

Overview & Scrutiny Committee

Tuesday 10 November 2020

A meeting of the above Committee will be held remotely on Tuesday 10 November 2020, at 6.00pm and available for the public to watch via the Warwick District Council [YouTube channel](#).

Councillor Milton (Chair)

Councillor G Cullinan

Councillor R Margrave

Councillor I Davison

Councillor M Noone

Councillor A Dearing

Councillor D Norris

Councillor O Jacques

Councillor P Redford

Councillor P Kohler

Councillor D Russell

Agenda

1. Apologies & 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 disclosed 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

To confirm the minutes of the meeting held on 29 September 2020. **(Pages 1 to 4)**

4. Work Programme, Forward Plan & Comments from Executive

To consider a report from Democratic Services.

(Pages 1 to 4 and Appendices 1 to 8)

- Appendix 1 – Work Programme
- Appendix 2 – Comments from the Executive

- Appendix 3 – Actions on items removed from the Work Programme
- Appendix 4 – Task & Finish Group, Equality & Diversity Update
- Appendix 5 – The impact of the revised Housing Services management structure and additional resources approved in November 2019 – Briefing Note
- Appendix 6 – Shared Environmental Enforcement with Rugby Borough Council – Briefing Note
- Appendix 7 – Criteria for Call-in of Executive Reports to Scrutiny Committees
- Appendix 8 – Update on the decisions made in respect of the Task & Finish Group, Role of the District Council Chairman **(To Follow)**
- Verbal update on the Step-Back Review
- Discussion – Environmental Protection Team Service Delivery. Focus particularly on noise nuisance

5. Annual Review of Plastics Policy, Sustainability Approach and Climate Emergency Action Plan

To consider a report from the Programme Director for Climate Change.

(Pages 1 to 4 and Appendix 1)

6. Executive Agenda (Non-Confidential Items and Reports) – Tuesday 17 November 2020

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.

(Circulated Separately)

7. Public & 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.

8. Summary of the role, responsibilities and performance of the South Warwickshire Community Safety Partnership (SWCSP)

To consider a confidential report from Health & Community Protection.

**(Pages 1 to 8 and Appendix 1)
(Not for Publication)**

9. Executive Agenda (Confidential Items and Reports) – Tuesday 17 November 2020

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.

(Circulated separately)

Published Monday 2 November 2020

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Overview and Scrutiny Committee

Minutes of the remote meeting held on Tuesday 29 September 2020 at 6.00pm, which was broadcast live via the Council's YouTube Channel.

Present: Councillor Milton (Chair); Councillors; Cullinan, Davison, A Dearing (late arrival), Jacques, Kohler, Noone, Norris, Russell and Wright.

Also Present: Councillors Cooke and Grainger.

16. **Apologies and Substitutes**

- (a) An apology for absence was received from Councillor Margrave.
- (b) Councillor Wright substituted for Councillor Redford.

17. **Declarations of Interest**

There were no declarations of interest made.

18. **Minutes**

The minutes of the Overview and Scrutiny Committee meeting held on 18 August 2020 and of the Health Scrutiny Sub-Committee meeting held on 19 February 2020 were taken as read and signed by the Chair as a correct record.

19. **Executive Agenda (Non-Confidential items and reports) – Thursday 1 October 2020**

The Committee considered the following items which would be discussed at the meeting of the Executive on Thursday 1 October 2020.

Item 4 – Joint Local Plan Review

The Committee felt that a clear distinction was required to make it apparent that the working party was not a scrutiny function. It also felt that the term "Programme Advisory Board" should be avoided because of the very specific meaning it had at Warwick District Council and the confusion that could arise.

It was noted that concerns raised about the potential impact of the Local Government review and on potential differing needs for affordable and other housing allocations would be addressed through the proposed officer work and Member review.

(Councillor A Dearing joined the meeting part-way through discussions on this item. Councillor Cooke left at the end of this item.)

Item 5 – Trees for our Future – Project Framework and Start-up

The Overview & Scrutiny Committee thanked officers for their work and welcomed this initial plan which was felt to be a good foundation to determine the final plan details. It looked forward to information on the

both the final number of trees and the amount of woodland established. The community involvement was noted as a very positive aspect of the project.

(Councillor Grainger left the meeting at the end of discussions on this item.)

20. Task & Finish Group – Equality & Diversity

The Committee received a verbal update on progress from Councillor Noone, a Member of the Task & Finish Group. She referred Members to the written statement that had been sent out by Councillor Mangat, the Chair of the Task & Finish Group.

Councillor Noone informed Members that the Group had met four times and those meetings had been more of an exploratory nature during which they had gathered information. More meetings were scheduled and the Committee would be updated as progress was made.

Members asked that in light of difficulties faced with contacting outside organisations during the pandemic, the Group should consider setting out short-term and long-term timelines and that matters internal to the Council itself could be pushed forward during this period to end with a formal review quite quickly. This would allow some actions to be taken soon.

Councillor Noone explained that this was not so straightforward because there was a lot of information to gather and questions to ask before the Group would have an idea of where changes might be needed or improvements could be made within the Council. These were complex matters that would take time and she impressed upon Members the amount of work that was being done and the time commitment being made by the members of the Group.

The Chair asked Councillor Noone to ask the Group to consider how tangible differences within the Council could be made as quickly as possible. It was recognised that issues outside of the Council might take more time. A timeline was requested for the work to be done.

21. Review of the Work Programme, Forward Plan and Comments from the Executive

The Committee considered its work programme for 2020-2021, the Forward Plan and the response from the Executive to its comments in August.

The Deputy Chief Executive (BH) explained that the two reports from Neighbourhood Services that were scheduled for delivery at the meeting could not be delivered due to recent staffing changes within the department; one of those changes being the Head of Service who was now performing a shared post with Stratford District Council which meant 50% of time on Stratford District Council's work and 50% on Warwick District Council's work. Additionally, two service managers had also left Warwick District Council so the Service Area had to prioritise frontline services during this period. He would discuss with the Head of Service when the reports could be delivered.

The Shakespeare's England annual update had been postponed until March 2021 following agreement between the Chair and the Portfolio Holder so that it would include performance during the Covid-19 pandemic.

Members were then asked to consider the Forward Plan to see if there were any topics that they might wish to scrutinise.

Councillor Russell suggested that the Newbold Comyn – Final Master Plan and Funding Strategy (Ref 1,144) might be a topic for scrutiny and the Chair asked him to liaise with officers in order to find out more about the project on behalf of the Committee.

Members suggested that night noise might be something that required scrutiny given extenuating circumstances caused by the pandemic; issues such as the closure of pubs at 10pm were mentioned. Councillor Davison highlighted the fact that some actions, such as home visits, were not being performed currently because of the pandemic and suggested that the Committee might consider looking at which services were no longer being performed or constrained because of the pandemic. The Deputy Chief Executive (BH) reminded Members that a Task & Finish Group would be dealing with the pandemic-related changes and questioned whether work was being duplicated. The Deputy Chief Executive (BH) was asked to raise the issue with the relevant Head of Service for an update to be sent out to the Committee on the current position regarding night noise.

The Chair reported that the Terms of Reference for the Step Back Review had been broadly approved and a report would be presented to the next meeting of the Committee.

Appendix 4 to the Work Programme report gave an update on the position in respect of fees and charges for pest control. The charges had not yet been introduced and the Appendix explained what was being planned.

Resolved that

- (1) the Deputy Chief Executive (BH) is to:
 - a. liaise with the Head of Neighbourhood Services to determine when the Shared Environmental Enforcement report and the update on plans to improve accessibility to toilets for people living with disabilities can be delivered; and
 - b. ask the Head of Health & Community Protection to send an update to all Committee Members on the current position regarding night noise;
- (2) the Step-Back Review be added to the Work Programme with a report coming forward to the next meeting; and
- (3) Appendix 2 to the report, Comments from the Executive, be noted.

(The meeting ended at 7.20pm)

CHAIR
10 November 2020

Overview & Scrutiny Committee
10 November 2020

Title: Work Programme, Forward Plan & Comments from Executive

Lead Officer: Lesley Dury, Committee Services Officer

(E. committee@warwickdc.gov.uk; T. 01926 456114)

Portfolio Holder: Not applicable

Public report

Wards of the District directly affected: Not applicable

1. Summary

- 1.1. This report informs the Committee of its work programme for 2020 / 2021 (Appendix 1) and the current [Forward Plan](#).
- 1.2. In addition, it provides the Committee with the response that the Executive gave to its comments regarding the reports on 29 September 2020 (Appendix 2).
- 1.3. Appendices 4 to 8 are a mixture of briefing notes that the Committee requested, and information provided as part of verbal updates the Committee has requested.

