

Overview and Scrutiny Committee

Wednesday 7 May 2014

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 7 May 2014 at 6.00pm.

Membership:

	Councillor Mrs A Blacklock (Chairman)	
Councillor A Boad		Councillor Mrs S Gallagher
Councillor Mrs L Bromley		Councillor B Gifford
Councillor R Brookes		Councillor G Guest
Councillor R Copping		Councillor Mrs E Higgins
Councillor Ms J Dean		Councillor G Illingworth
Councillor R Edwards		Councillor M Kinson
Councillor Mrs J Falp		Councillor B Weed

Agenda

1. **Emergency Procedure**

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

2. **Substitutes**

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.

*3. **Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

***4. Discretionary Housing Payments**

To receive a report from the Benefits and Fraud Manager. **(Item 4/ Page 1)**

***5. Task & Finish Group Sexual Entertainment Venues**

To receive an update from the Chairman of the T & F Group on the results of the survey

***6. Comments from the Executive**

To consider a report from Civic & Committee Services. **(Item 6/Page 1)**

***7. Forward Plan**

To consider the Forward Plan from May 2014 to August 2014.
(Item 7/Page 1)

***8. End of Term Report - Annual review of the O & S Work Programme 2013/2014**

To consider a report from Civic & Committee Services. **(Item 8/ Page 1)**

***9. Review of the Work Programme**

To consider a report from Civic & Committee Services. **(Item 9/Page 1)**

- HARP
- Health Scrutiny Working Party – verbal report from Councillor Mrs Falp
- To set the O & S Work Programme for 2013/2014
- Review of the Portfolio Holder Update Process – O & S Members to discuss whether the current system needs any improvement

***10. Executive Agenda (Non Confidential Items and Reports) – Thursday 8 May 2014**

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

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

***11. Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the paragraphs 1,2 & 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

***12. Comments from the Executive**

To consider a report from Civic & Committee Services. **(Item 12/Page 1)**

***13. Executive Agenda (Confidential Items and Reports) – Thursday 8 May 2014**

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

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

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

Published on 28 April 2014

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

Telephone: 01926 353362

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

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

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

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 353362 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

**The agenda is also available in large print, on request, prior to the meeting by calling
01926 353362.**

 Overview & Scrutiny Committee 7 May 2014		Agenda Item No. 4
Title	Discretionary Housing Payments	
For further information about this report please contact	Andrea Wyatt Benefits and Fraud Manager 01926 456831 andrea.wyatt@warwickdc.gov.uk	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality & Sustainability Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	24/04/2014	Chris Elliott
Head of Service	24/04/2014	Mike Snow
CMT		
Section 151 Officer	24/04/2014	Mike Snow
Monitoring Officer		
Finance	24/04/2014	Mike Snow
Portfolio Holder(s)	25/04/2014	Andrew Mobbs
Consultation & Community Engagement		
Final Decision?		

1. **SUMMARY**

- 1.1 This report has been prepared at the request of members to provide information regarding discretionary housing payments.

2. **RECOMMENDATION**

- 2.1 The report is for information only.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 As this report is for information as the request of the committee, there are no specific recommendations.

4. **POLICY FRAMEWORK**

- 4.1 The Discretionary Housing Payments Policy was updated in March 2013 so as to ensure that it continued to support the sustainable community strategy and the cross cutting themes and in particular narrowing the gaps.

5. **BUDGETARY FRAMEWORK**

- 5.1 A total discretionary housing payment fund of £168,556 for 2013/14 was provided by Government to assist those affected by the welfare reforms.

6. **ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 There are no alternative options – this is an information report only.


7. **BACKGROUND**

- 7.1 The budget for discretionary payments was increased significantly to £168,556 in April 2013 by Central Government to enable the Council to provide additional assistance to those affected by the Welfare reforms. The Discretionary Housing Payment policy was revised and presented to members in March 2013 to reflect these changes. A report was made available to Committee providing an update following the first quarter of the financial year in respect of both discretionary payment and the effects of the spare room subsidy. The Benefits Section has been asked to present a further report detailing more up to date figures on discretionary payment expenditure.
- 7.2 From the 1st April 2013 to the 31st March 2014, 651 applications for discretionary payments were received, 457 awards were made and the total budget of £168,556 was utilised. When considering a request for discretionary payments, details of both income and expenditure are considered together with the individual's circumstances. The length of each award varies depending on the particular circumstances of each case, when an award ends re-applications are not discouraged. However, in some cases we would expect to see some evidence of what a claimant is doing in order to help themselves. The following is a breakdown of the reasons for awarding a discretionary payment:

- Under Occupancy: 351 awards granted (243 council tenants)
- Benefit Cap: 18 awards granted (8 council tenants)
- LHA Restrictions: (under 35 years) 4 awards granted.
- No Impact (outgoings exceed income): 81 awards granted (14 council tenants)

7.2 There were originally 1043 tenants identified as being possibly affected by the spare room subsidy, this number has reduced and there are currently 804 tenants affected, of these 566 are local authority tenants. The Government has increased the discretionary payments funding to £185,219 so that we can continue to help support those most in need.

7.3 The discretionary housing payment fund is a ring fenced fund and can only be used to help claimants who are in receipt of housing benefit. Therefore a similar fund of £20,000 has been set aside to help those who have been affected by the changes to the Council's council tax reduction scheme from April 2014.

	Overview and Scrutiny Committee – 7 May 2014	Agenda Item No. 6
Title	Comments from the Executive	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Civic & Committee Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	15 April 2014 and 23 April 2014	
Background Papers	Executive Minutes – 16 April 2014 and 26 April 2014	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

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

Consultation Undertaken	
N/A	
Final Decision?	Yes
Suggested next steps (if not final decision please set out below)	

1. **SUMMARY**

- 1.1 This report informs the Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive in April.

2. **RECOMMENDATIONS**

- 2.1 The responses made by the Executive are noted.

3. **REASONS FOR THE RECOMMENDATION**

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

4. **ALTERNATIVE OPTIONS CONSIDERED**

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

5. **BUDGETARY FRAMEWORK**

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

6. **POLICY FRAMEWORK**

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

7. **BACKGROUND**

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

**Response from the meetings of the Executive on Overview and Scrutiny
Committee Comments –
15 April 2014**

Item no.	4	Title	Local Air Quality Management	Requested by	Labour Group and Councillor Mrs Bromley
Reason considered	<p>Labour Group - Members had questions about the report on this important issue for health.</p> <p>Councillor Mrs Bromley – To request further information and clarification.</p>				
Scrutiny Comment	<p>The Overview and Scrutiny Committee felt it was an interesting report and supported the recommendations in the report. The Committee believe this report is exactly the type of topic that will be discussed by the Health Scrutiny Sub-Committee.</p>				
Executive Response	<p>The Executive agreed the recommendations of the report with additional wording to recommendation 2.2 to advise that page 19 of the Low Emission Strategy Guidance for Developers, which relates to transport policy TR2, will be updated to comply with the version contained in the Local Plan.</p>				

**Response from the meeting of the Executive on the Joint Scrutiny Committee
of Overview and Scrutiny and Finance and Audit Comments –
23 April 2014**


Item no.	13	Title	Local Plan Submission Draft	Requested by	All Groups
Reason considered	<p>A key Council decision that affects the whole District.</p>				
Scrutiny Comment	<p>The Joint Scrutiny Committee supported the recommendations in the report as amended, including the two new recommendations but proposed one additional recommendation:</p> <p>“The Joint Scrutiny Committee recommends to the Executive that they ensure that firm proposals are included within the Infrastructure Delivery Plan in respect of Sustainable Transport Infrastructure to effectively deliver all aspects of the future transport agenda as set out in the Submission Draft Local Plan.”</p>				
Executive Response	<p>The Executive agreed the recommendations within item 13 “Local Plan Submission Draft”, which were relevant to them, subject to the following amendments:</p> <p>That the amended indicative total cost tables of the Infrastructure Delivery Plan, as circulated at the meeting, replace the tables that appear at the end of each section of the Infrastructure Delivery Plan.</p>				

That Appendix 5, sub regional approach to Delivering Housing Requirement as amended, set out below, by the Coventry and Warwickshire Joint Committee on 20th March, be noted.

- Recommendation 2.1 - Amend the figure to read 3750-3800 dwellings;
- Recommendation 2.2.1 - Amended to read "... according to a timetable to be agreed ...";
- Recommendation 2.2.4 – add "To recognise relationships outside of the sub-region."; and
- Additional recommendation: That Updates are to be received at Joint Committee Meetings and details to follow through to the review of the Strategic Economic Plan.

In addition to the recommendations in the report the Executive also resolved that:

- if the Gateway planning application does not succeed the Local Planning Authority will review the evidence base in relation to the need for the sub-regional employment site in light of the Secretary of State's decision".
- the findings of the Transport Demand Management Study be reported to Executive along with recommended amendments to the Infrastructure Delivery Plan"
- in response to the recommendation from the joint meeting of the Scrutiny Committees the Executive will ensure that firm proposals are included within the Infrastructure Delivery Plan in respect of Sustainable Transport Infrastructure to effectively deliver all aspects of the future transport agenda as set out in the Submission Draft Local Plan.

 Overview and Scrutiny Committee – 7 May 2014		Agenda Item No. 7
Title	Forward Plan	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Civic & Committee Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	15 April 2014	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		
Consultation Undertaken		
n/a		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 This report informs the Committee of the current Forward Plan, attached at appendix 1 to the report.

2. **RECOMMENDATIONS**

- 2.1 (i) the contents of the Forward Plan be noted; and
- (ii) the Committee to identify any future Executive decisions to be made, or future policies to be adopted, which members wish to have an input into before the Executive take the decision, and either:
- a) nominate one member to investigate that future decision/policy and report back to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
 - b) request an officer report to be submitted to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of executive decisions and to feed into policy development.
- 3.2 If the Committee have an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committees' remit to feed into these processes.
- 3.3 The Forward Plan is actually the future work programme for the Executive. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.

4. **ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The only alternative option is not to undertake these aspects of the overview and scrutiny function.

5. **BUDGETARY FRAMEWORK**


- 5.1 All work for the Committee has to be carried out within existing resources. Therefore, there is a limit to the time available that officers will have to assist members, so the Committee may wish to prioritise areas of investigation.

6. **POLICY FRAMEWORK**

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

7. **BACKGROUND**

- 7.1 There are five main roles of overview and scrutiny in local government. These being:
- Holding to account
 - Performance management
 - Policy review
 - Policy development
 - External scrutiny
- 7.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account' and to feed into the pre-decision scrutiny of Executive decisions, the Committee need to examine the Council's Forward Plan and identify items which they would like to have an impact upon.
- 7.3 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 have 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.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 As members are aware, the scrutiny process has been developing over the last few months and there has been good progress made with the Task and Finish Groups, and the structured setting of the agenda for the Overview and Scrutiny Committee. Therefore, it was felt that the pre-decision scrutiny of Executive decisions and policies were the next steps to develop.
- 7.8 The Committee should be mindful that any work they wish to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan. The Forward Plan has also been recently amended to contain much more information and Committee may wish to give greater consideration to the reports in section 2 of appendix 1, to maximise the time available for them to input into the process.

 Overview & Scrutiny Committee – 7 May 2014		Agenda Item No. 8
Title	End of Term Report	
For further information about this report please contact	Lesley Dury, Committee Services Officer 01926 456114 committee@warwickdc.gov.uk	
Wards of the District directly affected	n/a	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Full Council, June 2013	
Background Papers	Agendas/Minutes Municipal Year 2013/14	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality and Sustainability Impact Assessment Undertaken	No
Not required as this report gives a synopsis of work undertaken by the O & S Committee and contains no new material.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		Bill Hunt
Head of Service	24 April 2014	Graham Leach
CMT		
Section 151 Officer		
Monitoring Officer	25/4/2014	Andy Jones
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
Chairman of Overview and Scrutiny – Councillor Mrs Blacklock		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 An end of term report to the Council on the work the Committee have undertaken during the year.

2. **RECOMMENDATION**

- 2.1 It be recommended to Council that the list of matters considered by this Committee during the municipal year 2013/14, as detailed in appendix A to the report, be noted.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 Under Article 6 of the Council's constitution Overview & Scrutiny Committees and Policy Committees are required to provide an end of term report to the Council on work they have undertaken during the year.
- 3.2 The matters considered during the year are attached at appendix A to the report. This will be updated to include matters considered at this meeting, before it is submitted to Council.

4. **POLICY FRAMEWORK**

4.1 **Policy Framework**

The recommendations of the report do not affect the Council's policy framework

4.2 **Fit for the Future**

This report is made annually as a matter of good practice and Council policy.

5. **BUDGETARY FRAMEWORK**

- 5.1 The recommendations of the report do not affect the Council's budgetary framework.

6. **RISKS**

- 6.1 There are no risks associated with this report which is purely provided as a matter of good practice and Council policy concerning Scrutiny committees.

7. **ALTERNATIVE OPTION(S) CONSIDERED**

- 7.1 There are no alternative options because this report complies with the requirements of Article 6 of the Council's Constitution.

Items considered by Overview and Scrutiny Committee 2012/2013**CHAIR'S INTRODUCTION**

The year 2013/ 2014 has seen some changes in the way the Overview and Scrutiny Committee operates. Membership has fluctuated as some councillors joined – or left – mid-way in the year. There is a new chair. There is a new scheme for dealing with Portfolio Holder reports which has been trialled and will be reviewed after a full 12 months. It entails a written report being sent out in advance so that members can digest the information and come with prepared questions to the meeting. The Portfolio Holder attends only to answer questions from members. Each Portfolio Holder will attend twice – in the spring and in the autumn. The spring report will highlight achievements and setbacks in the previous year and to explain plans for the coming year; and the autumn report will give a progress update and flag up risks and challenges. The aim is to enable members to scrutinise more effectively through having more focussed reports and a set time-table.

During the year we have experienced several instances of the Call-In process; and on three occasions we have listened to presentations from members of the public relating to items on the Agenda. They were respectively – the governance arrangements at the LEP, the prevalence of anti-social behaviour in St Nicholas Park, and the parking issues connected with Bowls tournaments at Victoria Park. In each case we benefited from impassioned and informative speeches and agreed to return to these topics at future meetings. It is worth saying that Overview and Scrutiny meetings are always open to the public [except of course when confidential items are discussed] and we would like to see more coming along.

One of the roles of the Committee is to 'Advise and Warn' the Executive in order to help prevent mistakes, to improve policy-making and to define what is meant by new regulations or new policies. Many of our recommendations are not meant as criticisms but as suggestions for greater clarity or workability. It is pleasing to see from the attached list that the majority of our comments and recommendations were accepted in whole or in part by the Executive. However, of the two major items where our recommendations were rejected, one was subsequently abandoned, and in both cases the Finance and Audit Scrutiny Committee agreed strongly with us

An example of the Committee following up something which came to our attention during a related discussion, is the very useful presentation by Martin ? on control of accommodation standards in the private rented sector mainly HMOs. Other topics of particular and on-going concern for which we had a series of presentations, were the battle with WCC over the future of on-street car parking and the impact of the welfare reforms on our tenants, and we gave full support to the officers involved. We are grateful to all officers who attended meetings in order to update us and answer questions.

Task and Finish: these cross-party groups of councillors who investigate a topic- a policy or a service- causing concern, are a very important method of performing the Scrutiny function. However there have been fewer than usual this year. The T and F on the implementation of the Dog Control Orders reported back and the recommendations were unanimously supported by the Committee. Unfortunately the Executive response was mixed and we are still waiting for detailed feedback on how the recommendations will be used. The T and F on Sexual Entertainment Venues has not yet reported back. The task proved more complex than anticipated but nevertheless the Committee is disappointed with the delays. The T and F on Staff

Volunteering was unable to proceed and the Committee agreed it was not a priority and allowed it to disband.

Two new developments with great potential for significant impact in the future are the appointment of our Children's Champions – Cllr Mrs Falp and Cllr Mrs Gallagher - and the Health Scrutiny Working Party. The latter is to become a Sub-Committee of the O and S Committee, known as the Health Scrutiny Sub-Committee. We look forward to receiving regular reports and advice across the whole field of the topics we shall be discussing next year.

A Blacklock April 2014.

OVERVIEW & SCRUTINY ITEMS

A synopsis of discussions and decisions made by the Overview and Scrutiny Committee

9 July 2013

The role of the District/Borough nominee on the Local Enterprise Partnership

The Committee received a verbal submission from Councillor Caborn outlining his role on the LEP and providing an overview of the LEP.

It was agreed that the Constitution of the LEP would be circulated to all councillors and also Board papers would be circulated.

The role of the Deputy Chief Executive on City Deal

The Deputy Chief Executive (BH) verbally outlined his role on City Deal and explained what City Deal was.

Statutory Powers for Housing Private Sector Licensing, especially in respect of HMOs and Student Accommodation

The Committee received a verbal report from the Divisional Environmental Health Officer outlining the licensing regime for Houses in Multiple Occupation (HMOs).

Implications on Warwick District Council of Warwickshire County Council proposals to outsource on-street parking enforcement – update report

The Committee received a verbal update from the Head of Neighbourhood Services outlining a presentation he had given, with the other Warwickshire Borough and District Councils, to the County Council's on-street parking task and finish group.

Welfare Reforms and Discretionary Housing Payments

The Committee considered a report from Finance and Housing & Property Services that provided Members with information about those living in social rented accommodation who were classed as being under occupying and as a result were no longer subject to the "spare room subsidy".

Call-in of Executive Decision – Potential recreation of the Mere at Kenilworth Castle and

Call-in of Executive Decision – St Mary's Lands Business Strategy - Update

The Committee considered a report from Civic & Committee Services that explained the process for consideration of the two Executive items that had been called-in for Members' consideration.

The Committee resolved to refer the "Potential Recreation of the Mere" report to Council for debate, and the decision made by the Executive in respect of the "St Mary's Lands Business Strategy" report should proceed.

Draft Report – Task & Finish Group, Dog Control Orders

The Committee considered the draft report of the Dog Control Orders Task and Finish Group into the Impact of Dog Control Orders. It resolved to submit the report to the Executive for consideration.

10 September 2013

Oakley Wood Crematorium Proposed Improvements

The Overview and Scrutiny Committee considered a report from the Head of Health and Community Protection. The report gave an update on the current status of the project to improve facilities at Oakley Wood Crematorium.

Meeting with Warwickshire County Council Task & Finish Group re parking enforcement

A verbal report was given about a meeting between Councillors Barrott, Mrs Blacklock and Mobbs with the Task & Finish Group at Warwickshire County Council to seek a way forward in respect of the County Council's review of parking enforcement that would be fair and equitable across the County. All the main councils affected by this were reported as holding similar views.

Health Scrutiny Working Party – update report

Councillor Mrs Falp reported that the Working Party had held its second meeting and that due to the volume of information there was to collect, it was anticipated that the Group would not be ready to make recommendations for 12 months.

Update on the Task and Finish Group, Dog Control Order Report

The report from the Task and Finish Group, originally scheduled to go to the Executive in September, had been delayed for one month at the request of the Portfolio Holder.

8 October 2013

Task and Finish Group – Staff Volunteering

It was reported that the Task and Finish Group had held its first meeting.

12 November 2013

Update on the Task and Finish Group, Dog Control Order Report

The Executive had discussed the report from the Task and Finish Group and had agreed all recommendations where there were no cost implications. Those recommendations that did involve expenditure would be considered at a future date.

Annual Feedback on Outside Appointments

The Committee considered a report from Civic and Committee Services that gave an annual statement of work undertaken by Outside Bodies.

Members felt that the report provided a good starting point for a review which should look at which bodies required a Council representative and the criteria required for this. It was felt that Group Leaders should examine the list with a view to cutting any superfluous appointments.

10 December 2013

Task & Finish Group – Sexual Entertainment Venues

A draft questionnaire had now been agreed with the exception of one question. It was hoped that the survey would start in early January.

Task & Finish Group – Staff Volunteering

Councillor Illingworth stated that the Group was waiting for approval of a questionnaire to staff; but he raised concerns on the viability of the Group. He was asked to discuss this with the Democratic Services Manager.

Discretionary Housing Payments

The Committee considered a report from Finance that provided information regarding discretionary housing payments. The Overview and Scrutiny Committee requested a further update in May 2014.

7 January 2014

Assets Review – Call in of Executive Decision

Overview and Scrutiny Members resolved to refer the decision taken by the Executive in respect of the Assets Review report to Council for debate following call-in of the Executive's decision to the Overview and Scrutiny Committee.

Task and Finish Group – Sexual Entertainment Venues

It was reported that progress had stalled after receipt of advice that outside consultation should be handled by outside consultants.

Kenilworth Public Service Centre Feasibility Study & Business Case – Call in of Executive Decision

Overview and Scrutiny Members resolved to refer the decision taken by the Executive in respect of the Kenilworth Public Service Centre report to Council for debate following call-in of the Executive's decision to the Overview and Scrutiny Committee.

11 February 2014

Neighbourhood Plans Designations – Call in of Executive Decision

Overview and Scrutiny Members resolved that the decision taken by the Executive in respect of Neighbourhood Plans Designations report could be implemented without further delay following call-in of the Executive's decision to the Overview and Scrutiny Committee.

Health Scrutiny Working Group

The Group hoped to submit its recommendations to Overview and Scrutiny in April.

Car Parking – National Bowls Championships

Mr David Adams, a representative from Friends of Victoria Park, addressed the Committee with concerns about the parking plans for the National Bowls Championships.

15 April 2014

Health Scrutiny at Warwick District Council – Recommendations from the Health Scrutiny Working Group

Overview and Scrutiny Members resolved to form a Health Scrutiny Sub-Committee, and would decide its membership and delegated powers at the meeting in June 2014.

ROUTINE ITEMS

- Comments from the Executive
- Forward Plan
- Review of the Work Programme
- Portfolio Holder Updates as follows:

- October 2013 – Neighbourhood Services
- November 2013 – Finance
- December 2013 – Cultural Services and Health & Community Protection
- January 2014 – Strategic Leadership
- February 2014 – Housing & Property Services and Corporate & Community Services
- March 2014 – Neighbourhood Services and Finance
- April 2014 – Development Services and Health & Community Protection

EXECUTIVE ITEMS CONSIDERED BY THE COMMITTEE

A synopsis of comments and recommendations to Executive made by the Overview and Scrutiny Committee and a synopsis of the Executive's response to these comments and recommendations.

18 June 2013

Rural/Urban Capital Improvement Scheme – Amendment to Criteria	
Scrutiny Comment	<p>The Overview and Scrutiny Committee recommended that:</p> <ol style="list-style-type: none"> (1) Applications should be considered quarterly, not as and when they arrive; and (2) Delete the whole section on Town and Parish Council and say it is preferable to have the support of your Town or Parish Council or a District Ward Councillor.
Executive Response	<p>In response, the Portfolio Holder did not accept quarterly basis – too slow a process, too many valid, worthwhile & urgent applications which could be disadvantaged as a result.</p>

Potential recreation of the Mere at Kenilworth Castle	
Scrutiny Comment	<p>The Overview and Scrutiny Committee recommended that the money is not allocated for a feasibility study. This was unanimously supported by all Members present. In times of austerity, this gives completely the wrong message to the public and the Service Transformation Reserve is not the right fund to use.</p>
Executive Response	<p>In response, the Portfolio Holder expressed his disappointment at the lack of support from the scrutiny committees. He reminded them that this had been a project that had been talked about for some time and felt that the Council had a duty to look to the future vision of the District. He also highlighted that at this stage, the funding would only be for the feasibility study which would decide if the project was feasible or not.</p> <p>Members debated the implications of investing in the future, encouraging tourism and potentially providing employment opportunities for the health and wellbeing of the community against the public perception that this was a frivolous waste of money.</p> <p>The Portfolio Holder for Development Services hoped that the project would encourage English Heritage and Kenilworth Castle to find ways to share business and the benefits that the project could bring.</p> <p>With regard to the Overview and Scrutiny Committee's comment that the Service Transformation Reserve was not the right fund to use, the Portfolio Holder for Finance advised that both he and the Section 151 Officer were happy with this arrangement.</p> <p>The Executive did not accept the recommendations from either scrutiny committee because they felt it was vital to invest in the long term vision for Warwick District, to encourage tourism and to look to the future for both residents and visitors to the town.</p>

Communication Strategy	
Scrutiny Comment	The Overview and Scrutiny Committee commented that the report was generally accepted, but the role of councillors as described on page 6 was not accurate. Councillors would welcome training and advice on Social Media. Members welcomed the single point of contact that some departments are operating.
Executive Response	The Portfolio Holder disagreed that the role of councillors was incorrect and thought it depended on how you read it

St Mary's Lands Business Strategy	
Scrutiny Comment	<p>The Overview and Scrutiny Committee recommended that:</p> <ol style="list-style-type: none"> (1) There should be full and widespread consultation with the people of Warwick and Warwick Town Council (2) Recommendation 2.6 should be removed because there is a potential conflict of interest and there is no need for this position (3) The scheme must come back to the Council/Executive before any agreement with the Racecourse is concluded (4) Procurement guidelines must be followed closely and the possibility for open bidding for the leases must be ensured (5) The independence of the Planning Committee must be safeguarded and made clear to the public <p>Several Members of the Overview and Scrutiny Committee had strong reservations about the location of the hotel.</p>
Executive Response	<p>In response, the Portfolio Holder for Development Services, stated that Warwick Town Councillors had not been as involved as much as he would have liked them to be. He reminded Members that nothing had been set in stone and the correct controls would be in place to improve the area and benefit the residents of Warwick. He assured Members that full consultation would be undertaken as a matter of course and felt that it was more sensible to have a business strategy and masterplan to consult on so to defer a decision on the report at this stage would be impractical.</p> <p>In response to the Overview and Scrutiny comments, the Executive reiterated that full consultation would be included as part of due process, as would the scheme being reported back to Members before any agreement with the Racecourse was concluded. In addition, procurement guidelines were stringently followed on all projects, as per the Code of Procurement Practice.</p> <p>The Chief Executive addressed members regarding recommendation (5) from the Overview and Scrutiny Committee and reminded them that all planning applications were dealt with in accordance with planning policy. He stated that the Planning Committee could not run 'independently' from the rest of the Council because Council policies had to be given due regard when dealing with applications. He therefore, suggested that the recommendation be reworded to refer to the integrity of the Planning Committee rather than the independence.</p>

Planning Policy for HMOs and Student Accommodation in Warwick District	
Scrutiny Comment	The Overview and Scrutiny Committee accepted the report and policy as far as it went. It was regretted that Leamington Spa Town Council had not been consulted. A clearer definition of a "thoroughfare" (page 8) is required, and Members questioned whether the bus stop mentioned on page 9 was either a university bus stop or a normal one. The Committee has major concerns about the standards of the living conditions for many residents in HMOs.
Executive Response	<p>Planning Officers responded to the comments as follows:</p> <p>In response to Leamington Spa Town Council not being formally consulted with; once this draft policy has been approved for consultation, Leamington Spa Town Council as with all Town and Parish Councils will be notified of the consultation, and will be able to make any comments or observations during the consultation process. Officers will be willing to attend any council meetings to explain the policy or to answer any questions.</p> <p>In response to defining a "thoroughfare", it is difficult to be too specific with defining a thoroughfare; however, they would normally be Classified A & B roads.</p> <p>The Bus stops mentioned on Page 9 refers to all bus stops, they are not confined solely to University bus stops.</p> <p>The living conditions in HMOs are in the remit of Housing Strategy who are consulted on all HMO applications.</p>

10 July 2013

Progress on the Warwick Town Centre Plan	
Scrutiny Comment	The Overview & Scrutiny Committee welcomed the report, in particular the survey about Warwick Mop. However, the Committee stressed the importance of canvassing as wide a range of opinions in Warwick as possible particularly amongst young people, about the Mop.
Executive Response	The recommendations were agreed as set out in the report. The Executive welcomed the comments from Overview & Scrutiny and agreed that involvement from younger residents of the District should be encouraged with regard to the Mop survey.

Procurement of Services from the Voluntary and Community Sector – Summary Year 1	
Scrutiny Comment	The Committee welcomed the report and strongly supported the approach for future years as set out in Paragraph 3.10 of the report.
Executive Response	The recommendations were agreed as set out in the report.

6 August 2013

Budget Review to 30 June 2013	
Scrutiny Comment	The Overview and Scrutiny Committee registered concerns about the future viability of some parts of the Council, but wait for more details in October.
Executive Response	The Portfolio Holder, Councillor Mobbs, advised that the October report would lay out the plans for the major savings ahead.

Proposal for the delivery of on-street Enforcement across Warwickshire	
Scrutiny Comment	The Overview and Scrutiny Committee recommended that the staff who worked on the report should be complimented. The Committee accepted the report in its entirety and gave full support to the delegation.
Executive Response	<p>Councillor Mrs Grainger supported the recommendations and stated that this was a good example of the local Councils working together, led by the political heads, which was a good sign. She felt it was important that residents received a fair service and did not want to see a private enterprise take the service over.</p> <p>Councillor Coker endorsed the report and was hopeful that a strong partnership was starting to build with the County Council. He reminded Members that this service, if handled poorly, could ruin a town centre's reputation.</p>

Local List of Historic Buildings	
Scrutiny Comment	The Overview and Scrutiny Committee supported the recommendations in the report but had reservations about how it will operate in practice.
Executive Response	In response, the Portfolio Holder for Development Services, thanked the Overview and Scrutiny Committee for their comments and hoped that it would be possible to assist some groups.

10 September 2013

Warwick District Council's Response to Stratford-on-Avon District Council's Core Strategy Consultation Process	
Scrutiny Comment	The Overview and Scrutiny Committee supported the recommendations in the report. It recognised the importance of the discussions and had concerns about the potential traffic impact in Warwick District; therefore it welcomed discussions with Warwick County Council and hoped that these would focus particularly on infrastructure.
Executive Response	The Deputy Leader, Councillor Caborn, endorsed the report and stated that the report laid out the Council's marker with the understanding that because discussions would be on-going, