

Overview & Scrutiny Committee

Tuesday 29 September 2020

A meeting of the above Committee will be held remotely on Tuesday 29 September 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

- (a) To confirm the minutes of the meeting held on 18 August 2020.

(Pages 1 to 4)

- (b) To confirm the minutes of the Health Scrutiny Sub-Committee meeting held on 19 February 2020.

(Pages 1 to 3)

4. **Work Programme, Forward Plan & Comments from Executive**

To consider a report from Committee Services.

(Pages 1 to 17)

5. **Task & Finish Group – Equality & Diversity**

To consider a report from the Task & Finish Group.

(To follow)

6. **Executive Agenda (Non-Confidential Items and Reports) – Thursday 1 October 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 paragraph 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

8. **Executive Agenda (Confidential Items and Reports) – Thursday 1 October 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 21 September 2020

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Overview and Scrutiny Committee

Minutes of the remote meeting held on Tuesday 18 August 2020 at 6.00pm, which was broadcast live via the Council's YouTube Channel.

Present: Councillor Milton (Chair); Councillors; Davison, A Dearing, Jacques, Kohler, Mangat, Margrave, Murphy, Norris, Redford and Russell.

Also Present: Councillors Cooke, Day, Matecki and Grainger.

10. **Apologies and Substitutes**

- (a) There were no apologies made.
- (b) Councillor Mangat substituted for Councillor Cullinan and Councillor Murphy substituted for Councillor Noone.

11. **Declarations of Interest**

There were no declarations of interest made.

12. **Minutes**

The minutes of the Overview and Scrutiny Committee meeting held on 22 July 2020 and of the Joint Meeting of the Finance and Audit Scrutiny Committee and the Overview and Scrutiny Committee held on 29 July 2020 were taken as read and signed by the Chair as a correct record.

The Chair advised Members that he had asked Committee Services to make accessible to Members the data relating to Service Area performance as soon as possible.

13. **Executive Agenda (Non-Confidential items and reports) – Monday 24 August 2020**

The Chair reminded Members that questions in advance on Executive reports should be submitted by 9.00am the day before the Overview & Scrutiny Committee meeting. He also reminded Members that if an Executive report was called-in for scrutiny, a reason should be given why this was being done.

Councillor Davison pointed out that it was not clear how the target of submitting questions by 9.00am on the day before Scrutiny met could be adhered to when Group meetings were not until that evening.

The Committee considered the following items which would be discussed at the meeting of the Executive on Monday 24 August 2020.

Item 3 – Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing

The Overview & Scrutiny Committee supported the recommendations in the report and agreed it would monitor their implementation. In agreement with the Portfolio Holder for Housing & Property Services, the

Committee agreed that its Chair and the Portfolio Holder would liaise with Democratic Services to review whether ongoing reporting could be done using a dashboard within the Business Intelligence Portal.

The Overview & Scrutiny Committee agreed to add a review of the process to its Work Programme after it had been operational for a minimum of 12 months.

(Councillor Matecki left the meeting.)

Item 5 – Article 4(1) direction for Sherbourne Conservation Area

The Overview & Scrutiny Committee noted the recommendations. In discussion **it welcomed officers' proposals to check and update guidance on the Council's website but expressed concerns** that changes to the regulations should not impede people from fitting equipment into their **property in line with the Council's Climate Emergency ambitions.**

Item 7 – Park Exercise Permits

The Overview & Scrutiny Committee noted the recommendations in the report and agreed it would monitor their implementation.

The Head of Cultural Services and Portfolio Holder for Culture agreed to explore if a method to allow new licence holders to upgrade easily from monthly to annual payments would be feasible.

The Overview & Scrutiny Committee agreed to add a review of the permit scheme to its Work Programme after it had been operational for six months.

(Councillor Cooked left the meeting close to the start of discussion on Park Exercise Permits. Councillors Grainger and Day left at the end of discussions on this item.)

14. **Task & Finish Group**

The Committee received a verbal update on progress from the Chair of the Equality & Diversity Task & Finish Group, Councillor Mangat.

Councillor Mangat explained that:

- The Task & Finish Group had held its first meeting at which she was appointed its Chair.
- The Group had reflected on its role and scope and it was likely that more time would be required to complete the review because some groups and organisations would be hard to reach and face to face meetings were not possible at the moment, with a lot of community meetings not taking place and the uncertainties surrounding the Covid-19 pandemic. Language barriers could be problematic with other means of communication for some ethnic minority groups. Further information on this would be provided when a written update was provided at the next Committee meeting.
- The Group would be focussing on internal aspects of the review to begin with because of the problems surrounding contacting outside organisations. The internal aspects would include:
 - diversity of staff in the Council in terms of recruitment;

- data had been requested to be provided for the next meeting on 26 August on such matters as ethnicity pay gap reports;
- advertising of roles and internal progression;
- why data of ethnicity of candidates standing for election was not collected; and
- a meeting would be arranged with the Head of People and Communications and also the main officer at Warwickshire County Council who dealt with equality, diversity and inclusion issues. The Group would also meet with Unison branch staff.

In response to questions, Councillor Mangat explained that:

- Whilst information surrounding ethnicity on application forms was voluntary input, she hoped that explaining the reason surrounding why it was of interest would encourage people to provide it. She took on board that the Council should not step outside national guidelines on information collection.
- Council officers would ensure that the Group did not breach guidelines on collecting ethnicity data and GDPR regulations.

15. **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 July.

The Chair explained that there were a number of items that were due to be considered by the Committee but which had been put in abeyance because of Covid-19. He had asked officers to bring forward many of these by the next meeting where possible, and to ensure the rest were not forgotten.

The Forward Plan had been circulated but a hyperlink to the latest Forward Plan would be reintroduced to the next Work Programme report. If any Member wanted items from the Forward Plan to be added to the **Committee's Work Programme, a Member would be appointed to find out** what this would entail in advance to aid good discussion. Members did not indicate that they wished for any items on the current Forward Plan to be added to the Work Programme and the Chair asked Members to review it again outside the meeting.

Members had no comments to make on recommendations 2.3 and 2.4 of the report.

The Chair explained recommendation 2.5 to Members. He was aware of one volunteer, plus himself and Councillor Nicholls. Six volunteers were required for the Step Back Review Task & Finish Group. The review would **look at the Council's response to Covid-19** and would be agile, to enable any key recommendations to come forward before the winter flu season, but also being mindful of potential local or national lockdowns.

Councillor Kohler asked whether there was a timescale envisaged to do the Step Back Review or if this Task & Finish Group would set its own timescale. The Chair responded that the immediate action was to agree a Scope that would come back to the September meeting and this would

detail timescales. The Task & Finish Group would not be looking at the **Director of Public Health's proposals for a framework on lockdowns**, it would be looking at what the Council did in the past from the first wave and what lessons could be learnt from that going forward.

Resolved that

- (1) the approach as proposed in the report in respect of the Work Programme detailed in Appendix 1 to the report be confirmed;
- (2) a revised Work Programme prepared by officers with proposed dates for reports be presented to the Committee at the September meeting;
- (3) the responses made by the Executive on the comments from the Executive report as detailed in Appendix 2 to the report be noted; and
- (4) Councillors Ashford, Alix Dearing, Jacques, Kohler, Milton and Nicholls be appointed to form the Step Back Review Group.

(The meeting ended at 7.31pm)

CHAIR
29 September 2020

Health Scrutiny Sub-Committee

Minutes of the meeting held on Wednesday 19 February 2020 at the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillor Redford (Chair); Councillors A Dearing and Noone

15. **Apologies and Substitutes**

An apology for absence was received from Councillor Falp, Portfolio Holder for Health & Community Protection.

16. **Declarations of Interest**

There were no declarations of interest made.

17. **Minutes**

The minutes of the meeting held on 19 November 2019, were approved, subject to an amendment to the first bullet point on page 3, **to remove "in Kenilworth": "one of the areas where the limits were exceeded was Castle Hill in Kenilworth"**.

18. **Health and Wellbeing Aspects in Private Sector Housing**

The Sub-Committee considered a report from Housing Services which provided a review of work undertaken from 1 April 2018 to 30 November 2019 to enable the Sub-Committee to scrutinise the progress made in respect of health and wellbeing aspects in private sector housing.

On 3 July 2018, a report was considered by the Sub-Committee providing an update on actions undertaken by Housing Services during 2017/18 on improving housing conditions, which was a key task in the Health & Wellbeing Action Plan.

On 17 September 2019, the Sub-Committee reviewed its work programme. It resolved that a report on health and wellbeing aspects in private sector housing should be added to the work programme for January 2020.

In response to questions from Members, the Private Sector Housing Manager advised that:

- The Student Housing Enforcement Officer post funded by Warwick University for a fixed term of 12 months had been filled and the post holder started work on 1 October 2019. The post holder was employed by Warwick District Council within the Private Sector Housing Team, and this meant they had the necessary delegated authorities required for enforcement work. This had started really well and was particularly effective during the Halloween Bonfire Night period. There had previously been a lot of issues reported, but this year, the Student Housing Enforcement Officer had acted proactively by making contact with letting agents and landlords.

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

- There was an overlap with Neighbourhood Services in reminding students of their responsibilities in terms of the correct disposal of refuse.
- The main issue was that the role had only been created for a fixed-term period of 12 months. A similar role had been piloted in Coventry, where the university did fund it for a second year because it was considered very efficient and good value for money. Officers were in regular contact with the university, proving the benefit of the role. Officers would not want to lose the role, regardless of its source of funding.

Resolved that the report be noted.

19. Physical Activity Promotion and Development

The Sub-Committee considered a presentation from the Sports & Leisure Contract Manager and the Active Communities Officer. The presenting officers thanked Members for the opportunity to update them on the Physical Activity Promotion and Development.

In response to questions from Members, officers explained that:

- the issue of social isolation was high on the list of priorities for Everyone Active;
- the Park Run was a great initiative in addressing social isolation, where attendants could stop and have a cup of tea and a chat afterwards;
- Abbey Fields did have some equipment for outdoors exercise;
- whilst outdoors fitness stations were a positive initiative, in the **officers' opinions**, the guided walks provided by the Council, for example, left more room for the social element;
- Everyone Active provided a range of holiday activities and camps;
- there was a new project driven by Think Active and the intention was to inform social prescribers of the benefits involved in the new project. A number of clubs were already on board with this. The next step would be to see how many people actually followed it through;
- promoting a healthy lifestyle for children was a priority, and various projects were run by Everyone Active and Kids Run Free;
- the intention was to give as many children as possible opportunities to exercise. Not every child liked team sports and it was important to provide as many alternatives as possible. Clip and Climb was a great example of this, attracting children to exercise without them necessarily being aware of doing so;
- Everyone Active placed a huge emphasis on working with children and provided a very popular gymnastics class, as well as the opportunity for clubs to use sports halls;
- the emphasis was on exercise rather than completion;
- Everyone Active provided a special type of card which were similar to a **"passport to leisure"**, issued free to members of the public meeting certain criteria. The cards looked just like the paid-for membership cards, but offered free or discounted services to those using them;
- it was recommended that a child should get 60 minutes of exercise every day, with the hope that 30 minutes would take place at school. Being active also helped children cognitively;

HEALTH SCRUTINY SUB-COMMITTEE MINUTES (Continued)

- subject to enough schools actually completing the survey, officers might have more data coming in from schools at the end of this school year;
- the focus was to look at what opportunities there were in helping the community;
- Warwick District was fortunate to have a number of providers who offered a range of services. This was extremely positive and the intention was to support new providers wishing to come into the District and increase the number of activities on offer; and
- the District also had a big asset in its parks and green spaces, which provided a huge benefit for residents.

Councillors thanked officers for a very clear and helpful presentation.

20. Health & Wellbeing Outside Bodies Updates (Standing Agenda Item)

Councillor Redford informed the Sub-Committee that the last meeting of the Warwickshire County Council – Adult Social Care & Health Overview & Scrutiny Committee had taken place that day and she had sent her apologies. However, she would circulate the minutes of the meeting once these became available.

21. Review of the Work Programme & Forward Plan

The Sub-Committee considered a report from Committee Services which informed Members of the work programme for 2019/20, attached as Appendix 1 to the report, and the current Forward Plan. The work programme should be updated at each meeting to accurately reflect the workload of the Sub-Committee.

Councillor Noone informed Members of a new, EU-funded initiative called **“Safer up”**, which looked at creating a new surface for pavements in order to make them less dangerous in the case of falls by mixing rubber into the tarmac.

Resolved that

- (1) the Head of Health & Community Protection will **further investigate the “Safer up” initiative and** inform Members of the findings;
- (2) the Annual Status Report – Air Quality Management be added to the **Sub-Committee’s** work programme for the 17 November 2020 meeting; and
- (3) a Falls Prevention Report be added to 17 November 2020, to include an update on the Lifeline services, the introduction of the raiser chairs and the Falls Response Service.

(The meeting finished at 7.28pm)

Overview & Scrutiny Committee 29 September 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 24 August 2020 (Appendix 2).

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 note that:
 1. at the request of the Head of Service and the Chief Executive, the two reports from Neighbourhood Services, that were due to be considered on 29 September, need to be delayed until December 2020 at the earliest;
 2. **at the request of the Portfolio Holder, Councillor Hales, the Shakespeare's England report**, due to be considered on 29 September, has been postponed until March 2021 so that it can include performance during the Covid-19 pandemic. This delay was agreed with the Chair of Overview & Scrutiny Committee; and
 3. The changes to these three report delivery dates will be reflected in the Work Programme for the next meeting.

- 2.6. Members consider Appendices 4 onwards. Members to note that the report authors will not attend the meeting unless there is a specific request that they do so, in which case, Members are to notify the report author of any questions before the meeting.

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. Appendices 4 onwards are briefing notes appended to the work programme report. The report author will not attend the O&S Committee meeting unless there is a specific request that they should do so. In the event that such a request is made, Members should notify the report authors of any questions they have before the meeting.

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 4 onwards 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: 29 September 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. | Written report. | Councillors Mangat, Noone, Tangri and C Gifford. | November 2020. | To be advised. |
| Fees and Charges – check with the Shadow Portfolio Holders H & CP to see if the fees and charges pest control are working. If they are not, call in. | 26 September 2019. | Undertake this check and provide feedback for work plan report. | Marianne Rolfe. | To be advised if applicable. | See Agenda Item 4, Appendix 4 |
| Shared Environmental Enforcement with Rugby Borough Council update. <i>(Due to operational reasons it is not possible to deliver this report until the O&S meeting in December 2020 at the earliest.)</i> | Committee meeting 26 September 2019. | Append a briefing report to the work programme. | The Head of Neighbourhood Services will delegate this to one of her officers. | December 2020? | 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. |

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 |
|---|--------------------------------------|---|---|--------------------------------|---|
| <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 & Scrutiny Committee meeting.</p> <p><i>(Due to operational reasons it is not possible to deliver this report until the O&S meeting in December 2020 at the earliest.)</i></p> | Committee meeting 26 September 2019. | Append a briefing report to the work programme. | The Head of Neighbourhood Services will delegate this to one of her officers. | December 2020? | 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. |

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 |
|--|---|------------------------|--|--------------------------------|----------------------------------|
| <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><i>(At the request of the Portfolio Holder, and agreed by the Chair O&S, this report has been pushed back until March 2021 so that it will include performance during the Covid-19 pandemic.)</i></p> | <p>Committee meeting 29 August 2018</p> | <p>Written report.</p> | <p>Martin O'Neill and Councillor Hales.</p> | <p>March 2021.</p> | <p>This is an annual report.</p> |

Meeting Date: 10 November 2020

| Title | Where did item originate from | Format | Lead Officer / Councillor | Next report date if applicable | Completion Date / Notes |
|--|---|--|----------------------------------|---------------------------------------|---|
| 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. | As part of the wider update on the Climate Emergency Action Plan, which would link with the report on climate change to the Executive. | Dave Barber. | To be advised if applicable. | Dave Barber confirmed that this would be given at the November 2020 meeting. |
| Focus on the impact of the revised Housing Services Management structure and additional resources approved in November 2019. | Service review and restructure report 2019. | Append a briefing report to the work programme. | Lisa Barker | 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. |

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 |
|---|--|--|----------------------------------|--|--|
| <p>1. Report in respect of decisions made on the role of the Chairman of the Council – Task & Finish Group; and</p> <p>2. Review on the progress / success of the recommendations from the Task & Finish Group – Role of the District Council Chairman.</p> | <p>1. Executive Minutes 10 July 2019, Minute number 8 – Resolutions, agreed at council 4 September 2019.</p> <p>2. Committee meeting 2 April 2019.</p> | <p>Append a briefing report to the work programme.</p> | <p>Chairman of the Council.</p> | <p>To be advised if applicable.</p> | <p>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.</p> |
| <p>Current Arrangements for the South Warwickshire Community Safety Partnership.</p> | <p>This is a mandatory report.</p> | <p>Written report.</p> | <p>Marianne Rolfe.</p> | <p>Late October / Early November 2021.</p> | <p>This is an annual report.</p> |

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. |

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 |
|--|--------------------------------------|-----------------|----------------------------------|---------------------------------------|--------------------------------|
| No reports have yet been requested for this meeting. | Not applicable. | Not applicable. | Not applicable. | Not applicable. | Not applicable. |

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. |

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 have been 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 – 24 August 2020**

Item Number: 3 – Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing.

Requested by: The Green Group.

Reason Considered:

The Green Group welcomed this step forward in improving EPC ratings but called the report in for scrutiny because it had questions that needed to be answered.

Scrutiny Comment:

The Committee supported the recommendations in the report and agreed it would monitor their implementation. In agreement with the Portfolio Holder, Housing & Property Services, the Committee agreed that its Chair and the Portfolio Holder would liaise with Democratic Services to review whether ongoing reporting could be done using a dashboard within the Business Intelligence Portal. The Committee agreed to add a review of the process to its Work Programme after it had been operational for a minimum of 12 months.

Executive Response:

The Executive approved the recommendations in the report.

Item Number: 5 – Article 4(1) Direction for Sherbourne Conservation Area.

Requested by: The Green Group.

Reason Considered:

The Green Group had questions that needed answers.

Scrutiny Comment:

The Committee noted the recommendations. In discussion **it welcomed officers' proposals to check and update guidance on the Council's website but expressed concerns that changes to the regulations should not impede people from fitting equipment into their property in line with the Council's Climate Emergency ambitions.**

Executive Response:

The Executive approved the recommendations in the report.

Item Number: 7 – Park Exercise Permits.

Requested by: The Liberal Democrat Group.

Reason Considered:

The Liberal Democrat Group did not believe that this policy would be beneficial to residents at this time and should be reviewed.

Scrutiny Comment:

The Overview & Scrutiny Committee noted the recommendations in the report and agreed it would monitor their implementation.

The Head of Cultural Services and Portfolio Holder for Culture agreed to explore if a method to allow new licence holders to upgrade easily from monthly to annual payments would be feasible.

The Overview & Scrutiny Committee agreed to add a review of the permit scheme to its Work Programme after it had been operational for six months.

Executive Response:

Various recommendations were amended or added and the Executive approved the recommendations in the report with the amendments and additions.

Amended Recommendations

2.2 That the Executive recommends to Council for approval the prices shown in Appendix A to this report for the period of time between the implementation of the policy and 1st January 2021 with a delegation to the Head of Cultural Services, in consultation with the Portfolio Holder for Culture, to apply discount prices as **deemed appropriate for the purpose of launching the scheme”; and**

2.3 That Members instruct officers to review the Park Exercise Policy after the first 6 months of operation and then on an annual basis, with charges being included as part of the annual review of fees and charges.

Additional Recommendations

2.4 That Members delegate to the Portfolio Holder for Culture and the Head of Cultural **Services the decision as to the future inclusion of new areas of the Council’s Parks and Open Spaces** within the remit of this policy.

2.5 That members ask officers to update the relevant pages on the Council website to promote the new policy and to list those organisations who have registered as part of the scheme.

Amendment to Paragraph 6 – Pricing Policy (page 11 in the report)

“The following prices are for the use of all designated Warwick District Council parks. Annual permits are available and should be paid as one payment at the beginning of the permit year. Monthly permits can be paid by direct debit”.

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 |
|--|---|--|--|
| Vision & Strategy for Leamington town centre annual update and progress on Action Plan. | 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. | The report was sent to all councillors in the last week of August 2020 and with a deadline of 14 September 2020 for Councillors to raise any concerns. | A response was sent to all Councillors to questions raised by Councillor Ian Davies. No other Councillor asked any questions. This action is therefore considered completed . |
| Children's and Adults Safeguarding Champions Report. | Send a short update to all Councillors. | Jane Rostron and Lisa Barker have been advised of what is required and this will be sent out in early October 2020 to all Councillors. | Not applicable. |
| 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. | Committee Services will notify officers of what is required in late September for action in October. | Not applicable. |

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. | Not applicable. |
| 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. | Not applicable. |
| Members’ Annual Feedback on Outside Appointments / Annual review of membership / participation of Outside Bodies. (Includes short synopsis on Working Parties, Forums and Champions, excluding Children’s and Adults’ Safeguarding 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. | The information is being compiled to send out to Councillors in October 2020. | Not applicable. |

Fees and Charges Pest Control Update

At the Overview & Scrutiny Committee meeting 18 August 2020, when agreeing the **Committee's Work Programme**, it was agreed to ask **Shadow Portfolio Holders for Health and Community Protection** to check if the new charging structure for pest control (specifically rats and mice) was working subsequent to the report that was presented to Overview & Scrutiny Committee in September 2019.

The Committee Services Officer, Lesley Dury, approached all parties and informed them of the decision. The Head of Health and Community Protection and the Portfolio Holder, Councillor Falp, reported that the charges had not yet been introduced.

Following a request for information on what was the reason for the delay, the Head of Health & Community Protection reported that:

"We are conducting a review of pest control in order to be more commercial. There are 6 different options under consideration at this time:

- Stay the same;
- Increase pests treated;
- Increase pests treated and take on commercial contracts;
- Service level agreement with another local authority;
- Shared service with another local authority;
- Contracted out service.

We hope to be in a position to have a business case paper by autumn which evaluates all of the options."

At the point in time when this information was given, this report was not on the **Council's Forward Plan**.

Lesley Dury
Principal Committee Services Officer
9 September 2020

Task & Finish Group – Equality & Diversity

So far, we have met on four occasions.

Members have met with the Head of People & Communications, the Chair of **People Strategy steering Group, the Council's specialist Equality & diversity** (resourced from WCC) and one the HR Business Partners.

As a result, the Group have received a significant amount of interesting and useful information focussing on the Council employees. The group also welcomed the publication of the equalities pay gap report (to be considered by Council in November) and are looking forward to further analysis of this at a later meeting of the Group.

The next meeting of the Group will be on 5 October, where they will plan for their next two meetings on 23 October and 4 November 2020. The aim for the 23 October meeting will be to meet with the Warwick District Council Branch of Unison and the IIP assessor lead for the Council. This will lead to formulation of recommendations/comments on this aspect of the review.

On 4 November, the Group wish to spend time with Equip to formulate the plan for external engagement with local communities for approval by Overview & Scrutiny Committee, as required by the scope.

Looking ahead of this work has commenced on gathering information on service delivery and engagement with communities by the Council which it is anticipated will be discussed at a meeting in mid and/or late November.

However, with the new restrictions on movement introduced by the government, the length of time these may be in place for and the, in the view of group, importance of being able to physically meet with hard to reach groups, it is most likely that it will take much longer to complete the review. This also may lead to a pause in its work if this is unavoidable.

Councillor Mini Mangat
Chair of the Task & Finish Group