2. Recommendation

- 2.1. Members consider the work programme (Appendix 1) and agree any changes as appropriate.
- 2.2. The Committee to; identify any Executive items on the Forward Plan on which it wishes to have an input before the Executive makes its decision; and to nominate a Member to investigate that future decision and report back to the Committee.
- 2.3. Members note the responses made by the Executive on the Comments from the Executive report (Appendix 2).
- 2.4. Members note the progress on items that were removed from the work programme but which had follow-up actions (Appendix 3).
- 2.5. Members consider Appendices 4 onwards. Members to note that in respect of Appendices 5, 6 and 8, the report authors are not scheduled to attend the meeting unless there is a specific request that they do so, in which case, Members should notify the report author of any questions before the meeting.
- 2.6. To consider the proposed criteria for discussing Executive items at Scrutiny Committees, (see Appendix 7), with a view to agreeing its trial use up to March 2021.

3. Reasons for the Recommendation

- 3.1. The work programme should be updated at each meeting to accurately reflect the workload of the Committee.
- 3.2. The proposed plan at Appendix 1 has been developed in order for the Committee to focus on the four agreed core themes (Covid 19, climate Change, Medium Term Financial Strategy and Business Plan). While this Committee will not have as much focus on the Medium Term Financial Strategy, it will have to spend significant times looking at the other areas in detail.
- 3.3. 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.
- 3.4. 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.
- 3.5. 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.
- 3.6. Appendix 2, Comments from Executive, is produced to create a dialogue between the Executive and the Overview and Scrutiny Committee. It ensures that the Overview and Scrutiny Committee is formally made aware of the Executive's responses.
- 3.7. Where Overview and Scrutiny Committee has made a recommendation as opposed to a comment, the Executive is required to respond to the recommendation(s) made, including whether or not it accepts the recommendation(s).
- 3.8. Appendix 3 lists reports that were removed from the work programme and the follow-up action taken or to be taken. This ensures that the Committee can check that these actions are completed.
- 3.9. At the Joint Scrutiny Committee earlier this year a small Group of Councillors (Davison, Grey, Milton, Nicholls and Margrave) agreed to draft a process for considering Executive items at Scrutiny. This work has resulted in the process shown in Appendix 7 to this report which has been shared with all Councillors and tested ahead of this meeting. The proposal would be to put this in place and review at the March meeting before formally requesting Council adds this to the scrutiny procedure rules.

4. Background

- 4.1. The five main roles of overview and scrutiny in local government are: holding to account; performance management; policy review; policy development; and external scrutiny.

- 4.2. 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.
- 4.3. 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.
- 4.4. 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.
- 4.5. 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.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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.
- 4.9. 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.
- 4.10. As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 4.11. 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.
- 4.12. As a result, the Committee considered the items detailed in appendix 2. The response the Executive gave on each item is also shown.
- 4.13. 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.

- 4.14. At the Overview & Scrutiny Committee's meeting 18 August 2020, the Committee was presented with a work programme to that had been amended to shape the new way the Committee would operate. The Committee accepted this work programme with the result that reports that had originally been scheduled for scrutiny would be removed from the work programme. However, decisions were made for follow-up action in respect of each one. Appendix 3 details these reports and the follow-up action taken or to be taken.
- 4.15. Appendices 5 and 6 are briefing notes that the Committee decided could be appended to its work programme at its meeting 18 August 2020. It was agreed that the report authors did not need to attend the Committee meeting unless there was a request made that they did so. Members were requested to submit their questions ahead of the meeting.

Meeting Date: 10 November 2020

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Task and Finish Group Race & Equality Update.	Committee meeting 18 August 2020.	Item 4, Appendix 4 on the agenda	Councillors Mangat, Noone, Tangri and C Gifford.	December 2020.	To be advised.
Focus on the impact of the revised Housing Services Management structure and additional resources approved in November 2019.	Service review and restructure report 2019.	Item 4, Appendix 5 on the agenda	Lisa Barker/Paul Smith	To be advised if applicable.	No officer will attend the Committee meeting on November unless there is a request. If there is a request, Members should send their questions to the report author before the meeting.

Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Shared Environmental Enforcement with Rugby Borough Council update.	Committee meeting 26 September 2019.	Item 4, Appendix 6 on the agenda	Zoë Court	April 2021	No officer will attend the Committee meeting November unless there is a request. If there is a request, Members should send their questions to the report author before the meeting.

Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Criteria for call in of Executive Reports to Scrutiny Committees		Verbal update and Item 4, Appendix 7 on the agenda	Graham Leach and Councillors Milton and Nicholls	March 2021	If the process is agreed in March 2021, then it will go forward to Council for inclusion in the Scrutiny procedure.
1. Report in respect of decisions made on the role of the Chairman of the Council – Task & Finish Group; and 2. Review on the progress / success of the recommendations from the Task & Finish Group – Role of the District Council Chairman.	1. Executive Minutes 10 July 2019, Minute number 8 – Resolutions, agreed at council 4 September 2019. 2. Committee meeting 2 April 2019.	Item 4, Appendix 8 (To Follow)	Graham Leach / Andrew Jones	To be advised if applicable.	No officer will attend the Committee meeting in November unless there is a request. If there is a request, Members should send their questions to the report author before the meeting.
Step Back Review progress	Committee meeting 29 September 2020.	Verbal update	Graham Leach	To be advised if applicable	To be advised.

Appendix 1 – Overview & Scrutiny Committee Work Programme

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Environmental Protection Team Service Delivery Focus particularly on noise nuisance	Committee meeting 29 September 2020, resulting in a subsequent briefing note sent by email to councillors and a follow-on request from Councillor Milton for the item to be on this meeting's agenda	Item 4 – Discussion at the meeting	Marianne Rolfe	To be advised if applicable	
Annual Review of the Council's Sustainability and Climate Change Approach, to include an update on the adoption of a Plastics Policy stating its progress, the difference it has made and future plans.	Committee meeting 9 July 2019.	Item 5 on the agenda	Dave Barber.	To be advised if applicable.	
Current Arrangements for the South Warwickshire Community Safety Partnership.	This is a mandatory report.	Item 8 on the agenda	Marianne Rolfe.	Late October / Early November 2021.	This is an annual report.

Meeting Date: 8 December 2020

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Update on the Night Noise Service.	Committee meeting 20 August 2019.	Append a briefing report to the work programme.	Marianne Rolfe.	To be advised if applicable.	No officer will attend the Committee meeting on 29 September unless there is a request. If there is a request, Members should send their questions to the report author before the meeting.
Update on plans to improve accessibility to, and the condition / cleanliness of, toilets for people living with disabilities subsequent to the presentation of the plans at the September 2019 Overview & Scrutiny Committee meeting.	Committee meeting 26 September 2019.	Append a briefing report to the work programme.	Zoë Court	To be advised if applicable.	No officer will attend the Committee meeting in December unless there is a request. If there is a request, Members should send their questions to the report author before the meeting.

Meeting Date: 9 February 2021

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
No reports have yet been requested for this meeting.	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.

Meeting Date: 16 March 2021

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
<p>Annual update from Shakespeare's England.</p> <p>(At the Committee meeting 29 August 2018, the Committee requested that the next report included Key Performance Indicators (KPI's) for the District Council and what had been done over the previous 12 months. The Committee did not want a presentation at the meeting, it simply wanted the report and it would feedback comments at the meeting.)</p>	<p>Committee meeting 29 August 2018</p> <p>Committee meeting 29 September 2020, it was agreed that this report could be postponed until March 2021 so that it would include performance during the Covid-19 pandemic.</p>	Written report.	Martin O'Neill and Councillor Hales.	March 2022.	This is an annual report.

Meeting Date: 20 April 2021

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Overview & Scrutiny End of Term report.	Standing Annual Item.	Written report.	Committee Services Officer.	April 2022.	This is an annual report.
Childrens' and Adults' Safeguarding Champions: End of Term Report.	Standing Annual Item.	Briefing note to all Councillors with a paragraph explaining that if they have any concerns that they feel require scrutiny, to raise these for consideration as part of the work programme.	Lisa Barker.	April 2022.	This is an briefing note to all Councillors.
Shared Environmental Enforcement with Rugby Borough Council update.	Committee meeting 10 November 2020.	Briefing Note	Zoë Court	TBA	No officer will attend the Committee meeting November unless there is a request. If there is a request, Members should send their questions to the report author before the meeting.

Meeting Date: To Be Advised

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
Decide if an update is required on the Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse.	Committee meeting 26 September 2019.	Informal update.	Dave Guilding / Philip Clarke.	To be advised if applicable.	David Guilding and Philip Clarke were asked when they can give an informal update considering the impact of Covid-19 on this service. A response from them is awaited.

**Response from the meeting of the Executive on the
O&S Committee's Comments – 29 September 2020**

Item Number: 4 – Joint Local Plan Review.

Requested by: The Liberal Democrat Group.

Reason Considered:

To discuss and clarify further the arrangements and role of the different bodies in Scrutiny. We would also like to explore options for strengthening the approach to Affordable Housing.

Scrutiny Comment:

The Committee felt that a clear distinction was required to make it apparent that the working party was not a scrutiny function. It also felt that the term "Programme Advisory Board" should be avoided because of the very specific meaning it had at Warwick District Council and the confusion that could arise.

It was noted that concerns raised about the potential impact of the Local Government review and on potential differing needs for affordable and other housing allocations would be addressed through the proposed officer work and member review.

Executive Response:

Councillor Cooke noted the comments from the Overview and Scrutiny Committee, taking on board its suggestion to avoid the term "Programme Advisory Board", and requested that the Head of Development Services, would suggest another term that was distinctly different. He then proposed the report as laid out.

The Deputy Chief Executive (BH) clarified for Members that the review was going to be a strategic framework for a Joint Plan across both Districts, and sitting underneath would be a number of Development Plan Documents. Not everything that was spoken about at the Overview and Scrutiny Committee would be in the Joint Plan, and some would come in a Development Plan Document.

Item Number: 5 – Trees for our Future – Project Framework and Start-up.

Requested by: The Green Group.

Reason Considered:

The Green Group had questions that needed answers.

Scrutiny Comment:

The Overview & Scrutiny Committee thanked officers for their work and welcomed this initial plan which was felt to be a good foundation to determine the final plan details. It looked forward to information on the both the final number of trees and the amount of woodland established. The community involvement was noted as a very positive aspect of the project.

Executive Response:

The Executive approved the recommendations in the report.

Appendix 3 – Action on items removed from the work programme

Report or Topic Title	Action agreed at O&S meeting 18 August 2020	Action	Results and any follow-up decision to be made
Children's and Adults Safeguarding Champions Report.	Send a short update to all Councillors.	Completed	Sent to all councillors on 30 September 2020. Completed
Update on Council's Brexit Preparations with a focus on "People" e.g.: Risks on the register with "red" status; Hate Crimes and "Prevent"; Issues with Entitlement to settled status. Account for "no trade deal" and "with trade deal" as appropriate.	Update all Councillors via email.	Completed	Sent to all councillors on 27 October 2020. Completed
Members' Annual Feedback on Outside Appointments & Champions	A briefing note was to be sent to all Councillors. If any Councillor raised concerns and felt that scrutiny was required, then they would be asked to raise this and the Committee would then consider adding this to the work programme and if any considered to be ceased Deputy Chief Exec to discuss with LCG.	Completed	Sent out to Councillors on 19 October 2020 and 26 October 2020. Completed

Appendix 3 – Action on items removed from the work programme

Report or Topic Title	Action agreed at O&S meeting 18 August 2020	Action	Results and any follow-up decision to be made
Annual Status report – Air Quality Management.	A briefing note was to be sent to all Councillors. If any Councillor raised concerns and felt that scrutiny was required, then they would be asked to raise this and the Committee would then consider adding this to the work programme.	To be actioned in November 2020 because this information has always been ready by November each year.	
Short synopsis on Working Parties, Forums 2019/20.	A briefing note was to be sent to all Councillors. If any Councillor raised concerns and felt that scrutiny was required, then they would be asked to raise this and the Committee would then consider adding this to the work programme and if any considered to be ceased Deputy Chief Exec to discuss with LCG.	To be actioned in November 2020.	
Progress report on HEART service subsequent to last report 2 April 2019.	A briefing note was to be sent to all Councillors. If any Councillor raised concerns and felt that scrutiny was required, then they would be asked to raise this and the Committee would then consider adding this to the work programme.	To be actioned in December 2020.	

Task & Finish Group – Equality & Diversity

Following the last meeting of the Overview & Scrutiny Committee, the Task & Finish Group has met on another three occasions, with several other meetings scheduled. At our meeting on 23 October, we had the opportunity to interview representatives from UNISON WDC branch and Investors in People (IIP). At the time of writing, our next meeting is on 4 November, when we intend to review the feedback received from UNISON and IIP, as well as proceed with planning the interviews with BAME members of WDC Staff.

As Members are aware, the Council has been celebrating Black History Month throughout October. I would like to thank our HR and Media team for helping raise awareness of this amongst WDC staff via the Intranet. A special Black History Month section was added on the Intranet page, with a variety of resources, including updates from the Task & Finish Group, pointers to online resources to do with Black History Month, access to free training sessions and webinars on the topic of race etc. Whilst some of the webinars are ongoing, we don't yet have attendance data, but the feedback received has been very positive and one of the courses was oversubscribed, leading to a second session being offered, which was very encouraging. As part of this, I was able to share an update with all staff via the Intranet on the work we have been doing as a Task & Finish Group. Members also have access to the Intranet and I do encourage you to visit the Black History Month page as it contains valuable information. The Intranet also highlighted the Council's plans beyond October, and here is an excerpt of what was communicated to staff:

"Our Plans beyond October

- 1. Updating our Induction and Training programmes (remotely) to include a new Equality, Diversity and Inclusion workshop (amended from the existing Social Media Discrimination the Law).*
- 2. A 'Black History Month'/Equality, Diversity and Inclusion Managers Forum Special on 22 October – we will share the presentation with you here.*
- 3. Awareness and training for our Employee Support Officers and Staff Voice representatives*
- 4. Updating our Equality and Diversity objectives 2021 – 2023*
- 5. Refresher of Equality Impact Assessment Training (remotely)*
- 6. Further bespoke awareness training after the success of the LGBT+ session*
- 7. Refresher of the key areas for staff and Managers of our Dignity at Work Policy*
- 8. Working with WCC to provide new guidance on Equality, Diversity and Inclusion Guidance*
- 9. Continue to identify diversified job platforms*
- 10. Further analysis of diversity data"*

As you will be aware, following the work of this Group, all Members have received a reminder, as well as instructions, on how to update your own Equality & Diversity information via the Self-Serve portal. I am disappointed to report that only a further 4 Members have provided this information since our reminder in September. We are currently aware of only one BAME Councillor, with 74% of Members having not updated their profile. While I respect this is not mandatory,

I encourage you to do so if you haven't already updated your profile, as this is valuable data for the Council and aids the work of the Task and Finish Group which you have sponsored.

Future steps of the Task & Finish Group and Timelines

We are grateful for those officers and third parties who agreed to meet with us during our 8 meetings over the last 3 months, providing meaningful data which we can use in our future recommendations. I would like to also thank my fellow Members of the Group who have already put a significant amount of work in this project.

The issue of race is a complex one, and as you will be aware, we have been tackling it from 3 different perspectives:

- Equality, diversity and inclusion within the workforce of the Council
- Equality, diversity and inclusion in the services it delivers
- The promotion of racial equality in general – such as addressing hate crime.

In terms of the last 2 bullet points, from our first meeting, Members were in agreement that we would like to go out in the community and involve our residents, so that we can get first hand data on their experiences. We have kept this under review, with the intention to arrange a consultation once it is safe to do so. However, due to the increased number of Coronavirus cases locally and the changing restrictions, we do not envisage this is something we can do any earlier than Spring 2021. Whilst we did consider the option of conducting this remotely via video calls, we feel that this approach may well exclude the very people we are seeking representations from. We therefore are not comfortable proceeding with this until such a time when we can be sure we can reach communities across a diverse group of residents. We also recognise that before we commence this part of our work, we need to bring the plans to this Committee for approval, which we will aim to provide in early 2021.

On the other hand, much progress has been made on the first bullet point regarding equality, diversity and inclusion within the workforce of the Council. Whilst we wish to conduct interviews with BAME staff to get some first-hand feedback from them, and are hoping to conduct this by early next year, we feel that a draft report and recommendations can be considered by the Task & Finish Group at its meeting in February 2021, and are aiming to present a report to the Overview & Scrutiny Committee at its meeting in March 2021.

Based on the two paragraphs above, we would like to divide the work of the Task & Finish Group in two parts: one focusing on WDC's role as the employer and E&D within its work force, aiming for recommendations to be considered by O&S in March 2021; and a second part focused on the community element, for which work will be started as soon as possible, when the Coronavirus legislation allows for that. A second report with recommendations will then be presented to the Overview & Scrutiny Committee as soon as this second element of it has been considered. We appreciate this is all part of the same, one project, and in normal circumstances, this work would have been conducted all at the same time. However, given the uncertainty around Coronavirus, we would rather take this approach and ensure recommendations around the workforce are considered

by the end of the financial year on 30 March 2021, giving officers a chance to consider implementation in the new financial year.

Finally, I am share with you, below, the index of the documentation and evidence we have been considering during this time, to give Members a feel of our work so far. As you know, this is a complex issue and we appreciate the Committee's support.

Councillor Mini Mangat

Chair of the Task & Finish Group

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Overview and Scrutiny Committee
10 November 2020

Title: Briefing Note - The impact of the revised Housing Services Management structure and additional resources approved in November 2019

Lead Officer: Lisa Barker

Portfolio Holder: Councillor Matecki

Public briefing note / Confidential briefing note: Public

Wards of the District directly affected: All

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: No

Included within the Forward Plan: Yes

Equality Impact Assessment Undertaken: No

Consultation & Community Engagement: Housing Services staff were consulted in the formation of the new structure

Final Decision: N/A

Accessibility checked: Yes

Officer/Councillor Approval

Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	30.10.20	Bill Hunt
Head of Service	26.10.20	Lisa Barker
CMT	27.10.20	Chris Elliott
Section 151 Officer	30.10.20	Mike Snow
Monitoring Officer	27.10.20	Andrew Jones
Finance	30.10.20	Victoria Bamber
Portfolio Holder(s)	30.10.20	Cllr Matecki

1. Background

1.1. Executive on 13 November 2019 approved the budgetary implications of a proposed redesign of Housing Services. The structure and establishment was approved by Employment Committee on 10th December 2019. Executive recommendations for the potential additional staffing budget was subsequently approved by Council.

1.2. Overview and Scrutiny require an update on the impact of the revised Housing Services Management structure and additional resources approved.

1.3. The redesign of the Housing Service represented significant change for the entire service, structurally, operationally and culturally. The rationale for the redesign and the need for additional resources was set out in the reports for approval. The key drivers for the redesign were:

- Changes in Government policy and the way services needed to be rearranged to effectively manage the impacts.
- External factors such as the growing older population and the number of people sleeping rough on our streets.
- Advancements in IT and the need for more flexible and agile working and the changing expectations of customers.

To deliver on these new requirements and to meet customer obligations and expectations many of the Housing Services teams were already operating to temporary structures. They were also engaged in fixed term contracts, with some key work areas remaining under resourced to deliver the Councils priorities.

1.4. The redesign of the whole of the Housing Service supported by the additional resources has given the opportunity to implement a structure and a new motivation that could deliver all the key work strands effectively and meet customers' expectations.

2. The Redesigned Structure

2.1. Employment Committee approved the:

- Deletion of 6 posts
- Creation of 34 permanent establishment posts and 4, temporary (3 year fixed term) posts
- Review and revision of 93 posts to reflect either significant or minor changes to post titles, duties and/or reporting relationships.

2.2 Following final approvals being in place in December 2019, focus was given to the implementation of the new arrangements.

3. Implementing the Redesigned Structure

3.1. The initial processes for the transition period included:

- Confirming the posts that were substantially unchanged and those substantially the same but where the job description had been 'tweaked'. The staff in these posts automatically transferred into the equivalent post within the new structure. Line managers held 1:1 meetings with relevant officers to talk through the implications for each member of staff in this category.
- Confirming which posts that were broadly the same to an existing post but the changes were sufficient to require the post holder to be assimilated into

the new structure rather than automatically transferred. Line managers explained and discussed this with relevant staff in a 1:1 as part of the consultation process

- Managing the posts which were deleted from the revised structure. The holders of these posts were 'at risk of redundancy' and entered the 'at risk' pool for 12 weeks if they were not matched to a vacant position in the new structure in accordance with normal Council policy. It is heartening to report there were no redundancies.
- New posts or any vacancies that were not subject to assimilation or 'falling out' of the process were then open for internal, then if required external advertisement and recruitment.

3.2. There have also been important operational and management activities to plan, mobilise and integrate the new structure such as:

- Increasing both the management capacity and building capacity within the teams.
- Implementing team mobilisation plans and the required changes processes and systems.
- Communicating with staff about the new structure, providing clarity and understanding of its objectives and the relationship between teams and the customer.
- Addressing training and development needs in response to new processes, systems and procedures.
- Mitigating any risks of there not being a seamless but improved interface with our customers and other stakeholders.

3.3. This transition period has been made even more challenging and the planned timeframes have had to be adjusted because of the response and recovery to the Covid-19 pandemic. In particular this has meant supporting staff to work from home, constructing new operational practices and safe ways of working and for those managers who needed to recruit, adapting to online recruitment and induction processes. However, the objectives and determination of managers and staff to implement the structure and the establishment as originally planned remains in place alongside protecting staff, customers and the community from the impacts of Covid-19.

3.4. Despite the above there are only 8 permanent or temporary posts remaining to which to recruit. The recruitment for these positions is currently being progressed.

4. Budget Comparison

4.1. Approved budgets versus actual spend required after full recruitment
The pre restructure budget 2019/20 - £3,183,407 (92.03 full time equivalent posts)

Original budget approved 2020/21 - £3,733,084 (110.14 full time equivalent posts)

The current position is that there is a budget Variance of £26,739 brought about as a consequence of assimilating staff being on protected salaries.

The consequence of recruitment being delayed has resulted in an underspend which is assessed as creating a saving in the current financial year of £472,000.

Although there are still posts to be filled, it is unlikely that all of the new staff will be in post before the end of the financial year. The impact of new staff starting between now and the end of March will be to reduce the savings for the current financial year.

5. Positive Impacts and Service Benefits

5.1. Overview

- Even with the impact of Covid-19 on the mobilisation and embedding in of the new structure positive advancements have been made against the planned impacts and service improvements throughout the business areas of the redesigned service.

5.2. Housing Needs

- In the new structure the housing assistants within the Homelessness and Housing Advice Team are now arranged in two distinct groups, Housing options assistants and Housing advice and allocation assistants. This has enabled the staff to focus and develop knowledge in a smaller defined area and this has benefited the customers as this specialist knowledge has been imparted to customers reducing the number of follow up queries.
- For homeless people, the Coronavirus pandemic and the Government directive to get "Everyone in" from March 2020, has had a big impact on the Housing Needs team as a whole and they have worked extremely hard to make sure all rough sleepers and those homeless that were facing rough sleeping were provided with interim accommodation. The new structure and team members were undoubtedly instrumental in taking forward the work on this initiative. Thanks to these efforts over 60 individuals have been helped in to accommodation with around 30 former rough sleepers provided with settled accommodation.

5.3. Landlord Services

- Two new Sheltered Living Officers have been appointed. Providing a presence on our schemes for older people which has been appreciated by customers and their families. They have provided customers with a known figure and a regular presence from the Council.
- The new structure has allowed the effective managing of our portfolio of residential buildings and in particular, the high rise blocks and environment

around them. The team has delivered very important work to facilitate and support the High rise and Low rise fire protection works and day to day management and oversight of these buildings.

- This team, during this difficult period for residents due to the impacts of Covid-19, have been able to support and advise residents responding to and supporting residents with financial hardship and a variety of other social, practical and emotional needs.
- Landlord operations are now able to mobilise the teams bringing Housing and income officers together to deliver a joined-up approach in managing sustainment of tenancy. Key staff are appointed but are yet to join the team.

5.4. Strategy and Development

- The Customer Service team have now recruited to vacant posts and are working as a team to develop the customer engagement area of work. There is a more consistent approach to customer complaints as a result of the new Team Leader being in post.
- The affordable housing programme is being developed and schemes successfully secured which would have been a considerable challenge beforehand.
- A new Housing Allocations Policy is being progressed to ensure alignment with current housing needs and available affordable stock.
- There has been significant progress in reviewing key policies and housing strategy facilitated by the new structure.

5.5. Business Development and Change

- Key business critical projects such as the upgrade of active H system and implementation of new modules are being progressed. This new team are getting to grips with key areas of work, supporting efforts on fire safety, policy and practice, development, performance management and business development. Their focus is enabling important pieces of work to be taken forward.
- The new team whilst still to recruit to two of the posts are also involved in developing business cases, providing scoping documents for service improvement projects as well as starting to introduce a more robust and structured approach to managing and delivering projects across the service.
- The team has been able to support the mobilisation activities by reviewing processes and procedures and providing operational guides which ensure consistency of service with new staff

6. Conclusion

- 6.1.** The first year was anticipated to be a transition year and inevitably efforts have been impeded by the impacts on Housing services of the Covid-19 pandemic.
- 6.2.** Despite this additional challenge good progress has been made in implementing the new structure, mitigating the risks identified in the reports and starting to realise the service benefits that the new structure and additional resources will ultimately bring.

Overview and Scrutiny Committee
10th November 2020

Title: Shared Environmental Enforcement with Rugby Borough Council
update

Lead Officer: Zoë Court

Portfolio Holder: Moira-Ann Grainger

Public briefing note

Wards of the District directly affected: All

Contrary to the policy framework:

Contrary to the budgetary framework:

Key Decision:

Included within the Forward Plan:

Equality Impact Assessment Undertaken:

Consultation & Community Engagement:

Final Decision:

Officer/Councillor Approval

Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service	2/11/2020	Julie Lewis
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		

Background

Overview and Scrutiny Committee have requested an update on the shared environmental enforcement service with Rugby Borough Council. The following information is a summary of work carried out since the last briefing note in September 2019.

Update

The team attended two days training on Environmental Enforcement work lead by Mallard Consultancy in November 2019. Since this training, one Public Realm Officer has left the team and two new officers will need this training. The staffing issues that were outlined in the last briefing note have been resolved.

The partnership with Rugby Borough Council was extended to March 2021.

However due to Covid-19, no enforcement work has been carried out since April 2020 and it is very unlikely any will be carried out before March 2021.

There are no open cases with Rugby Borough Council at the moment.

Reported fly tips have continued to be cleared quickly, but crews are not currently looking for evidence.

The team has a new Contract Services Manager and shared Head of Service with Stratford District Council since the last briefing note.

Environmental Enforcement statistics

Month 19/20	Fly-Tips Reported	Fly-Tips Evidence
September	134	19
October	121	9
November	101	9
December	96	17
January	127	7
February	112	4
March	118	3
April	109	0
May	120	0
June	168	0
July	154	0
August	112	0
September	132	0
October	109	0
Grand Total	1713	68

Agenda Item 4, Appendix 6

	2017 - 18	2018 – September 2019	October 2019 – October 2020
Total number of section 46 notices sent	499	203	86
Total number of section 47 notices sent	61	61	15
Total number of accumulated waste letters sent	18	24	19
Total number of cases passed to Rugby	24	64	0
Total number of cases closed after correspondence	18	48	0
Total number of cases still in progression	6	16	0
Total number of cases issued a FPN	4	8	3
Total number of cases issued a CPWN	2	12	2
Total number of cases issued a CPN	0	3	3

Next Steps

It is still unknown when we will start enforcement activities again, due to Covid-19. New processes will need to be put in place for collecting and securely storing evidence now the team are all working from home.

There may be opportunities to work with Stratford District Council when our arrangement comes to an end with Rugby Borough Council. This will be explored by the new Contract Services Manager.

The team still need further enforcement and training for PACE interviews, the taking of witness statements and preparing cases as outlined in the last briefing note.

To supply the Overview and Scrutiny Committee with a further update on shared enforcement with Rugby BC in April 2021.

Criteria for call in of Executive Reports to Scrutiny Committees

This process is about the pre-scrutiny of reports to be considered by the Executive and not the Call in procedure if members are dissatisfied with the Executive Decision (under Council Procedure Rule 21).

1. We encourage all members to ask questions about issues that either affect residents or in which they have an interest. Scrutiny is not the only way to do this and members should feel free to raise questions with portfolio holders at any time.
2. Scrutiny committees will consider issues that have due significance with reference to the following criteria:
 - a) The number residents impacted and the significance of that impact
 - b) The amount of spend involved
 - c) It concerns a strategic priority of the Council or key project
3. Scrutiny committees should only consider items where there is a tangible reason to do so. This should broadly fit into one of the following criteria:
 - a) Where there are concerns about the basis for a recommendation e.g. the data that had led to the recommendation is deficient, or new data or information deemed material to forming a view on the item has been provided too late for a written question and answer to be circulated before the meeting, or members are aware of contradictory evidence.
 - b) There is an alternative policy, development or direction which needs to be explored.
4. Reasons for any request for scrutiny to consider an item should be clearly stated based on the approach outlined above.

Overview and Scrutiny Committee
10th November 2020

Title: Annual Review of Plastics Policy, Sustainability Approach and Climate Emergency Action Programme

Lead Officer: Dave Barber

Portfolio Holder: Cllr Alan Rhead

Public report

Wards of the District directly affected: All

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: No

Included within the Forward Plan: N/A

Equality Impact Assessment Undertaken: N/A

Consultation & Community Engagement: N/A

Final Decision: No

Accessibility checked: Yes

Officer/Councillor Approval

Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	27/10/20	Chris Elliott
Head of Service	27/10/20	Marianne Rolfe
CMT	27/10/20	Chris Elliot, Andrew Jones, Bill Hunt, Dave Barber
Section 151 Officer		N/A
Monitoring Officer	27/10/20	Andrew Jones
Finance		N/A
Portfolio Holder(s)	27/10/20	Cllr Alan Rhead

1. Summary

- 1.1. This report provides the annual update on progress with regard to:
 - a) WDC Sustainability Approach 2016 to 2020
 - b) The Plastics Policy
- 1.2. In addition, the report sets out progress on the Climate Emergency Action Programme which was considered by the Executive in February 2020.

2. Recommendation

- 2.1. That members note the progress made on implementing the Sustainability Approach, the Plastics Policy and the Climate Emergency Action Programme as set out in Appendix 1.

- 2.2. That members note that, as the Sustainability Approach has now reached its anticipated end date, future progress in relation to sustainability issues will be reported against the Climate Emergency Action Programme, the Plastics Policy and the emerging Fuel Poverty Strategy.

3. Reasons for the Recommendation

- 3.1. Appendix 1 shows that considerable progress has been made with regard to the Sustainability Approach and that many of the measures of success have been accomplished. As the time frame for The Sustainability Approach was 2016 to 2020, there will be no future reports based on the Sustainability Approach. Instead, outstanding areas which remain a priority will, in future, be addressed and reported through:
- The Climate Emergency Action Programme Updates
 - The Plastics Policy updates
 - Progress reports against the Fuel Poverty Strategy (on the Forward Plan for consideration by Executive in December 2020)
- 3.2. The Plastics Policy was adopted in November 2018 and was coupled with a Stage 1 report, outlining the aims of this work area, taking into account what could be accomplished at the time. Since November 2018 there has been good progress on the commitments of the policy. Appendix 1 builds on the 2019 update and sets out the progress that has been made since 2018 on the policy commitments and identifies further work that could be achieved.
- 3.3. The Climate Emergency Action Programme (CEAP) was considered by Executive in February 2020. As the proposed Council Tax referendum was unable to take place, a CEAP refresh will be considered by the Executive in December 2020. The updates set out in Appendix 1 relate to the CEAP Year 1 (2020/21) priorities which were supported by the Climate Emergency Working Party (now superseded by the Climate Emergency PAB) at its meeting on 1st July 2020. There are other elements of the CEAP which will be brought forward in future years, but are not included in this update. Specifically, it is intended to bring a report to Executive in April 2021 setting out a more detailed and resourced CEAP plan. This is expected to be informed by:
- The People's Climate Inquiry (Citizen's Jury)
 - The Carbon Reduction Pathway identified through utilising the Scatter Pathways tool
 - The 2021/22 budget
 - Emerging national and partner priorities and opportunities

4. Policy Framework

4.1. Fit for the Future (FFF)

- 4.1.1. 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 priorities. This report provides

an update on progress in relation to a significant part of one of the Council's key priorities – namely the environment and climate change.

- 4.1.2. The FFF Strategy has 3 strands, People, Services and Money, and each has an external and internal element to it, the details of which can be found on the Council's website. The section below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy

4.2. **FFF Strands**

4.2.1 **External impacts of proposal(s)**

People - Health, Homes, Communities – This report provides an update on progress relating to fuel poverty as set out in the Sustainability Approach (2016-2020).

Services - Green, Clean, Safe – This report provides an extensive update in Appendix 1 on the progress being made towards sustainability, plastics reduction and the achievement of the Council ambitions for a carbon neutral Council and a carbon neutral District.

Money- Infrastructure, Enterprise, Employment – Whilst this is not the primary focus of this report, the updates do relate to the potential to decarbonise infrastructure and encourage green investment in the District.

4.2.2. **Internal impacts of the proposal(s)**

People - Effective Staff – The updates set out in appendix include progress on being made to support staff to reduce the environmental and carbon impacts of their work

Services - Maintain or Improve Services – N/A

Money - Firm Financial Footing over the Longer Term – N/A

4.3. **Supporting Strategies**

- 4.3.1. Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this report are the Climate Emergency Action Programme; the Sustainability Approach and the Plastics Policy.

4.4. **Changes to Existing Policies**

- 4.4.1. This report does not propose any changes to existing policies, although members should note that the Sustainability Approach has reached the end of its period of impact.

4.5. **Impact Assessments**

- 4.5.1. The report provides updates in relation to fuel poverty where initiatives have been targeted at vulnerable and low income households. Addressing climate change is an important part of the Council's approach to ensuring equalities,

noting that the impacts of climate change both locally and globally are likely to be felt more acutely by disadvantaged and vulnerable people.

5. Budgetary Framework

5.1. There are no budgetary implications of this report.

6. Risks

6.1. There are no risks associated with this report.

Sustainability Approach; Plastics Policy and CEAP Update

1. Part 1: The Sustainability Approach 2016-2020 Update

Aim 1: To embed sustainability at a strategic level

- 1.1 **Measure of success:** A sustainability impact assessment process has been put in place for major decisions.

Update: the 'Clean, Green, Safe' element has been included in the Fit for the Future (FFF) table contained within all report templates for some time. Over the last year, this has been supplemented by a requirement to consider how the report's proposals contribute to the CEAP aims of becoming a net-zero carbon organisation by 2025 and keeping the total carbon emissions within Warwick District are as close to zero as possible by 2030.

- 1.2 **Measure of success:** All of our staff and elected members have received relevant information and training and plans are in place for the ongoing identification of training needs.

Update: There have been a number of presentations to the Managers Forum regarding the Climate Emergency and the role of each individual in addressing that. All staff received climate emergency meta-compliance training Summer 2019 once the climate emergency had been declared. In addition, the Sustainability Officer Group is in place and information on its activities is maintained on the Intranet. The Group is responsible for ensuring good sustainability practice is in place across the Council. Training needs are established through the appraisal process where staff roles have a direct impact on sustainability/climate change.

- 1.3 **Measure of success:** Every major decision is subject to a sustainability impact assessment.

Update: All Executive must address the requirements set out in the Fit for the Future section of the report (see 1.1 above). In addition, all reports are reviewed by CMT which now includes the Programme Director for Climate Change. This provides the opportunity for the climate impacts of reports to be checked and discussed prior to publication.

- 1.4 **Measure of success:** All major projects consider sustainability as part of the process.

Update: Sustainability considerations are increasingly becoming established in projects. This is supported by a growing awareness of project managers of the corporate focus on addressing climate change and by the process for drafting, reviewing and considering Committee reports as set out above.

Through his role on CMT, the Programme Director for Climate Change is now able to input in to projects where relevant.

Aim 2: To address our own impacts

1.5 **Measure of success:** To produce a sustainable travel plan.

Update: Previously we have installed 8 dual chargepoints (16 points in total) in Warwick District along with some on-street charging. More recently plans have been put in place to expand this significantly (see 3.15 below). The Council has a fleet of 7 electric vehicles which are used by staff to carry out site visits and other duties. A staff travel survey was undertaken and a car share postcode mapping exercise was undertaken by Liftshare which highlighted that 38% of staff may benefit from car sharing. A car share scheme was developed internally and almost ready to launch prior to the pandemic. The Council has a bike to work scheme in place and has also encouraged cycling through the Bicycle User Group which includes secure, indoor cycle parking, changing and shower facilities, and maintenance tools and tips. More widely, there are a range of initiatives that have supported, cycling, walking and which will ensure the Council's initiatives are firmly based within the strategic framework of the County Council's Local Transport Strategy review (see 3.20, 3.21 and 3.22 below).

1.6 **Measure of success:** We have produced a sustainable procurement toolkit.

Update: We have adopted a Sustainable Procurement Policy which sets out the guiding principles for all contracts and provides advice on the sustainable procurement considerations that procuring managers should address including issues such energy efficiency, recycling, packaging, pollution and sustainable sources. This policy links directly with the Code of Procurement Practice. The Senior Procurement Business Partner plays an active role on the Sustainability Officers Group and has actively influenced procuring managers to incorporate sustainability within procurement. There is room to further strengthen the approach to sustainable procurement. The Senior Procurement Business Partner has prepared further advice on how climate change in particular needs to be given a clearer focus in the Procurement Strategy and Code of Practice in light of the CEAP - see 3.12 below.

1.7 **Measure of success** We have identified and assessed the viability of additional energy & resource efficiency measures and set post-2018 targets.

Update: The Council has continued to invest in a range of energy efficiency measures within its assets such as improved weather compensators and rollout of LED lighting. A consultant's report on was prepared in early 2020. This sets out a number of further measures which could improve energy efficiency. However, whilst these proposals have the potential to bring further financial savings, the environmental and climate impacts of these proposals have been superseded partly by the Council's switch to green electricity and partly by the emerging bid to the Public Sector Decarbonisation Fund (see 3.9 below)

1.8 Measure of success We have assessed the viability of renewable & low-carbon energy schemes and set post-2018 targets.

Update: At present it has not been possible to progress any of the District Heating scheme options considered by Encraft. One is not viable due to a key partner not wishing to take part and the other is facing practical and conservation issues which is leading to considerable uncertainty and preventing progress in the timescales required. Nevertheless, these options are being revisited as part of the CEAP. Other options continue to be assessed including the potential for micro renewable energy schemes (such as solar panels), heat pumps, a hydrogen hub (see 3.25 below) and a solar farm (see 3.14 below)

1.9 Measure of success: We have updated our climate change risk assessment.

Update: This has been superseded by the CEAP.

Aim 3: To promote and enable sustainability in the wider district

1.10 Measure of success: We have completed our housing stock condition survey and produced an investment strategy to improve our stock's energy efficiency.

Update: The stock condition survey was undertaken in 2016 and the information from this is used to inform our investment priorities. In a report to the Joint meeting of the Finance & Audit and Overview & Scrutiny Committees, 24th July 2018 details were provided on each component of the survey including both the condition and the age of each element. It further outlined how components considered to be in a less than satisfactory condition would be renewed by March 2020. Following this meeting, Executive and Council agreed the alignment of funding to achieve these ambitions. The Housing Investment Programme is an annual programme which renews building components such as windows, doors, roofs, heating and which considers insulation measures.

1.11 Measure of success: We have produced a district-wide fuel poverty strategy.

Update: A draft Fuel Poverty Strategy was prepared in March 2020. However, it was agreed not to progress the strategy at that time as it was decided that better linkages to the Climate Action Fund was required and resources agreed to deliver the action plan. The Strategy is now being revised and will be reported to Executive in December 2020. Despite the absence of an adopted strategy, work did take place in relation to the 2019 Winter energy campaign with Act on Energy and plans are underway for the winter 2020 campaign in the form of communications to residents.

1.12 Measure of success: All of our tenants have been provided with advice and/or assistance (as required) relating to reducing fuel bills.

Update: All Tenants were provided with information by the way of a small postcard in Winter 2019/20 regarding fuel switching and signposting to the repairs team for support with heating and insulation. In addition, door knocking and drop-in events took place at Crown to signpost Tenants to help available. Act on Energy offer a Freephone telephone line to help all residents in the District with home energy efficiency advice and home visits can also be undertaken for complex cases. An initiative to contact private sector landlords with Energy Performance Certificates (EPCs) of 'E' 'F' and 'G' has been undertaken, and we have signposted such landlords to information to help make improvements. Act on Energy has attended a number of 'drop-in' home energy efficiency events during the Winter months at community Forums, local community hubs and dementia groups and cafes. ECO (Energy Company Obligation) funding is provided by energy providers and is aimed at householders on means tested benefits to help cover the cost of installing boilers and insulation measures. A Statement of Intent has been signed by the authority in relation to ECO Flex, which is an extension of ECO. The 'flex' element enables the authority to provide funding to vulnerable residents not necessarily on means tested benefits such as those on a low income, with small children, a disability or health condition and on a prepayment meter. There are also a significant number of grants delivered under the HEART Partnership (Home Environment Assessment Response Team) which provides advice and home improvement and adaptation work to disabled residents including home energy efficiency improvements. In addition, the Warm & Well Service operates across the County to offer grants and support to residents with health conditions. The Service Level Agreement with Act on Energy has come to an end because it was not considered value for money, however the freephone advice line and Warm & Well service will continue along with ECO grants support. This ultimately means that the Council is now taking the lead on promoting Act on Energy and home energy support within communities through social media, newsletters, community centres and linking to third sector organisations.

1.13 Measure of success: Rates of fuel poverty in the district have reduced.

Update: The proportion of households in fuel poverty in Warwick District (source ONS) is as follows:

2014: 10.8% (6429 households)

2015: 12.3% (7376 households)

2016: 10.8% (6598 households)

2017: 10.0% (6142 households)

2018: 8.6% (5369 households)

(NB: data for 2019 is not yet published)

2. Part 2: Plastics Policy Update

- 2.1 Priority:** Procurement - We will wherever possible avoid the procurement of single-use plastics in relation to eating and drinking, such as straws, water bottles, disposable cutlery and plastic cups and source practical alternatives. Where we cannot avoid single-use plastics, we will aim to ensure these contain recycled plastic and can be easily recycled.

Update: Plastic Free Champion status achieved for Warwick District Council. Plastic cups and drinking straws avoided from the Town Hall, Royal Pump Rooms and Royal Spa Centre. Recyclable pint and half pint glasses introduced to Royal Spa Centre to replace single-use. Some carbonated plastic drink bottles have been replaced with glass. Everyone Active have introduced re-usable coffee cups at the café at Newbold Comyn Leisure Centre. Milk coffee stirrer refills in the training room to be avoided, using up existing supplies first.

- 2.2 **Priority:** Procurement - We will minimise plastic from the goods that are procured where available and challenge suppliers in this area.

Update: Introduced single-use plastic reduction requirements to tenders in relation to our suppliers and contractors.

- 2.3 **Priority:** Procurement - We will avoid plastic bottle use in relation to the election count.

Update: Avoided single-use plastic bottles and cups at the May election count, however there were drinks available from the onsite café in non-sustainable receptacles. Ballot box plastic seals and plastic bags are recycled.

- 2.4 **Priority:** Procurement - We will include plastic avoidance requirements in procurement guidance.

Update: The sustainable procurement guidance is being refreshed.

- 2.5 **Priority:** Procurement - will procure items made from recycled plastic where plastic cannot be avoided.

Update: Not yet formally introduced or fully monitored.

- 2.6 **Priority:** Tender Contracts - we will include plastic avoidance requirements in tender contracts if applicable.

Update: Plastics policy requirements have been added to the Project Initiation Document (PID) for new tenders. A disclaimer has been added to the tender information document to advise bidders of the council's commitment to reducing single use plastics. A pass/fail question has been added to the commercial response template as part of the technical and professional criteria for all procurements over £25k. To be used for relevant contracts as a pass/fail criteria. Monitoring of this commitment will be undertaken by contract managers. Ensuring this is monitored will be investigated as part of the contract management review.

- 2.7 **Priority:** Staff Awareness - We will explore further opportunities to recycle more types of plastic from our own buildings and provide clear guidance to staff on the types of plastic that can be recycled.

Update: Introduced new plastic recycling streams at Riverside House including for crisp packets and office stationery / office consumables in

conjunction with the organisation Terracycle. The office recycling guide has been refreshed.

- 2.8 **Priority:** Staff Awareness - We will ensure Staff are aware of the environmental impacts of plastic use and provide guidance on how to reduce their impact at home and at work.

Update: Training is under development as part of wider staff sustainability awareness.

- 2.9 **Priority:** Monitoring our performance - We will monitor the number of single-use plastic items avoided. We will monitor the number of new plastic recycling streams introduced.

Update: A Plastics Register is in place to capture the progress with items that are avoided, re-used or recycled and is available to all staff on the Intranet to update as and when required.

- 2.10 **Priority:** Raising Awareness - We will work with Birmingham Commonwealth Games Organising Committee in relation to the Commonwealth Games in Leamington Spa to avoid the use of single-use plastics.

Update: Discussed at the Commonwealth Committee. Further work required to check the BCGOC policies incorporate single-use plastic free commitments.

- 2.11 **Priority:** Litter and recycling - We will continue to support Clean Up Britain on the 'Now or Never' scheme to reduce litter. We will support the implementation of the National 'Re-fill' scheme across the District. We will continue to collect recycling from bring sites located in various public places across the District.

Update: Now or Never have supported two recent events that WDC organised, being a plastic free stall to support 'Green Week' and the 'Ecofest' event, which were both well attended. The Spa Centre and Pump Rooms Café are now Re-fill sites. There have been a number of Re-fill messages on social media and this will be on-going. Bring Sites continue to be promoted. Plastics Policy animation developed for the public, promoted on social media and our website to bring together the work of local organisations on the plastic free agenda.

- 2.12 **Priority:** Events - We will develop plastic reduction event guidance in relation to events that we organise and share this where events are taking place on our land.

Update: Plastic Free Leamington & Warwick Group have developed some useful requirements to help achieve single use plastic free stalls at events and this is with the Events team for consideration. Recycling of plastic bottles is now offered as a standard chargeable service at all events on our land along with these other items: glass; cans and cardboard. A formal Events Guide is in the final stages of being produced by the Events team and will incorporate both recycling and plastics avoidance guidance along with other requirements.

3. **Part 3: Climate Emergency Action Programme Update**

Work Package 1: Programme Establishment

- 3.1. **Priority:** Establish Climate Emergency Programme Board.

Update: CEPAB Established. 1st meeting held 5/10/20.

- 3.2. **Priority:** Approval for year 1 priorities including budget.

Update: Initial priorities arising from the CEAP have been supported by the Climate Emergency Working Party (1st July) and the LCG (13th July) and form the basis of this update. A further report will be brought to the December Executive alongside the 2021/22 baseline budget report setting out priorities though to April 2021 and the framework for agreeing priorities beyond that date.

- 3.3. **Priority:** Establish provisional Climate Action Fund.

Update: In the absence of the 2020 Council Tax referendum, the establishment of a CAF has been part of the discussions for the 2021/22 budget. Subject to the outcome of these discussions, proposals will be brought forward for approval by Council as part of the budget report in February 2021.

- 3.4. **Priority:** Establish GHG monitoring and reporting.

Update: There are two parts to this. For the Council's own carbon emissions, we are currently collating data for 2019/20 to update the Council's footprint through One Carbon World. It is hoped the updated data will be available by the end of November. The second part concerns the District's carbon footprint. This will be undertaken using the SCATTER tool and will provide consistent data with that published in the CEAP. Work on the year 1 update is now underway and we expect to have the updated outcomes early in the new year.

- 3.5. **Priority:** Consider proposals for Council Tax Referendum in 2021 to support a CAF.

Update: It is not proposed to hold a Council Tax referendum in May 2021 due to the Covid Pandemic

- 3.6. **Priority:** Agree and deliver approach to community engagement.

Update: The Citizen's Assembly (known as the Warwick People's Climate Inquiry) will commence on 12th November, with initial findings in February 2021 and a final report to follow shortly after (see also para 3.18). In addition, the CEPAB have suggested a small number of themed climate action teams to engage with local experts and activists. These will be established in January 2021 and are likely to cover themes relating to each of the main sources of CO2 emissions in the District: transport; household energy; business and institutional energy.

- 3.7. **Priority:** Partnerships.

Update: A wide range of partnership work is either underway or is being established through developing key relations:

- Warwickshire Strategic Officers Group established
- Warwickshire Members Group established
- WCC (transport) – meetings with key officers involved with WCC transport have taken place – exploring both opportunities shape the Warwickshire Local Transport Plan and to get involved with practical projects relating to projects such as cycling and EV charging
- Warwickshire Police - discussions with Police's sustainability group to explore synergies
- SWFT/Warwick Hospital – meeting with SWFT sustainability lead to explore synergies. Looking at the potential to share energy saving messages for staff working from home
- Stratford District Council – potential to develop a shared strategic approach and to share resources has been discussed. No decisions taken yet, but has the potential to form part of the move towards closer working relationships with SDC.
- University of Warwick – regular meetings with Vice Chancellor (next one in Jan 2021) provide the opportunity to share strategic approach to climate change. Ongoing discussions with the university's sustainability lead. Also exploring potential for academic and research partnerships whereby the University may be able to support WDC initiatives which involve innovation. In addition, for each of the last three years the Council has provided placement opportunities for UoW students who are undertaking courses relating to sustainability and climate change. These placements have proved to be of significant value to the Council.
- Further work needed to establish or strengthen other partnerships including with CWLEP, WMCA, Town and Parish Councils, Sustrans.

3.8. **Priority:** Business Engagement.

Update: Limited progress to date. Initial discussions have taken place with Sustainability West Midlands who support a business network which focuses on sustainability and climate change. This has not yet been followed up, but is expected to be a focus from January 2021

Work Package 2: Carbon Neutral Council by 2025

3.9. **Priority:** Energy reduction in Council Buildings.

Update: Proposals are being developed for a bid to the Public Sector Decarbonisation Fund. This will focus on, wherever possible, replacing gas (and other fossil fuel) boilers with heat pumps, along with other energy efficiency measures. The bid will be submitted during November and if successful, will be implemented by September 2021. As the Council has now switched to 100% green (renewable) electricity, other energy efficiency measures relating to electricity usage (such as installing LED bulbs) will not directly impact on carbon emissions. These measures will therefore be brought forward separately as part of the Council's savings proposals.

- 3.10. **Priority:** Support for home working and review staff green travel initiatives and incentives.

Update: Data to demonstrate the impact of Covid on staff travel and associated carbon emissions is currently being collated. This will inform future priorities around staff travel. In response to Covid, there has been considerable investment to support staff working from home. Not only does this enable the Council to continue to provide services during the pandemic, it has significantly accelerated and expanded the potential for significant levels of homeworking beyond the pandemic. This in turn, will significantly reduce staff commuting. Other staff travel initiatives and messages will, in future, be a focus for the Sustainability Officer's Group.

- 3.11. **Priority:** Develop and deliver a communications plan for staff and Councillors.

Update: the Communications Plan has not yet been developed. It has been agreed that internal communications will become a significant focus of the Sustainability Officers Group and will be discussed at their next meeting. Otherwise, internal communications have been limited to ad hoc initiatives such as a presentation to Managers Forum.

- 3.12. **Priority:** Procurement and contracts.

Update: An approach to better integration of climate change with procurement and contract management has been put forward by the Senior Procurement Business Partner. This will form part of the CEAP update to be considered by Executive in December 2020.

- 3.13. **Priority:** Ensure WDC building projects are built to standards that deliver net zero carbon or have a clear justification for not doing so

Update: Significant ongoing work on a number of projects. Work with Culture to design Kenilworth Leisure proposals in a way that minimises carbon emissions; work with CDP to minimise carbon emissions associated with Spencer Yard proposals; work with Culture to support design proposals for the Community Stadium that are zero carbon in use and subject to financial feasibility, minimise embodied carbon; advice to WCC on developing the brief for the Oakley Grove School with a view to achieving zero carbon; Housing Services developing an approach to achieve zero carbon in new Council house building.

- 3.14. **Priority:** Evaluate the most effective approach to renewable energy investment for Council (and other) assets.

Update: Proposals for heat pumps to replace gas boilers are being prepared (see 3.9 above); proposals for investment in a WDC Solar Farm are still under consideration – the site initially proposed is unlikely to be viable and may not be available, but alternatives are being explored with potential to link in with developments to the south of Warwick, Whitnash and Leamington. A review of the District Heating Network report is being undertaken, particularly exploring the potential for an energy centre in the Europa Way area.

- 3.15. **Priority:** Implement proposals for Electric Vehicle (EV) Infrastructure in Car Parks and other WDC facilities.

Update: We have jointly (with WCC) procured additional charge points for WDC car parks. In total 48 charge points (24 dual units) will be provided across Warwick, Leamington and Kenilworth (net, this will be an increase of 40 charge points as some existing points may be replaced). This will be installed early in 2021. In addition, there will be approx. 4-8 on street charge points (2-4 dual units) provided in the District. Beyond that, we are working with WCC to establish a EV Strategy which will provide the framework for introducing further charging points in the District to meet growing demand.

Work Package 3: Carbon Neutral District by 2030

- 3.16. **Priority:** Set up and run a Citizens' Assembly (known as the Warwick District People's Climate Inquiry).

Update: The facilitation team has been appointed; an "Oversight Panel", comprising of local experts and leaders, is in place to provide advice on the establishment and running of the Inquiry; the 30 Inquiry participants have been selected – they reflect the District's population in terms of a range of demographics and in terms of their knowledge/view of climate change; the first meeting of the Inquiry will take place on 12th November with 9 more session planned through until early February; initial findings will be available from early February, including a briefing for all Councillors.

- 3.17. **Priority:** Develop WP3 priority actions.

Update: The existing WP3 roadmap will be developed into Programme Plan for consideration by Executive in April 2021. This will set out a 10-year pathway towards a zero carbon district along with priority actions, timescales, resource/cost requirements for the first 5 years. The Programme Plan will be informed by:

- The outcomes of the People's Climate Inquiry
- The outcome of the 2021/22 budget setting process
- The development of a carbon reduction pathway based on the SCATTER data
- Emerging central Government priorities and opportunities and partner initiatives that can help achieve WDC's ambitions

- 3.18. **Priority:** Progress Climate Change and Sustainable Buildings DPD.

Update: A draft DPD has now been prepared by Development Services. This will be brought to Executive in early 2021 to agree a period of consultation,

- 3.19. **Priority:** Develop Strategy for Local Plan review.

Update: Proposals for Joint Local Plan with SDC have been established. From WDC's point of view it is understood climate change will be at its heart, but a report setting out the strategic framework for the Local Plan

will be developed with SDC for consideration by the Executive early in process. In the meantime, work on an evidence base is underway, with WDC leading the sub-regional work relating to the climate change evidence base.

3.20. **Priority:** Work with WCC on a Local Transport Strategy.

Update: WCC is preparing a Local Transport Strategy for consultation in January or February 2021. This will provide an opportunity for WDC to respond to the Strategy. WCC officers have committed to involve the Districts and Boroughs in the strategy. It is understood that active travel and carbon reduction are likely to be central to the strategy.

3.21. **Priority:** Develop Town Centre Access Strategy.

Update: there has been no progress on a strategy, in part because any Town Centre Access strategy needs to be developed in the context of the Local Transport Strategy (see 3.20). However, several initiatives are progressing for access to and around Leamington Town Centre including the Future of the High Street Fund proposals, Leamington Station Forecourt, changes to the Bath St area; introduction of a Better Points sustainable transport initiatives (restart in January 2021 through to August 2022); improved waymarking and various cycle infrastructure improvements; and electric taxis - a taxi assessment will be offered by Electric Blue to help encourage taxi drivers to go electric and two rapid chargers adjacent to taxi ranks will be installed with funding already obtained from Evolve.

3.22. **Priority:** Deliver sustainable transport initiatives included in Commonwealth Games LEP Funding.

Update: Station Forecourt proposals have published and are on track for delivery; wayfinding proposals are being finalised and are due for consultation shortly; the Better Points Sustainable Travel programme is progressing; extended and improved cycle facilities are planned.

3.23. **Priority:** Tree Planting project.

Update: Neighbourhood Services have developed proposals to establish the Tree Planting project, and to deliver tree planting on some initial sites during the tree planting seasons of 2020/21 and 2021/22. These proposals, including the first part of the funding, were agreed at Executive on 1st October.

3.24. **Priority:** Develop WDC housing building standards that delivers zero carbon.

Update: Housing Services are establishing building standards to deliver zero carbon Council houses as proposals are brought forward.

3.25. **Priority:** Implement proposals for EV Infrastructure in Car Parks and other WDC facilities.

Update: See 3.15 above. In addition, work on a connected zero-carbon transport initiative is now commencing. This is exploring the feasibility of

developing a hydrogen hub within the District, potentially in conjunction with the Asps Park and Ride. Whilst this work is still in its early stages consideration is being given to producing green hydrogen and using this to fuel buses and municipal contract vehicles. In the right location, the hydrogen production process could be fuelled directly from renewable energy such as a solar farm. Subject to the outcome of the current work on high level feasibility and rough costs/income, a report will be brought to Executive in due course seeking agreement to commission a more focused feasibility study.