car Parking Displacement Plan**

To consider a verbal report from Neighbourhood Services.

6. **Leisure Centre Management Contract Update**

To consider a briefing note from Cultural Services.

(Item 6/Page 1)

7. **HomeChoice Allocation Scheme**

Short briefing session from the Housing Strategy & Development Manager to give Members better understanding of the "HomeChoice" Allocation Scheme.

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

To consider a report from Democratic Services.

(Item 8/Page 1)

- Learning points from the recent Task & Finish Groups.

9. **Executive Agenda (Non-confidential Items and Reports) – Wednesday 26 July 2017**

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)

10. **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.

11. **Executive Agenda (Confidential Items and Reports) – Wednesday 26 July 2017**

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

**You are requested to bring your copy of that agenda to this meeting.
(Circulated separately)**

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

Published on 17 July 2017

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

Telephone: 01926 456114
E-Mail: committee@warwickdc.gov.uk

Enquiries about specific reports: Please contact the officers named in the reports.

You can e-mail the members of the this Committee at
o&scommittee@warwickdc.gov.uk

Details of all the Council's committees, councillors and agenda papers are available via our website www.warwickdc.gov.uk/committees

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**The agenda is also available in large print, on request, prior to the meeting by calling
01926 456114.**

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 27 June 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Ashford, Bromley, Mrs Cain, Davison, Miss Grainger, Mrs Knight, Naimo, Parkins and Shilton.

Also Present: Councillors Coker, Grainger, Phillips and Thompson.

12. **Apologies and Substitutes**

- (a) There were no apologies for absence.
- (b) Councillor Ashford substituted for Councillor Mrs Redford.

13. **Declarations of Interest**

There were no declarations of interest.

14. **Minutes**

The minutes of the meeting held on 31 May 2017 were taken as read and signed by the Chairman as a correct record.

15. **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 May 2017.

Resolved that the report be noted.

16. **Executive Agenda (Non-confidential items and reports) – Wednesday 28 June 2017**

The Committee considered the following items which would be discussed at the meeting of the Executive on Wednesday 28 June 2017.

Item 3 – Updated Council Strategy and Performance Management Framework

The Committee requested that:

- (1) the wording in respect of “lights” in the Mission Statement referring to “the lights of the day job on” and “the bright lights of our key projects” should be changed as Members were not keen on this phrasing; and
- (2) District car parks was listed as a major project in Table 2.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Item 6 – Housing Related Support Services

The Committee noted the report.

Councillor Phillips was asked to provide an update to the Committee when he gave his Portfolio Holder update to the Committee in November.

17. Linen Street Car Park and Warwick Displacement Plan

The Committee considered a briefing note from Neighbourhood Services which gave an update on progress dealing with the structural issues at Linen Street multi-storey car park (MSCP) in Warwick and the progress of the Warwick car parking displacement plan to cope with parking numbers as a result of the closure of Linen Street MSCP.

The Project Manager – Car Parks, informed the Committee that it was expected that the final displacement plan would be ready for consideration in September. Linen Street MSCP was being monitored and over the winter period, no further deterioration had occurred. However, because action would be needed quickly if the car park had to be closed, it was imperative to have a displacement plan in place. When the displacement plan was finished, consultation would be possible in respect of the Council's Parking Strategy.

18. Executive Agenda (Non-confidential items and reports) – Wednesday 28 June 2017

The Committee considered the following item which would be discussed at the meeting of the Executive on Wednesday 28 June 2017.

Item 7 – Draft Car Park Strategy

The Committee supported the recommendations in the report.

19. Review of Council's Sustainability and Climate Change Approach

The Committee considered a report from Health & Community Protection which summarised the Council's current position in relation to sustainability and climate change, including the current approach and the Council's achievements in the last year.

The Head of Health & Community Protection informed Members that candidates for the Sustainability Officer post had been short-listed and would be interviewed very soon. This officer would ensure that the Council's approach to sustainability and climate change became embedded in all areas of the Council's services. It was intended that all Council reports would include a section on sustainability.

Members asked if the use of electric car charging points provided by the Council was monitored. The Head of Health & Community Protection stated that the charging points at Riverside House were monitored because the Council had received grants for the four electric vehicles it used, but she did not think other charging points elsewhere were monitored. She also did not know how frequently these other charging points were checked to see if they were working.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Work would be conducted to look at appropriate sources of renewable energy for heating systems in Council properties. The new council headquarters would be included in any feasibility study. Work was also being conducted to ensure all new housing estates had cycle lanes.

The Council had not hit its targets to reduce paper consumption in its administrative duties; a main reason for this had been the two recent elections.

The Committee requested that an annual report be provided to it on sustainability and climate change.

20. Review of the Work Programme & Forward Plan

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

Resolved that

- (1) the 12 month review of new housing allocations be moved to November to coincide with the report going to the Executive;
- (2) emergency planning in light of recent events will go on the work programme when the Government enquiry about Grenfell Tower has been completed;
- (3) the Housing Strategy & Development Manager attends the meeting in July to explain Home Choice and allocations to Members in advance of the report going to the Executive later in the year so that Members understand what it is; and
- (4) a report giving a Leisure Centres update be presented at the July meeting.

(The meeting finished at 8.00 pm)

Health Scrutiny Sub-Committee

Minutes of the meeting held on Tuesday 4 July 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillors Mrs Cain, Mrs Falp, Mrs Knight, Parkins and Mrs Redford.

Also Present: Councillor Quinney.

1. **Apologies and Substitutes**

There were no apologies or substitutions.

2. **Appointment of Chair**

It was moved by Councillor Mrs Knight, and duly seconded that Councillor Parkins be appointed Chair of Health Scrutiny Sub-Committee.

Resolved that Councillor Parkins be elected Chair of Warwick District Council's Health Scrutiny Sub-Committee for the municipal year 2017/18.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Co-option of councillors onto the Sub-Committee**

It was moved by Councillor Parkins, and duly seconded that Councillor Quinney be co-opted onto the Health Scrutiny Sub-Committee.

Resolved that Councillor Quinney be co-opted onto Warwick District Council's Health Scrutiny Sub-Committee for the municipal year 2017/18.

5. **Minutes**

The minutes of the meeting held on 17 January 2017 were taken as read and signed by the Chair as a correct record.

6. **Health and Wellbeing Update**

The Sub-Committee received a report from Health & Community Protection which outlined the work being undertaken across the council to improve the health and wellbeing of the communities within Warwick District and to address the health and wellbeing needs of the Council's own staff.

The report gave details of the Council's three priorities in its Health and Wellbeing approach, namely:

- To embed health and wellbeing at a strategic level.
- To promote health and wellbeing to the wider community.
- To address the health and wellbeing of the Council's own staff.

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

The report set out how each of these three priorities was being accomplished.

Both the Head of Health & Community Protection and the Community Partnership Team Manager were able to report that progress had been made establishing the South Warwickshire Health and Wellbeing Partnership after some initial reluctance from one of the participants. The partnership was in its formative stages, but terms of reference had been agreed. The Partnership had also drawn up a list of priorities that would be tackled, and these were listed in paragraphs 8.10 and 8.11 in the report. The Partnership would be reporting back into the Warwickshire County Council (WCC) Health and Wellbeing Board. The Head of Health & Community Protection felt it was too early to tell what results would emerge from the work of the Partnership.

Within the District Council, a Health and Wellbeing Officer Group had been established which had representatives from all service areas (10 to 12 officers spread over various departments), in order to reinforce the corporate nature of the Council's approach and ensure that the message of health and wellbeing was delivered. The report detailed the work that would be undertaken by this Group.

In response to questions from Members, the Head of Health & Community Protection and the Community Partnership Team Manager responded that:

- The work detailed in the Action Plan at Appendix 3 in the report related to Council housing, not privately owned housing. Voluntary and Community Services were available for the same sort of help in private sector housing. Residents in private housing did benefit from work being done under the Crime and Disorder Plan, and the example of work being done to reduce abuse was mentioned.
- The Head of Health and Community Protection was unsure if the work being undertaken in respect of the Credit Union would be available to people living in private housing; she would need to ask the Income Recovery and Financial Inclusion Manager. She suggested that the Sub-Committee might consider examining night shelters for the homeless in more detail.
- It was unclear what would happen in respect of night shelters past winter 2017.
- People wishing to use food banks were expected to phone to join the waiting list for assessment. For people who could not access a phone, Citizens' Advice staff were present at food banks and people could go to speak to them. More work was required by officers to look at the mechanisms available to access food banks and what the Council could do.
- The Council worked closely with WCC on rural isolation. WCC had a Rural Community Development Officer, which the District Council would work with to develop a work programme. The Head of Health & Community Protection would ask officers to examine if notices about services for rural areas could be put up on parish noticeboards.
- The Dementia Friends initiative had successfully been delivered out to taxi drivers and front-line District Council staff and Councillors. The initiative would now concentrate on providing training to

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

community groups. In respect of businesses, the Council would work with BID Leamington to deliver the message.

7. **Health Scrutiny Sub-Committee Work Programme**


The Sub-Committee considered a report from Democratic Services which informed it of its work programme for 2017 and the current Forward Plan for July to October 2017.

Resolved that the following amendments be made to the Work Programme:

- (1) a report on child mortality be given to the November meeting, including if services are failing residents and if so, where, how and why. An invitation will be extended to Dr Linnane to attend the meeting;
- (2) the Sub-Committee meeting in August is to be cancelled;
- (3) a report on what Health and Wellbeing Strategy objectives have been met to be given at the November meeting;
- (4) feedback at each meeting from the Portfolio Holder from the WCC Health & Wellbeing Board; and
- (5) feedback from other Sub-Committee Councillors who sit on outside bodies for Health & Wellbeing at each meeting.

The Head of Health & Community Protection was asked to inform the Committee Services Officer when a report could be presented on the revised strategy from the Health & Wellbeing Board in respect of housing, and the joint strategic needs assessment.

(The meeting finished at 7.16 pm)

	Overview and Scrutiny Committee – 25 July 2017	Agenda Item No. 4
Title	Comments from the Executive	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic Services	
Wards of the District directly affected	N/A	
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	27 June 2017	
Background Papers	Executive Minutes – 28 June 2017	

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

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

Consultation Undertaken	
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 the response the Executive gave to their comments regarding the reports submitted to the Executive 28 June 2017.

2. **Recommendation**

- 2.1 The responses made by the Executive are noted.

3. **Reasons for the Recommendation**

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

4. **Alternative Option considered**

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

5. **Budgetary Framework**

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

6. **Policy Framework**

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

7. **Background**

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

**Response from the meetings of the Executive on Overview and Scrutiny
Committee Comments – 28 June 2017**

Items no.	3	Title	Updated Council Strategy and Performance Management Framework	Requested by	Labour Group
Reason considered	To discuss the vague nature of the report and to understand the specific performance measures that are in place.				
Scrutiny Comment	<p>The Overview & Scrutiny Committee requested that:</p> <p>(1) the wording in respect of “lights” in the Mission Statement referring to “the lights of the day job on” and “the bright lights of our key projects” should be changed as Members were not keen on this phrasing; and</p> <p>(2) District car parks are listed as a major project in Table 2.</p>				
Executive Response	The recommendations in the report were approved. Councillor Coker stated that the Executive had listened and had noted the comments, which would be taken into account when the main document was drafted. Cllr Coker confirmed that all car parking would be taken into account.				

Items no.	6	Title	Housing Related Support Services	Requested by	Labour Group
Reason considered	To discuss the impact of the increased marketing budget, the use of bank staff and the impact of the restructure.				
Scrutiny Comment	The Overview & Scrutiny Committee noted the report.				
Executive Response	The recommendations in the report were approved.				

Items no.	7	Title	Draft Car Park Strategy	Requested by	Labour Group
Reason considered	To discuss why the parking strategy is being brought forward before the planning decision. The long term provision for Leamington and Warwick.				
Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report.				
Executive Response	The recommendations in the report were approved.				

Overview and Scrutiny Committee (25th July 2017)

Leisure Centre Management Contract Update

1. Contract Commencement

Following the comprehensive procurement process, Sports and Leisure Management (SLM) operating as Everyone Active (EA), were awarded the contract to run the 4 Council owned facilities plus the dual use facilities at Kenilworth School and Myton School from 1st June 2017. Following a 10 week mobilisation period, contracts were signed and Everyone Active took over the operation of the leisure centres on 1st June 2017.

Over 80 staff transferred to SLM from Warwick District Council under the TUPE Regulations, and in the lead up to the 1st June, undertook comprehensive training to prepare them for their new duties and the new ways of working being introduced by Everyone Active. To date 5760 training hours have been undertaken by the staff who have transferred. Some of the staff have already been successful in being appointed into new roles

Customers who had been members of the leisure facilities whilst operated by WDC, were given the option to transfer their membership to EA; 2064 chose to do so and their details were transferred at the start of the contract. Contact details were also provided for clubs and hirers of the centres, and EA has since been in contact with these organisations to confirm the clubs requirements going forward.

Senior officers of EA have joined the project team for the construction works at St Nicholas Park and Newbold Comyn leisure centres. Their input has been key in finalising design details and the fit out of data and communications equipment. Their involvement has also been key in scheduling the re-opening of these two centres in the coming months.

A “client team” has been established within Cultural Services with a schedule of regular contract monitoring meetings in place to ensure that the contract is monitored and key performance data is provided to the Council by EA.

2. Everyone Active Launch

Prior to 1st June, EA started marketing and promotion of the facilities, using a range of marketing materials, including mailshots to local residents, press releases, and social media (each centre has a Facebook and Twitter Account). Much of this early marketing was done in partnership with the Council and was designed to ensure that the handover was as seamless as possible for customers.

In order to maximise the impact of the start of the contract, Open Days were held at Abbey Fields and Castle Farm on 3rd June, with a range of free activities available and opportunities for residents to sign up for their new EA cards. In the period to the end of June, 7348 residents registered for their Everyone Active cards and will now receive regular updates and special offers from EA. The company also chose to redecorate the gyms at St Nicholas Park and Castle Farm, and installed brand new Technogym exercise equipment, a taster of

what was to come in the new facilities at St Nicholas Park and Newbold Comyn leisure centres. Early indications are that this investment has increased the membership levels and attendances at both sites.

In the 2 months since the start of the contract, EA have participated in the following events to raise awareness amongst local communities and encourage people to sign up for their EA card:

Women's Cycle Tour
Lions Grand Show, Kenilworth
Stall at St Nicholas Park Café and Tennis Courts
Kenilworth School World Record Event
Stall at Jump In (Trampolining Centre)
3 days at Tesco Warwick
NHS awareness day

3. Pricing

EA are required to comply with the Service Specification that forms part of the contract with the Council. The Service Specification, as developed with the Member Working Group, specified a small list of charges that are to be agreed with the Council.

- Concessionary Swim
- Junior swimming lesson
- Casual concession gym session
- Casual concession fitness class
- School swimming lesson (currently calculated as a price per child)
- Exercise Referral session

All other charges are at the discretion of the operator ie EA.

Key points to note in respect of charges:

- There are a range of "membership rates" depending on the facilities being used and the age of the individual. EA have chosen to honour all current membership fees for current members until April 2018 at least. This was not required by the contract.
- Council officers have received a small number of enquiries from customers about membership rates; these have been referred to EA and in the majority of cases have been successfully resolved by EA
- There has been a change to the approach to swimming lessons, which are now being delivered on a 50 week basis rather than the 3 term approach previously used by the Council. The price per lesson has also increased (by agreement with officers). There is now an option to pay by DD to reduce the impact of the cost of lessons. In many cases this has been well received by parents, but there have been a small number of complaints about the increased costs of swimming lessons and the payment arrangements. Enrolments for the start of the new swimming lesson programme (Sept) are now underway at Abbey Fields. 636 children were enrolled in June at this site, so whilst there may have been a small number of objections to the increased prices, the vast majority of customers have re-enrolled.

- Charges will be monitored on an ongoing basis by the contract/client officers


Members may also be interested to hear of recent achievements by Everyone Active at the National “UKActive FLAME Awards”

Everyone Active was named as the Leisure Centre Operator of the Year for a second successive year, and Stratford on Avon Centre as the Leisure Centre of the Year. This is obviously great news for Everyone Active as a company, but also for Jon Senior and Toni Gaskins who are the senior Everyone Active managers responsible for Stratford and also our contract.

Investment Programme Update

As Members were briefed in May, the building works have been delayed at both Newbold Comyn and St Nicholas Park. Whilst these delays have largely been due to factors beyond the control of the Council, officers and Mace (our Project Managers) have been making great efforts to mitigate the delays. Both sites will partially reopen this summer. The pool and the brand new gym and studios will open at Newbold in August, while the pool at St Nicholas Park will reopen in September. We are currently awaiting confirmation of the specific dates for reopening and will confirm these as soon as possible. Both sites will be completely finished in Spring 2018 when the gym and studios at St Nicholas Park and the new sports hall and village changing rooms for the swimming pool at Newbold will open.

Work on Phase II of the Programme, focussing on Kenilworth facilities will commence later this summer with scoping, feasibility and consultation activities that will inform appropriate reports to the Executive in early 2018 seeking approval to progress these projects.

 Overview and Scrutiny Committee – 25 July 2017		Agenda Item No. 8
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic Services	
Wards of the District directly affected	N/A	
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	27 June 2017	
Background Papers		

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 and Sustainability Impact Assessment Undertaken	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 2017/2018 (Appendix 1) and of the current Forward Plan July to October 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 2017/2018****25 July 2017**

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Learning Points from the Task & Finish Groups	4 April 2017	To be decided	Cllr Naimo			

30 August 2017

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Rhead		Late Aug/Early Sept 2018	Annually
Waste Container Charging Review - Update subsequent to the last report February 2017 (to include a pie chart with updated figures as shown in paragraph 8.2 of the Waste Collection Service Update report, 7 Feb 2017.)	7 February 2017	Written report followed by Q&A at meeting	Becky Davies			25 July 2017
Planned review of Event Services (See Forward Plan ref 832)	4 April 2017	Written report followed by Q&A at meeting	James Deville / Cllr Butler			30 August 2017

26 September 2017

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Cultural Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Coker		Late Sept / Early Oct 2018	Annually

31 October 2017

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Oct / Early Nov 2018	Annually
Outside Bodies Annual Report	Standing Annual Item	O&S Report for Council	All councillors representing WDC on Outside Bodies. (Report collated by Committee Services)		Late Oct / Early Nov 2018	Annually

28 November 2017

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late November 2018	Annually
12 Month Review of New Housing Allocations Policy (Ref 858)	27 June 2017	Report to Executive to be scrutinised by O&S	Ken Bruno			28 November 2017
Current Arrangements for South Warwickshire Crime and Disorder Scrutiny	Mandatory	Written report followed by Q&A at meeting	Pete Cutts		Late Nov / Early Dec 2018	Annually
Progress report on the HEART service	Email request from Ken Bruno 27 Jan 2017	Written report followed by Q&A at meeting	Mark Lingard			

3 January 2018

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Thompson		January 2019	Annually

6 February 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		February 2019	Annually

6 March 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2019	Annually
Shakespeare's England	Request from Report Author	Written Briefing Note followed by Q&A at meeting	David Butler		March 2019	September 2019

4 April 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		April 2019	Annually
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 2019	Annually
Member Children's Champions: End of Year Report	Standing Annual Item	Written report followed by Q&A at meeting	Andrew Jones		April 2019	Annually

TBA

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Housing & Homelessness Strategy	27 September 2016	Written report followed by Q&A at meeting	Charlotte Lancaster			
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
Council Development Company (Forward Plan Ref 727)	February 2016	Written report followed by Q&A at meeting	Head of Housing		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	

Emergency Planning in light of Grenfell Tower and other major incidents (To include: <ul style="list-style-type: none"> • What this Council has done, • Capacity • Staff Learning) 	27 June 2017	Written report followed by Q&A at meeting	Marianne Rolfe		When the results from the Government enquiry into Grenfell Tower are known	
Local Plan Infrastructure Delivery Plan	30 June 2015	Written report followed by Q&A at meeting	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	Written report followed by Q&A at meeting	Councillor Phillips			

Municipal Year 2018/2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Elect an Overview and Scrutiny Committee Chairman					1st meeting of Municipal Year 2018/19	Annually
Heath Scrutiny Sub-Committee – Appoint members and substitutes					1st meeting of Municipal Year 2018/19	Annually
Review of Council's Sustainability and Climate Change Approach	27 June 2017	Written report followed by Q&A	Marianne Rolfe		June 2018	Annually
Shakespeare's England	Request from Report Author	Written Briefing Note followed by Q&A at meeting	David Butler		March 2019	September 2019
Shakespeare's England	Request from Report Author	Written Briefing Note followed by Q&A at meeting	David Butler		September 2019	September 2019

Warwick District Council Forward Plan July to October 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 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.

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Section 1 – The Forward Plan July to October 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
July 2017						
Final Accounts 2016/17 (Ref 847)	To report on the Council's outturn position for both revenue and capital.		Executive 26/07/2017	18/07/2016	Marcus Miskinis Cllr Whiting	
Review of Significant Business Risk Register (Ref 875)	To inform Members of the Significant Risks to the Council.		Executive 26/07/2017	18/07/2017	Richard Barr Cllr Mobbs	
Options for Environmental Enforcement within Warwick District Council (Ref 882)	To provide information to Councillors to allow them to make a decision as to the way forward for Environmental Enforcement within the Council.		Executive 26/07/2017	18/07/2017	Graham Folkes-Skinner Cllr Grainger	
August 2017						
Budget Review Quarter One to include Financial Projections (Ref 848)	To report on the latest financial prospects for the current and future 5 years.		Executive 31/08/2017	22/08/2017	Andy Crump Cllr Whiting	
12 Month Review of Waste Container Charging Policy (Ref 857)	To review the waste container charging policy after 12 months of it being in effect.		Executive 31/08/2017	22/08/2017	Becky Davies Cllr Grainger	Waste container charging paper: Executive meeting – 10 February 2016 - Agenda item no.3 and

						<p>Council – 24 February 2016</p> <p>8 month review of waste container charges:</p> <p>Finance and Audit Scrutiny Committee – 7 Feb 2017 Agenda item no.9 and Overview and Scrutiny Committee – 7 Feb 2017 Agenda item no.7</p>
Leamington Spa Car Parking Displacement Plan (Ref 844)	To set out the options available should vehicles be displaced from Covent Garden car park and to consider alternative parking options within Leamington Town Centre.		Executive 4/4/2017 Reason 2 31/08/2017	22/08/2017	Gary Charlton Cllr Grainger	
Car Park Fees and Charges (Ref 862)	To consider the recommendations for changes to car park fees and charges.		Executive 31/08/2017	22/08/2017	Paul Garrison Cllr Grainger	Warwick District Chambers of Trade and BID Leamington.
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.		Executive 4/4/2017 Reason 3 28/06/2017 Reason 3 31/08/2017	22/08/2017	Rob Hoof Cllr Grainger	

September 2017						
Fees and Charges (Ref 849)	To propose the level of fees and charges to be levied from 2 January 2018.		Executive 27/09/2017	19/09/2017	Andy Crump Cllr Whiting	
Exemption to Code of Procurement Practice – Mace Ltd (Ref 881)	To seek approval for the extension of the contract to accommodate the extended build programme for Phase I of the Leisure Development Programme.		Executive 27/09/2017	19/09/2017	Padraig Herlihy Cllr Coker	
October 2017 - No scheduled Executive meetings at this time.						

Section 2 Key decisions which are anticipated to be considered by the Council between November and December 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
1 November 2017						
Review of Significant Business Risk Register (Ref 876)	To inform Members of the Significant Risks to the Council.		Executive 01/11/2017	24/10/2017	Richard Barr Cllr Mobbs	
29 November 2017						
12 Month Review of New Housing Allocations Policy (Ref 858)	To review the working of the new Housing Allocations Policy.		Executive 29/11/2017	21/11/2017	Ken Bruno Cllr Phillips	

Budget Review Quarter Two (Ref 874)	To report on the latest financial prospects for the current and future 5 years.		Executive 29/11/2017	21/11/2017	Andy Crump Cllr Whiting	
General Fund Base Budgets 2018/19 to include Budget Review for the current year (Ref 877)	To consider the following year revenue budgets for the General Fund and update Members on the latest Budgets for 2017/18.		Executive 29/11/2017	21/11/2017	Marcus Miskinis Cllr Whiting	
HRA Base Budgets 2018/19 (Ref 878)	To consider the following year revenue budgets for the HRA and update Members on the latest position for the current year.		Executive 29/11/2017	21/11/2017	Andrew Rollins Cllr Phillips	
December 2017 – No scheduled Executive meetings 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
Private Sector Housing Grants Policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents.		Ken Bruno Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined.		TBC
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company.	Executive 9/3/2016 2/6/2016 29/6/2016 Reasons 1 & 2	Bill Hunt Cllr Phillips	Awaiting further information on the implications of the Housing & Planning Act.		

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 Rhead	This is the subject of on-going discussion with key members.		
Leisure Development – Phase II (Kenilworth) (Ref 803)	To agree the scope of Phase II.	Executive 28/9/2016 Reason 5	Rose Winship Cllr Coker			
HRA Asset Management and Development Policy (Ref 829)			Bill Hunt Cllr Phillips			
Recording and Broadcasting of Public Meetings (Ref 840)	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 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Currently being investigated in tandem with Council Chamber PA issues.		
Councillors IT (Ref 841)	To report back on the work of the Councillor IT Working Party.	Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Awaiting the outcome of Members' Allowances Review.		
Consideration of a Hackney Carriage Vehicle Limitation Policy (Ref 851)	To update members on the results of the WDC Hackney Carriage Unmet Demand Survey and: Meeting 1 – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey. Meeting 2 – Update on the consultation & determine any		Lorna Hudson Cllr Thompson	This report will go to Licensing & Regulatory Committee on 20/02/17 & 30/05/17 prior to being brought to Executive.	Taxi trade, local business, safer communities, disability, equality and other local group representatives, Town Councils,	

	change to policy, following the consultation.				Police. Questionnaire on website/email. CTS Traffic & Transportation Final Report - July 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 Reason5 5/1/2017 Reason5 8/2/2017 Reason 5	Gayle Spencer Cllr Butler			
Events Review (Ref 832)	To review the provision and support of events in the District.	Executive 8/3/2017 Reason 4	Stuart Poole Cllr Butler			
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.	Executive 26/07/2017 Reason 3	Bill Hunt Cllrs Mobbs, Whiting, Rhead, Butler, Grainger	Timing is dependent on the completion of the planning, marketing and procurement processes.		
Proposed Relocation of Kenilworth School (Ref 869)	To agree the Council's level of support in enabling the school to take its proposals forward.	Executive 28/06/2017 Reason 3	Andrew Jones Cllr Mobbs			

Article 4 Direction for Royal Leamington Spa Conservation Area (Ref 859)	To authorise the creation of an Article 4 Direction for Royal Leamington Spa Conservation Area, to restrict those permitted development rights that are potentially harmful to the appearance of the Conservation Area.	Executive 27/09/2017 Reason 5	Nick Corbett Cllr Rhead			
Policy on Regulating the Private Rented Sector (Ref 880)	To adopt a revised policy on private rented sector regulation in light of new legislation and guidance.		Ken Bruno Cllr Phillips	Awaiting the publication of government guidance.		
St Mary's Lands Warwick Golf Centre (Ref 843)	To consider the business case for an investment proposal. (Private and Confidential by virtue of paragraph 3 of Local Government Act 1972 - Schedule 12A following the Local Government (Access to Information) (Variation) Order 2006).	Executive 4/4/2017 Reason 3 01/06/2017 Reason 3 28/06/2017 Reason 5	Chris Elliott Cllr Butler			
Abbey Fields, Parks for People Bid (Ref 863)	To consider bringing forward a tender to scope and consult on a Heritage Lottery funding bid for Abbey Fields	Executive 26/07/2017 Reason 3	Richard Lunwood Cllr Grainger			
Linen Street Car Park (Ref 861)	To consider recommendations for redevelopment for the Linen Street Car Park facility	Executive 28/06/2017 Reason 3	Paul Garrison Cllr Grainger			Ward Councillors
Land at The Holt, Leamington Spa (Ref 872)	To consider the potential disposal of WDC owned land.	Executive 28/06/2017 Reason 5	Chris Makasis Cllr. Phillips			Ward Councillors

Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.	Executive 29/6/2016 Reason 6 1/9/16 Reasons 3 & 5 5/1/2017 Reasons 3 & 5 8/2/2017 Reasons 3 & 5 26/07/2017 Reasons 3 & 5	Bill Hunt Cllrs Mobbs, Butler, Grainger, Coker & Whiting			
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Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions

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
July 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 26/07/2017	18/07/2017	Jon Dawson Cllr Whiting	
Appointment of Assistant Conservation Officer	To approve the funding for the appointment of an Assistant Conservation Officer.		Executive 28/06/2017 Reason 5 26/07/2017	18/07/2017	Nick Corbett Cllr Rhead	
2 nd Warwick Sea Scouts Headquarters	To update members on the current proposals by the 2 nd Warwick Sea Scouts and seek approval for various matters where landlord approval from Warwick District Council is required.		Executive 26/07/2017	18/07/2017	Philip Clarke Cllr Grainger	
Improvements in Royal Pump Rooms	To seek approval for budget to allow refurbishment of the concourse area in the Pump Rooms.		Executive 26/07/2017	18/07/2017	David Guilding Cllr Coker	

August 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 31/08/2017	22/08/2017	Jon Dawson Cllr Whiting	
September 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 27/09/2017	19/09/2017	Jon Dawson Cllr Whiting	
October 2017 – No scheduled Executive meetings at this time.						
1 November 2017 – No scheduled reports at this time.						
29 November 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
Internal Audit Quarter 2 Progress Report	To review progress in achieving the Audit Plan.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
December 2017 – No scheduled Executive meetings at this time.						

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

**The forward plan is also available, on request, in large print on request, by telephoning
(01926) 456114**