

## Overview & Scrutiny Committee

Tuesday 10 August 2021

A meeting of the above Committee will be held in the Town Hall, Royal Leamington Spa on Tuesday 10 August 2021, at 6.00pm and available for the public to watch via the Warwick District Council [YouTube channel](#).

Councillor Milton (Chair)

Councillor G Cullinan

Councillor V Leigh-Hunt

Councillor A Dearing

Councillor R Margrave

Councillor J Dearing

Councillor T Morris

Councillor O Jacques

Councillor P Redford

Councillor P Kohler

Councillor D Russell

### Emergency Procedure

At the commencement of the meeting, the emergency procedure for the Town Hall will be announced

### 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 6 July 2021. **(Pages 1 to 9)**

### **4. Work Programme, Forward Plan & Comments from Cabinet**

To consider a report from Democratic Services.  
**(Pages 1 to 2 and Appendices 1 & 2)**

### **5. Update on Joint Work with SDC**

To consider a report from the Chief Executive.  
**(Pages 1 to 5 and Appendices 1 & 2)**

### **6. Cabinet Agenda (Non-Confidential Items and Reports) – Thursday 12 August 2021**

To consider the non-confidential items on the Cabinet 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 morning after Group meetings.  
**(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. Cabinet Agenda (Confidential Items and Reports) – Thursday 12 August 2021**

To consider the confidential items on the Cabinet 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 morning after Group meetings.  
**(Circulated separately)**

Published Monday 2 August 2021

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# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 6 July 2021 in the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillors Boad, Cullinan, A Dearing, J Dearing, Jacques, Kohler, Leigh-Hunt, Margrave, Morris, Redford and Russell.

**Also Present:** Councillors Cooke and Rhead.

## 6. **Apologies and Substitutes**

Councillor Boad substituted for Councillor Milton.

## 7. **Appointment of Chairman for the Meeting**

In the absence of Councillor Milton, the Committee's Chair, it was proposed by Councillor Russell, duly seconded by Councillor Boad and

**Resolved** that Councillor Kohler be appointed Chairman of the Committee for the 6 July 2021 meeting.

## 8. **Declarations of Interest**

### Minute Number 11 – A46 Link Road – Next Steps

Councillor Cooke declared an interest during discussion of this item as he was a Warwick County Councillor, but had nothing to do with the formulation of the scheme.

## 9. **Minutes**

The minutes of the Overview and Scrutiny Committee meetings held on 20 April 2021 and 25 May 2021 were taken as read and signed by the Chairman as a correct record.

## 10. **Approach to the Scrutiny of the proposed merger of Warwick District Council and Stratford-on-Avon District Council**

The Committee welcomed SDC officer, Simon Purfield – Performance, Consultation & Insight Manager, who attended the meeting with WDC's Chief Executive to answer any questions from Committee Members.

The Committee considered a report from the Chief Executive which brought forward outline proposals for detailed scrutiny of the proposed merger of Warwick District Council (WDC) and Stratford-on-Avon District Council (SDC). The same item had been considered by the O&S Committee at SDC the previous week.

The report set out an overall approach for how both Scrutiny Committees at WDC could scrutinise the process for putting together a formal submission of the two Councils to merge. Both Scrutiny Chairs had been consulted over the report that the Chief Executive had written. The first

stage was looking at the consultation process and this was an opportunity to scrutinise this process.

A programme of implementation was being prepared and there would be an online briefing for Members on this so that they could make comment. The intention was that at each meeting of O&S up until the submission to the Government in December 2021 for permission to go ahead with the merger, a report would be presented on progress on the programme of implementation, allowing both O&S and F&A to make comment as the programme progressed. All Scrutiny Chairs at both Councils would liaise to ensure that nothing was missed, and it would also ensure that if officers needed to consult in between Scrutiny meetings, they could approach the Scrutiny Chairs.

Appendix 1 to the report was a proposed consultation plan which had been written by Mr Purfield; it set out the possible processes to be used for a consultation in the District Council areas of Stratford-on-Avon and Warwick on the creation of a South Warwickshire Council.

Mr Purfield reported that the report had been accepted by SDC's O&S Committee when it had considered it the previous week, with questions on the need for briefings by both Chief Executives to Parish Council Chairmen and the time and resource required to undertake the consultation. Appendix 1 to the report explained the principles that would be adhered to undertake the consultation, and the methods for consultation that would be used.

In response to questions from Members, the Chief Executive and Mr Purfield explained that:

- To ensure that there was no presumption that the merger going ahead was a certainty, the consultation questionnaire wording would make it apparent that it was still an "if", not a "when" because the formal decision that would allow the merger to take place by the Government was yet to be made.
- The decision Councillors would face in December 2021 would be whether the Councils would make the submission to the Government to be allowed to merge.
- Scrutiny Members would receive a report at each Scrutiny meeting until the submission for the merger to be allowed had been made. This submission was expected to be made in December 2021. The report would allow Members to scrutinise progress on the Programme of Implementation. The Scrutiny Chairs would be consulted about the form the report would take. If Members felt that additional scrutiny was required, then additional meetings could be called, or remote meetings could be held if a more informal approach was appropriate.
- Democratic representation would not be broached unless the Government had given consent for the merger to happen. If consent had been given, then elections would occur in May 2024. The Council would have asked for an extension on the current mandate Councillors had, which was currently scheduled to end in 2023. If permission for the merger to happen was given, the Boundary Commission would undertake another boundary review for both Councils being merged.

- Both Councils were facing complex financial challenges over the next two to three years and the merger had to be considered in that context; this meant that neither Council could afford to take its time over the merger process as other Councils had. If the merger did not happen, then other ways to save money would need to be sought.
- If local support for the merger during the consultation was unfavourable, then the chances that the Government would approve it were slim.
- The consultation would start end August/early September and would be handled by an external agency that had been used for the unitary consultation the previous year. The majority of the consultation would be done over September/October. The cost/benefit work for the merger and how this would be presented to the Public was being done currently. The agency had asked for a month following the consultation period to write the results, which meant a target for the results to be delivered mid-November to feed into the December 2021 decision. It was a tight schedule but deliverable.
- The questionnaire would be shared with Scrutiny Members ahead of its implementation and use.

**Resolved** that

- (1) support is confirmed for the proposed scrutiny of the proposed merger between Warwick District Council and Stratford-on-Avon District Council as set out in the report;
- (2) officers are asked to arrange an online scrutiny session on the Programme of Implementation (PI) for Members of the two Committees and delegate authority to Chairs of the Scrutiny Committees to formalise the response to the Leaders & Chief Executives of both authorities;
- (3) the intention to provide a briefing for all Councillors on the PI for merger on 9 August at 6.00pm, followed by Group meetings is noted;
- (4) there will be an update, as part of the work programme, at each Scrutiny meeting on progress through the PI with the format to be agreed by the Chief Executive in consultation with the Chairs of the two Warwick Scrutiny Committees is noted; and
- (5) the Scrutiny Chairs of Warwick District are asked to meet regularly with the Scrutiny Chair of Stratford-on-Avon District Council to discuss scrutiny of merger and cross cutting themes.

11. **Cabinet Agenda (Non-Confidential items and reports) – Thursday 8 July 2021**

The Committee considered the following item which would be discussed at the meeting of the Cabinet on Thursday 8 July 2021.

Item 4 – A46 Link Road Next Steps

Councillor Cooke, the Portfolio Holder – Place & Economy informed the Overview & Scrutiny Committee that at the meeting of the Cabinet on 8 July, his intention was to move an amendment to point 3.46 in the report, to make it more neutral, along the lines that “This Council will continue to be involved in the work with WCC (and CCC) to progress the work on the A46 link road ....”.

The original text read “That this Council is supportive of WCC (and CCC) progressing the development of the A46 link road scheme....”.

The Committee welcomed and endorsed the amendment to point 3.46 in the report as explained by Councillor Cooke and made the following recommendations:

1. any sustainability analysis that comes to this Council as part of the OBC and subsequent FBC submissions, is presented to the Climate PAB more than 30 days prior to the FBC submission so that the PAB may inform Cabinet of its views before Cabinet decides whether to endorse the submission; and
2. that a third recommendation in the report be added (2.3) so that the wording in the letter to be sent to WCC (identified in point 3.46 in the report), be amended to reflect the suggestions made in red as follows:

That this Council *can only continue to be* supportive of WCC (and CCC) progressing the development of the A46 link road scheme *if it aligns with all our Councils’ climate emergency declarations. Consequently, support is* subject to the following:

- That WDC officers should remain actively involved and continue to have a seat on the Programme Board for delivery of this project
- Phase 2 work shall progress albeit as part of a comprehensive and wider project to deliver sustainable travel options in the area and address identified issues/capacity needs. *There must* be a clear understanding of how it fits into the wider project for meeting the transport needs and supporting sustainable travel in the area. This needs to be seen also in the context of the SWLP consideration of strategic options and that this may require a masterplan of the wider area for this part of the SWLP area (A further report may be required to the WDC Cabinet on this aspect)
- *WCC uses an alternative name to the ‘A46 Link Road’ for this project* which highlights the sustainable travel options which are in keeping with our Climate Emergency declarations
- That WCC (and CCC) do not take any decisions about applying for planning permission for the A46 Link Road phase 2 until WDC has made a strategic decision in the context on the Local Plan on the

preferred spatial strategy for the location of development to meet the needs of South Warwickshire

- That WCC, in conjunction with transport planners at CCC, undertakes a reassessment of traffic flows forecasted based on likely new patterns of working and commuting following the Covid-19 pandemic
- That WCC undertakes a sustainability analysis of the Link Road scheme, *which would need to demonstrate a reduction in carbon emissions relative to not going ahead with this project*
- That WCC costs the best possible active travel option that does not include new road building to determine which option is better in terms of economic growth, air quality, biodiversity and reducing carbon emissions
- That WCC progresses the University of Warwick/Coventry South railway station/transport interchange and the development of VLR s as quickly as is realistic *and briefs WDC officers in a timely manner*
- That WCC supports WDC in providing the necessary evidence to support the case for the link road through the SWLP, subject to alignment with the preferred spatial strategy
- That WCC ensures that the link road project is consistent with key themes in the emerging Local Transport Plan 4 and can justify the scheme in this context throughout scheme development
- That WCC acknowledges WDC's support, subject to the points raised in this paragraph, in their proposed report to WCC's Cabinet about next steps.

#### Item 6 – Climate Change Ambitions for South Warwickshire and Item 10 – Net Zero DPD

The Overview & Scrutiny Committee considered both reports together and supported the recommendations in them both.

## **12. Equality & Diversity Task & Finish Group**

The Committee considered a report from the Equality & Diversity Task & Finish Group which set out the Group's recommendations in respect of equalities issues relating to the internal practice and policies, and the experiences by employees of WDC with a Black, Asian and Minority Ethnic (BAME) background.

The following appendices were attached to the report:

- (1) The Scope Document which set out the parameters for the work to be undertaken as agreed by the Overview & Scrutiny Committee when it set up the Group.
- (2) An index of evidence gathered by the Group.
- (3) Statistical information on the ethnicity of residents in the district and Warwickshire and the Council's Ethnicity Pay Gap Report 31 March 2020.



- (4) The Race Equality Code.
- (5) Race at Work Charter.

Councillor Mangat, Chair of the Task & Finish Group and the Head of People and Communications, introduced the report to the Committee, and thanked everyone who had been involved with the work undertaken by the Group and those witnesses that the Group had spoken with in gathering the evidence.

In response to questions from Members, Councillor Mangat and the Head of People & Communications explained that:

- If more people from BAME backgrounds applied for jobs, then the more likely it was that they would be successful and so increase the Council's diversity.
- Research showed that if two rather than one candidate from a BAME background applied for a job there was a 25% increase in the chance of a successful application.
- It was intended to anonymise data for staff or people applying for jobs with the Council. The question of whether to anonymise data for other areas of Council service would be considered in the next stage of the Group's work when it looked outside the Council; suggestions for this happening were made in respect of housing and other service delivery.

The question was raised about recommendation 2.2(vii) and how realistic it was that within the next three years, to increase the racial and ethnic diversity within the senior management level, with a minimal expectation equivalent to one post. Was there sufficient churn of staff at the senior level especially in the context of the changes that had just been approved for shared management roles with SDC and the focus to reduce the number of senior management roles as time progressed. Members were informed by the Deputy Chief Executive that previous experience indicated that staff changed jobs all the time so opportunities would present themselves and the key point was that the Council should aspire to increase its racial and ethnic diversity at management level.

The Group was eager to align its aspirations with SDC and the Head of People and Communications had already started discussions with SDC. It was important that both Councils aligned their employment policies.

**Recommended to Cabinet and the Employment Committee that**

- (1) they note the progress WDC has made with regard to adopting positive equality and diversity policies with tangible outcomes, and commit to do more and make the District and the Council an exemplar of best practice in equality, diversity and inclusion, especially with regard to racial equality;
- (2) that owing to the proposals to bring together staff as part of the consideration of a merger proposal, Stratford-on-Avon District Council

be approached to similarly endorse these recommendations;

- (3) that they endorse the use of the Race Equality Code 2020 and Race at Work Charter, as set out at Appendices 4 and 5 of the report, to underpin the equality, diversity and inclusion action plan each year. This will require the setting of agreed indicators, both quantitative and qualitative, so success can be measured against the action plan;
- (4) that the Chief Executive appoints a senior manager to be a champion for Race Equality within the organisation;
- (5) that they note that the current ethnicity data is based on the 2011 Census but will be updated following the publication of 2021 census data; and that this be used as the basis for the Council better reflecting the communities it serves;
- (6) that they welcome the publication of the first data on the ethnicity pay gap in November 2020 and the commitment from this Council to produce this information annually;
- (7) that they endorse the intention, within the next five years, to increase the diversity in senior managers across the Council so that it is more reflective of the racial and ethnic diversity of the local community in the District;
- (8) that they endorse the intention, within the next three years, to increase the racial and ethnic diversity within the posts of Chief Executive, Deputy Chief Executives, Programme Director for Climate Change and Heads of Service, with a minimal expectation equivalent to one post, so that it is at least reflective of the racial and ethnic diversity of the local community in the District; and
- (9) that they endorse the adoption of the Rooney Rule (as explained in paragraph 3.14 of the report) for all recruitment processes by Warwick District Council for vacancies at Service Manager, Head of Service, Deputy Chief Executive or Chief Executive position, and the Employment.

**13. Review of the Work Programme, Forward Plan and Comments from the Cabinet**

The Committee considered its work programme for 2021/2022 as detailed at Appendix 1 to the report. There had been no reports to Cabinet called in for scrutiny at the May meeting.

The Committee appointed Councillor Cullinan as the Council's second Children's and Adults' Safeguarding Champion. Each year the Committee was asked to appoint the second Champion (the first position automatically going to the Portfolio Holder for Community Protection).

Councillor Kohler read out Councillor Milton's update on the discussions he had held with the Programme Director for Climate Change and Councillor Rhead on the Council's sustainability and climate change going forward and its scrutiny:

"We would like to focus O&S on reviewing the performance of the Climate Emergency Action Plan against its targets for carbon reduction. As such we feel it would be good if these metrics could be added into the regular reporting that is made available to us (and other councillors) on a quarterly basis, given the nature of them rather than monthly.

We also feel that it would be good to have a six-monthly report to scrutiny on progress of the plan to form the basis for discussion."

It was hoped to be able to deliver the first six-monthly report in September and the second in January 2022 but that had yet to be confirmed.

Councillor Kohler gave Members an update on the work being undertaken on the Service Area Dashboard to ensure it provided Councillors with the information they required in an accessible format.

Councillors Cullinan, Jacques and Kohler attended a meeting with the Democratic Services Manager & Deputy Monitoring Officer and Performance Management Officer on 25 June. It was established that none of the Councillors had access to the current dashboards. It was believed that a certificate on the WDC iPads required updating, which would require Councillors to make an appointment with ICT Helpdesk at Riverside House to fix. When this was confirmed as enabling Councillors to access the dashboards, instructions would be shared with the rest of the Committee so that they could gain access too.

The group was able to review the content of the Dashboards and gave some initial feedback, but the group would meet again to verify their initial thoughts when Councillors had had consistent access to the Dashboards.

A further update would be made at the next O&S meeting.

Councillor Kohler was asked to contact the Chairman of the Joint Arrangements Steering Group about the two Scrutiny Committees' wish to review the questions on the questionnaire as part of the consultation phase for the proposed merger of SDC and WDC and for the Steering Group to decide on a process for this to happen.

**Resolved** that

- (1) Appendix 1 to the Work Programme report be noted;
- (2) Councillor Cullinan be appointed a Children's and Adults' Safeguarding Champion; and
- (3) Councillor Kohler is to contact the Chairman of the Joint Arrangements Steering Group about the two Scrutiny Committees' wish to review the questions on the questionnaire as part of the consultation phase for the proposed merger of SDC and WDC and for the Steering Group to decide on a process for this to happen.

(The meeting ended at 8.56pm)

CHAIR  
10 August 2021

Overview & Scrutiny Committee  
10 August 2021

**Title:** Work Programme, Forward Plan & Comments from Cabinet

**Lead Officer:** Lesley Dury, Committee Services Officer  
(E. [committee@warwickdc.gov.uk](mailto: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 2021/2022 (Appendix 1) and the current [Forward Plan](#).
- 1.2. The Committee did not call in for scrutiny any reports going to the Cabinet in the July cycle of meetings.

### 2. Recommendation

- 2.1. Members consider the work programme (Appendix 1) and agree any changes as appropriate.
- 2.2. The Committee to; identify any Cabinet items on the Forward Plan on which it wishes to have an input before the Cabinet 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 Cabinet on the Comments from the Cabinet report (Appendix 2).

### 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 Cabinet decisions and to feed into policy development.
- 3.4. If the Committee has an interest in a future decision to be made by the Cabinet, 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 Cabinet. If a non-cabinet member highlighted a decision(s) which is to be taken by the Cabinet 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 Cabinet and they are passing comment on it.
- 3.6. Appendix 2, Comments from Cabinet, 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 Cabinet's responses.
- 3.7. Where Overview and Scrutiny Committee has made a recommendation as opposed to a comment, the Cabinet is required to respond to the recommendation(s) made, including whether or not it accepts the recommendation(s).

### **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 Cabinet decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Cabinet 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 Cabinet items, where notice has been given by 9am on the morning after Group meetings. The Committee will also receive a report detailing the response from

the Cabinet, on the comments the Committee made on the Cabinet 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 Cabinet 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 Cabinet agenda.
- 4.11. On the day of publication of the Cabinet 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 Cabinet 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 Cabinet gave on each item is also shown.
- 4.13. In reviewing these responses, the 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.

**Meeting Date: 10 August 2021**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Task & Finish Group – Equality & Diversity		Verbal report	Councillor Mangat	Every meeting until completed	
<p>The Council's Sustainability and Climate Change – reviewing the performance of the CEAP against its targets for carbon reduction:</p> <ul style="list-style-type: none"> <li>Metrics available to all Cllrs on the Dashboard (provided quarterly, with the first set planned to be available in Sept 2021)</li> <li>Scrutiny on the progress of the Plan every 6 months</li> </ul>	O&S July 2021	<p>Discussion as part of the Service Area Dashboard to ensure the right information is going to be made available</p> <p>Determine a date for the first of the 6 monthly reports on the progress of the plan, so that it can be added to the Work Programme</p>	Councillor Milton		
Service Area Dashboard – Ensuring Members are using this effectively and that it provides the	O&S May 2021	Verbal Update	Councillors Kohler, Cullinan and Jacques		



## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
information required / moving forwards.					
Approach to the Scrutiny of the proposed Merger of Warwick District Council and Stratford-on-Avon District Council – Progress through the Programme of Implementation	O&S April 2021	Report	Chris Elliott	Every meeting until submission completed which is expected December 2021	
SDC/WDC merger: Update on discussions with Chairman Joint Arrangements Steering Group about the 2 Scrutiny Committees being involved with the questions to go on the questionnaire prior to its use and asking the Steering Group to come up with a process to involve the Scrutiny Committees	O&S July 2021	TBA	Scrutiny Chairs (with Councillor Kohler since he chaired the O&S meeting when this was decided) / Chris Elliott?		
A46 Link Road – Next Steps Decision made by O&S: any sustainability analysis that comes to this Council as part of	O&S July 2021	Verbal update	Councillor Kohler		

## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

Title	Where did item originate from	Format	Lead Officer / Councillor	Next report date if applicable	Completion Date / Notes
<p>the OBC and subsequent FBC submissions, is presented to the Climate PAB more than 30 days prior to the FBC submission so that the PAB may inform Cabinet of its views before Cabinet decides whether to endorse the submission</p> <p>-</p> <p>Councillor Kohler to liaise with the Climate Emergency PAB Chairman to ensure that the PAB is aware of the recommendation O&amp;S made</p>					

**Meeting Date: 21 September 2021**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Park Exercise Permits – review of the scheme once it has been in operation for six months	August 2020	Written report	Rose Winship		
HMO Licensing and Planning Permission Policy effectiveness review	March 2021	Written report	Mark Lingard/Lisa Barker		
Effectiveness of HMO planning enforcement in meeting the requirement that a planning licence be in place within two months of an HMO licence being issued.	March 2021	Written report	Phil Clarke to delegate (in liaison with Private Sector Housing?)		
Task & Finish Group – Equality & Diversity Timetable for the review of service delivery, as set out within its scope, including details of community engagement and including the officer and other resources needed to support this process	O&S July 2021	Written report	Councillor Mangat	Every meeting until completed	
Approach to the Scrutiny of the proposed Merger	O&S April 2021	Report or Update as part of the	Chris Elliott	Every meeting until submission completed which is	

## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
of Warwick District Council and Stratford-on-Avon District Council – Progress through the PI		O&S Work Programme report		expected December 2021	

**Meeting Date: 2 November 2021**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Current Arrangements for the South Warwickshire Community Safety Partnership.	This is a mandatory report.	Written report	Marianne Rolfe.	Late October / Early November 2022.	This is an annual report.
A report on the Stratford Street Scene Team and on how its fly tipping enforcement service differs from the one operated currently at Warwick District Council.	February 2021	Written report	Zoe Court		The service is estimated to recommence in April 2021, so see if it has been operating for 6 month for a report October 2021. If not, move to a date when it will have.
HEART Shared Service update including the implementation of the new IT system	April 2021	Written report	Lisa Barker / Mark Lingard	TBA	
Approach to the Scrutiny of the proposed Merger of Warwick District Council and Stratford-on-Avon District Council – Progress through the PI	O&S April 2021	Report or Update as part of the O&S Work Programme report	Chris Elliott	Every meeting until submission completed which is expected December 2021	

**Reminder for December 2021:**

Governance Review of Warwick District Council – At Executive 29 July 2020, and action was placed on officers to liaise with both Chairs of Scrutiny Committees to bring back to Executive, an outline proposal for the independent assessment and proposed funding arrangements which would be undertaken in February 2022.

**Meeting Date: 14 December 2021**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Approach to the Scrutiny of the proposed Merger of Warwick District Council and Stratford-on-Avon District Council – Progress through the PI	O&S April 2021	Report or Update as part of the O&S Work Programme report	Chris Elliott	Every meeting until submission completed which is expected December 2021	

**Meeting Date: 8 February 2022**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>

Appendix 1 – Overview & Scrutiny Committee Work Programme

**Meeting Date: 8 March 2022**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Annual update from Shakespeare's England.	Committee meeting 29 August 2018	Written report.	Martin O'Neill and Councillor Hales.	March 2022.	This is an annual report.

**Meeting Date: 12 April 2022**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Overview & Scrutiny End of Term report.	Standing Annual Item.	Written report.	Committee Services Officer.	April 2023.	This is an annual report.

**Briefing Notes to All Councillors – April 2022: Not for O&S Agenda**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Children's 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 2023.	This is an briefing note to all Councillors.



## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
Members' Annual Feedback on Outside Appointments / Annual review of membership/participation of Outside Bodies (Includes a short synopsis on Champions)	Standing Annual Items	Briefing note to all Councillors with a paragraph explaining that if they have any concerns that they feel requires scrutiny, to raise these for consideration as part of the work programme and if any are to be considered to be ceased, the Deputy Chief Executive will discuss these with the LCG	Andrew Jones	April 2023	This is an briefing note to all Councillors.

**Meeting Date: To Be Advised**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer / Councillor</b>	<b>Next report date if applicable</b>	<b>Completion Date / Notes</b>
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.	TBA	D Guilding and P 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.
<p>**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 &amp; Scrutiny Committee meeting.</p> <p>**There is no new information on plans to improve</p>	Committee meeting 26 September 2019 and briefing note 8 December 2020.	Briefing Note	Zoë Court	To be advised if applicable.	No officer will attend the Committee meeting 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
accessibility to, and the condition / cleanliness of, toilets for people living with disabilities – Officers request that this update is postponed until such time as budget figures 2021/22 for improvements are known.					
Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing	O&S August 2020	Written Report	Mark Lingard		A review was requested once the scheme had been operation for 12 months. Covid Lockdown has meant that the 12 months has not been achieved yet.
The Progress and Impact of the Equality & Diversity Task & Finish Group's Recommendations in the report that was presented to O&S 6 July 2021	O&S 6 July 2021	Written Report	Tracy Dolphin/Graham Leach	July / August 2022	

**Response from the meeting of the Cabinet on the  
O&S Committee's Comments – 8 July 2021**

Item Number: 4 – A46 Link Road Next Steps

**Requested by:** Labour, Green & Lib Dem Groups.

**Reasons Considered:**

**Labour Group:**

The conditionality of WDC's support in the proposed response to WCC is such as to suggest that WDC is not able to give its support at this time to the new transport corridor. This conditionality does not mention the current uncertainty about current population figures for Coventry and therefore the need for new housing south of the City on which much of the case depends. In addition, the impact of the University's plans for growth and its master plan, in the context of its declaration of a climate emergency, is a significant factor that is too little taken account of in determining whether and what nature new transport infrastructure should take. The Group also has a question about how the Council itself will be informed or included in the decision to respond to the motion which it passed unanimously.

**Green Group:**

Due to the reputational risk to the council of this proposal going directly against its Climate Emergency declaration.

We would like the following 6 sets of questions to contribute to the debate:

1. The response to our earlier questions stated that a sustainability analysis "will be undertaken as part of the OBC and subsequent FBC submissions."
  - a. Can you commit to presenting this analysis to the Climate PAB more than 30 days prior to the FBC submission so that they can inform Cabinet of their views before Cabinet decides whether to endorse the submission?
2. The recent report by the Committee on Climate Change states that "New roads should only be built if they can be shown not to increase emissions".
  - a. Isn't this proposed new road therefore worse than 'business as usual' at a time when rapid reductions in emissions are needed to stabilise the climate?
  - b. Do you agree that the one-time carbon emissions from just constructing Phase 1 would be about 17000 tCO<sub>2</sub>e (assuming total costs are ~£38M)? And that carbon emissions from Phase 2 construction could reach 46000 tCO<sub>2</sub>e?  
See <https://www.transportforqualityoflife.com/u/files/The%20carbon%20impact%20of%20the%20national%20roads%20programme%20FINAL.pdf>
  - c. pages 18-19. "Construction carbon ranged from 60-730 tCO<sub>2</sub>e per £1 million expenditure, with an average of 456 tCO<sub>2</sub>e per £1 million"
  - d. Doesn't this mean that the Phase 1 will produce nearly 6 times more emissions than WDC's proposed annual savings (~3000 tCO<sub>2</sub>e) through

WDC's Climate Action Plan Ambition 1 i.e. if WDC goes completely zero carbon?

3. The University of Warwick has announced plans for an Eco Park.

- a. Can you confirm that this would involve closing Gibbet Hill Road or reducing motorised traffic flowing along it?
- b. Doesn't the new road amount to transferring carbon emissions and poorer air quality from the University site to other residents of Warwick District?
- c. Is the exporting of the University's carbon emissions and pollution part of the business case for this new road?

4. The new road will destroy green belt and grade 2/3 agricultural land.

- a. The response to our earlier questions stated that "there should be mitigation for any biodiversity loss arising from the scheme": how many acres of green belt will be destroyed and how much more biodiverse land will the scheme create?

5. The proposed letter to WCC does not fully reflect the feelings presented in the February debate at Full Council regarding this issue.

- a. Can Cabinet consider rewording section 3.46 to read:

"In summary, it is suggested that this Council should write to WCC as the organisation leading the A46 Link Road project along the following lines:

- That this Council *can only continue to be* supportive of WCC (and CCC) progressing the development of the A46 link road scheme *if it aligns with all our Councils' climate emergency declarations. Consequently, support is* subject to the following:
- That WDC officers should remain actively involved and continue to have a seat on the Programme Board for delivery of this project
- Phase 2 work shall progress albeit as part of a comprehensive and wider project to deliver sustainable travel options in the area and address identified issues/capacity needs. *There must* be a clear understanding of how it fits into the wider project for meeting the transport needs and supporting sustainable travel in the area. This needs to be seen also in the context of the SWLP consideration of strategic options and that this may require a masterplan of the wider area for this part of the SWLP area (A further report may be required to the WDC Cabinet on this aspect)
- *WCC uses an alternative name to the 'A46 Link Road' for this* project which highlights the sustainable travel options which are in keeping with our Climate Emergency declarations
- That WCC (and CCC) do not take any decisions about applying for planning permission for the A46 Link Road phase 2 until WDC has made a strategic decision in the context on the Local Plan on the preferred spatial strategy for the location of development to meet the needs of South Warwickshire

- That WCC, in conjunction with transport planners at CCC, undertakes a reassessment of traffic flows forecasted based on likely new patterns of working and commuting following the Covid-19 pandemic
  - That WCC undertakes a sustainability analysis of the Link Road scheme, *which would need to demonstrate a reduction in carbon emissions relative to not going ahead with this project*
  - That WCC costs the best possible active travel option that does not include new road building to determine which option is better in terms of economic growth, air quality, biodiversity and reducing carbon emissions
  - That WCC progresses the University of Warwick/Coventry South railway station/transport interchange and the development of VLR s as quickly as is realistic *and briefs WDC officers in a timely manner*
  - That WCC supports WDC in providing the necessary evidence to support the case for the link road through the SWLP, subject to alignment with the preferred spatial strategy
  - That WCC ensures that the link road project is consistent with key themes in the emerging Local Transport Plan 4 and can justify the scheme in this context throughout scheme development
  - That WCC acknowledges WDC's support, subject to the points raised in this paragraph, in their proposed report to WCC's Cabinet about next steps."?
6. Given the unanimous support for the Full Council motion on this issue, can the Cabinet pass this back to Full Council to seek its approval?

**Liberal Democrat Group:**

We would like to discuss how it fits with our Climate Emergency Action Plan and potentially make a recommendation to Cabinet.

**Scrutiny Comment:**

Councillor Cooke, the Portfolio Holder – Place & Economy informed the Overview & Scrutiny Committee that at the meeting of the Cabinet on 8 July, his intention was to move an amendment to point 3.46 in the report, to make it more neutral, along the lines that "This Council will continue to be involved in the work with WCC (and CCC) to progress the work on the A46 link road ....".

The original text read "That this Council is supportive of WCC (and CCC) progressing the development of the A46 link road scheme....".

The Committee welcomed and endorsed the amendment to point 3.46 in the report as explained by Councillor Cooke and made the following recommendations\*\*:

1. any sustainability analysis that comes to this Council as part of the OBC and subsequent FBC submissions, is presented to the Climate PAB more than 30 days

prior to the FBC submission so that the PAB may inform Cabinet of its views before Cabinet decides whether to endorse the submission<sup>1</sup>; and

2. that a third recommendation in the report be added (2.3) so that the wording in the letter to be sent to WCC (identified in point 3.46 in the report), be amended to reflect the suggestions made in italics as follows:

That this Council *can only continue to be* supportive of WCC (and CCC) progressing the development of the A46 link road scheme *if it aligns with all our Councils' climate emergency declarations. Consequently, support is* subject to the following:

- That WDC officers should remain actively involved and continue to have a seat on the Programme Board for delivery of this project
- Phase 2 work shall progress albeit as part of a comprehensive and wider project to deliver sustainable travel options in the area and address identified issues/capacity needs. *There must* be a clear understanding of how it fits into the wider project for meeting the transport needs and supporting sustainable travel in the area. This needs to be seen also in the context of the SWLP consideration of strategic options and that this may require a masterplan of the wider area for this part of the SWLP area (A further report may be required to the WDC Cabinet on this aspect)
- *WCC uses an alternative name to the 'A46 Link Road' for this project* which highlights the sustainable travel options which are in keeping with our Climate Emergency declarations
- That WCC (and CCC) do not take any decisions about applying for planning permission for the A46 Link Road phase 2 until WDC has made a strategic decision in the context on the Local Plan on the preferred spatial strategy for the location of development to meet the needs of South Warwickshire
- That WCC, in conjunction with transport planners at CCC, undertakes a reassessment of traffic flows forecasted based on likely new patterns of working and commuting following the Covid-19 pandemic
- That WCC undertakes a sustainability analysis of the Link Road scheme, *which would need to demonstrate a reduction in carbon emissions relative to not going ahead with this project*
- That WCC costs the best possible active travel option that does not include new road building to determine which option is better in terms of economic growth, air quality, biodiversity and reducing carbon emissions
- That WCC progresses the University of Warwick/Coventry South railway station/transport interchange and the development of VLR s as quickly as is realistic *and briefs WDC officers in a timely manner*

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<sup>1</sup> Councillor Kohler will liaise with the Chair of the PAB to ensure that the PAB is aware of the recommendation O&S made.

- That WCC supports WDC in providing the necessary evidence to support the case for the link road through the SWLP, subject to alignment with the preferred spatial strategy
- That WCC ensures that the link road project is consistent with key themes in the emerging Local Transport Plan 4 and can justify the scheme in this context throughout scheme development
- That WCC acknowledges WDC's support, subject to the points raised in this paragraph, in their proposed report to WCC's Cabinet about next steps.

**\*\*** At the O&S Committee meeting 6 July, the Committee made two recommendations to Cabinet. The following day, advice was received from the Deputy Chief Executive and Monitoring Officer that it was not within the Cabinet's purview to place actions on the Climate PAB and therefore the first recommendation the Committee had made to Cabinet could only be treated as a comment. The Deputy Chief Executive's advice was that Councillor Kohler should contact the Chairman of the Climate PAB directly to make the PAB aware of the Committee's recommendation.

### **Cabinet Response:**

Councillor Rhead, Portfolio Holder for Climate Change, stated that there was a need to have a balanced view before considering restricting the building of roads. If there was not to be a link road as had been advised by Highways England, the Council would be putting in jeopardy the whole development, which would in turn mean the five year plan might also be in jeopardy so a balanced view was needed.

In relation to the recommendation 2 from the Overview & Scrutiny Committee, Councillor Cooke stated that the Council had a local plan which was approved by the inspector, and which said the Council had to build a set amount of houses in a certain period, and the inspector had approved a plan with sites that had been outlined, such as this link road, that would enable the Council to deliver that plan. To now put forward the points raised in recommendation 2, would be something he would worry about. In order to get the five year housing supply and to deliver on our local plan, a number of difficult things needed to take place, including the building of this link road, and he did not think the Council would be able to deliver it without building this link road. Although he had sympathy with the proposals put forward from the Overview & Scrutiny Committee, there needed to be a balance of the pluses and minuses. This was not a District Council scheme, it was a Warwick County Council and Coventry City Council scheme in which Warwick District Council were consultees, but at the same time there was a third-party, Highways England. Highways England would be looking at those presenting the project, and the consultees, and Warwick District Council had agreed to be a secondary sponsor of the project and had supported it all the way down the line. For that reason, if there was a change in tone too much that would set alarm bells ringing. As a result, he did not intend to accept the amendments in recommendation 2 from



the Overview & Scrutiny Committee. When put to a vote, the recommendation 2 from the Overview and Scrutiny Committee was rejected.

Councillor Cooke subsequently proposed the report as laid out, and subject to the amendment to paragraph 3.46 in the report.

**Resolved** that

- (1) the update on the A46 Link Road project, be noted; and
- (2) Warwick District Council's continued involvement in the process for the development of the Link Road scheme, be agreed, noting the potential benefits and importance of infrastructure delivery in the area; and authority be delegated to the Head of Development in consultation with the Place and Economy Portfolio Holder to write to Warwickshire County Council to this effect, subject to the points identified in paragraph 3.46 of the report.

Item Number: 6 – Climate Change Ambitions for South Warwickshire

**Requested by:** Labour Group

**Reason Considered:**

It is disappointing that the ambition for 2030 has been diluted (and wonder if the Council should be asked to endorse the change given it set the original ambition), but we would want Scrutiny to consider and comment to Cabinet on how infographical information can be used to show progress against the new targets and guide the priority of actions and investment. This would help the public understand the impact of the actions taken as well. In that context we would want that information to include better financial data about investments made and grants attracted by the deployment of the CAF in both WDC and SDC. We also believe it to be an error that Ambition 1 in Appendix 1 refers to the new South Warwickshire Council when no such decision has been taken - the paper on consultation that is also before both Scrutiny Committee makes the point that we should go into consultation on merger without predisposition or predetermination

Item Number 10 – Net Zero DPD

**Requested by:** Liberal Democrat Group

**Reason Considered:**

We would like to discuss the potential for our Affordability targets to clash with our Climate Emergency Action Plan and potentially make a recommendation to Cabinet.

**Scrutiny Comment:**

The Overview & Scrutiny Committee considered Items 6 and 10 together and supported the recommendations in them both.

**Cabinet Response:**

The Cabinet approved the recommendations in both Items 6 and 10 as laid out in the reports.

Item Number: 11 – Warwick District Leisure Development – Kenilworth Facilities

**Requested by:** Councillor Milton & Green Group

**Reason Considered:**

Councillor Milton: Due to the potential impact on residents in respect of the proposal in recommendation 2.8 to keep the Leisure Centres closed from now on and to seek alternative outcomes.

Green Group: *The number of residents impacted and the significance of that impact)*

Thank you for the responses given so far, but we wish to discuss the costs and benefits of closure other than 'cost to the taxpayer' given the massive benefit social, mental and also financial if, as we expect, there is a boom in demand for leisure after lockdown is lifted.

How has the 80K deficit been calculated for the 2021 spring-summer period when the demand is unknown yet potentially very high post-vaccine-lockdown? Why use an argument based on a relatively small, hypothetical deficit to deprive Kenilworth residents/council tax-payers of all leisure facilities in the town when the total subsidy to the operators nears £1 million.

Question from the Labour Group regarding appendix A:

This Risk assessment has no mention of the impact the much extended closure of Leisure amenities in Kenilworth may have on residents at this very difficult time.

**Scrutiny Comment:**

The Overview & Scrutiny Committee recommended that the amended recommendation 2.8 should be further amended to include consultation with both the Leadership Co-ordination Group (LCG) and all Kenilworth District Councillors over when and which facilities should be re-opened.

**Executive Response:**

In relation to the recommendation from the Overview & Scrutiny Committee, Councillor Rhead felt that singling out the Kenilworth Councillors was not appropriate, as this was a matter for Warwick District Council as a whole. When put to a vote, the recommendation from the Overview and Scrutiny was rejected. Councillor Rhead subsequently proposed the report as laid out, and subject to the amendments in the addendum, which were then approved.

Overview & Scrutiny Committee  
10 August 2021

**Title: Update on Joint Work with SDC**  
**Lead : Chris Elliott**  
**Portfolio Holder: Andrew Day**  
**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: No  
Equality Impact Assessment Undertaken: No  
Consultation & Community Engagement: No  
Final Decision: No  
Accessibility checked: Yes

**Officer/Councillor Approval**

<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive	30/7/2021	Chris Elliott
Transformation Programme Manager	30/7/2021	Tim Oruye
CMT	30/7/2021	Chris Elliott, Andrew Jones, Dave Barber
Section 151 Officer	30/7/2021	Mike Snow
Monitoring Officer	30/7/2021	Andrew Jones
Finance	30/7/2021	Andrew Rollins
Portfolio Holder(s)	30/7/2021	Andrew Day

## **1. Summary**

- 1.1. It was agreed at the last meeting of the Overview and Scrutiny Committee and of the Finance and Audit Committee that a report would be brought to each meeting to set out the progress of the work being done to enable effective Scrutiny of the proposals.

## **2. Recommendations**

- 2.1 That the contents of the report and appendices are noted and any comments arising are presented to the Cabinet of both Councils and the JASG.

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

- 3.1. This report re iterates the vision agreed by both Councils and the reasons for undertaking this approach; sets out work done to date; the next steps; the key benefits; and the key milestones and intended overall outcome.

- 3.2. Vision – both SDC and WDC at their respective Full Councils agreed the following vision:

To create a single statutory South Warwickshire Council covering all of the activities currently carried out by Stratford on Avon District Council and Warwick District Council by 1<sup>st</sup> April 2024.

- 3.3. Reasons for undertaking this approach:

- Both Councils have significant financial pressures
- Both Councils wish to continue to provide valued services to residents/businesses/local communities and improve them if we can
- The two Councils have a good track record of partnership
- There is a shared economic geography between the two Councils
- There is a shared sense of community between the two Councils' areas
- There is a very strong political relationship in place
- The two Councils are within the same County Council area.

- 3.4. Work done to date (including ongoing work) includes:

- Deloitte Report commissioned and agreed by both setting out the high level business case for the creation of a single South Warwickshire Council
- Vision stated above (para 3.2) agreed by both Councils
- The Cabinet portfolios for both Councils are fully aligned
- Jointly Tendering for the Refuse and Recycling Contracts
- Developing jointly a South Warwickshire Local Plan
- Developing a joint Regulatory Services Enforcement Policy
- Developing a South Warwickshire Economic Strategy
- Agreed a shared of ambitions regarding the Climate Emergency
- Joint Staff/HR policies agreed
- Agreed and have appointed a Transformation Programme Manager
- Established a governance regime via the creation of an officer Programme Board and the Councillor led Joint Arrangements Steering Group (Reports and Notes of meeting available on the Working Together

Hub) which has met twice to date (see attached governance structure chart)

- Work on due diligence financially undertaken by LGA consultant and reported to JASG
- Regular meetings with Unison (both branches) on a fortnightly basis
- Communication Hub for all Staff and Councillors of both Councils established – South Warwickshire Together Hub
- Leaders and CEOs meet fortnightly
- Joint Management Team operational from 2<sup>nd</sup> August with Head of Place and Economy to be appointed on 4<sup>th</sup> August (see attached structure) – (2 vacancies immediately saved)
- Discussions have started with the Government regarding the creation of a single South Warwickshire Council
- Agreed paper for public consultation proposals (see attached schedule)
- Sharing experience and likewise gaining experience from joint work of other Councils including those who have merged and those who are also considering the same step

3.5. The next steps include the following:

- Start of public consultation on proposal from end of August/beginning of September – expected to end early November time
- Programme of Service Integration being developed with criteria to help shape it being undertaken – expected to be ready for September
- Both Councils to consider the decision to make a formal application to merge the two organisations to create a single South Warwickshire Council – on Monday 13<sup>th</sup> December

3.6. The expected benefits include:

- Delivery of significant net savings as envisaged in the Medium-Term Financial Strategy
- Enhanced partnership working
- Increased presence, influence, and strategic voice
- Increased service resilience
- Improved customer experience – residents and business
- Strengthened workforce opportunities arising from a larger workforce

3.7. The key milestones are:

- Agreement to the business case to be submitted to Government on 13<sup>th</sup> December 2021
- Approval granted by the Secretary of State within a year of the submission date
- Shadow Council in existence from April 2023 – elections inc. those of Parish deferred for a year
- All services merged by ~~January~~ March 2024 having started the process in ~~September~~ October 2021
- New Council comes into life on 1<sup>st</sup> April 2024
- Elections to new Council in May 2024

3.8. The overall outcome will be that a new South Warwickshire Council which has a sustainable financial foundation and so is able to deliver better, transformed,

and relevant services for the residents, businesses, and communities of the area.

### 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 projects.
- 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 table 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** - The report will have no direct impact for the community at this stage, but the overall programme will assist with the ability to continue to provide services.

**Services - Green, Clean, Safe** – As above.

**Money- Infrastructure, Enterprise, Employment** – As above.

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

**People - Effective Staff** – The joint work will offer better protection to staff than the alternatives and by being part of a larger workforce it will offer more opportunities for training and progress.

**Services - Maintain or Improve Services** – The joint work is intended to enable the two Councils to maintain or improve their services.

**Money - Firm Financial Footing over the Longer Term** – It is intended that the work does provide for a firm financial footing over the longer term.

- 4.3. **Supporting Strategies& Changes to Existing Policies** – The joint work will impact on the two Council's policies across the piece. Part of the Programme of work will be to bring the policies of the two Councils into line over the period to 2024 and in some cases beyond that.

#### 4.4. Impact Assessments

None relevant at this stage.

### 5. Budgetary Framework

- 5.1. This report does not impact on the budgetary framework or budget, but the subject matter of the report will have an impact.

**6. Risks**

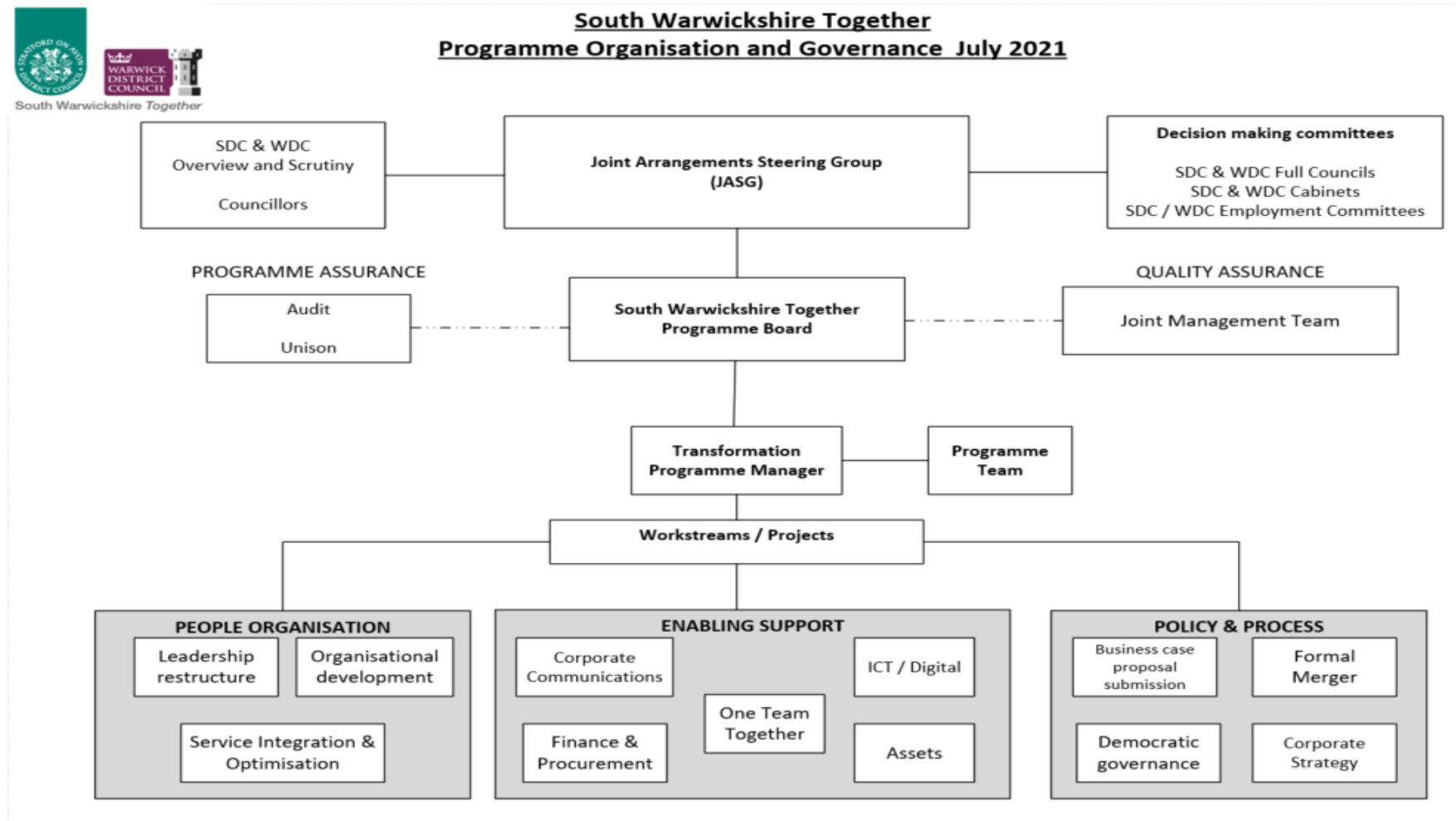
- 6.1. A risk register for the joint work is being developed and should be available for scrutiny at the next meeting of these Committees.

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

- 7.1. None relevant at this stage.



## Programme Organisation and Governance Chart



## CURRENT TIMETABLE FOR CONSULTATION

Following 19.7.21 meeting amended dates now shown and additional actions added.  
Subject to change.

Action	Date
Meet Consultation Institute and feedback to both Chief Executives	Wednesday 21 July
Draw up the supporting information for the consultation, including answers to Q & A to go on website	Monday 26 July to Friday 13 August
First draft of background information to WDC Design	Wednesday 18 August
Briefing to Members on consultation	Wednesday 1 September
Sign off online questionnaire and telephone survey	Wednesday 1 September
Publication of background information on the potential options, including a possible video, Q & A, pdf document similar in style to East Suffolk/West Suffolk	Thursday 2 September
Sign off content for focus groups	Friday 3 September
Start the online questionnaire available to all	Monday 6 September
Resident telephone interviews are undertaken	Monday 13 September for 5 weeks
Stakeholders – informal engagement with the major organisations in the districts. Possibility of written responses to ORS	6 September to 25 October
Undertake either 4 or 6 residents focus groups and focus groups with parish/town councils, community/voluntary sector, businesses	Monday 13 September to Tuesday 5 October
Undertake an in-house staff survey	Mid-September to Mid-October
Close online questionnaire available to all after 7 week period	Monday 25 October
Research agency begin analysis of the quantitative results and pulling together all the qualitative feedback from the groups. However before 22 November, results from the quantitative element will be available	Monday 25 October to Monday 22 November
SDC and WDC Cabinets meet on same day	Monday 6 December
SDC and WDC Councils meet on same day to decide whether to submit final business case to government	Monday 13 December

Engagement elements to add in:

- Open meetings with residents either in person or as a team's meeting (4? in total)
- Briefing sessions with parish/town councils by the Chief Executives online. Members to brief parish councils at their meetings.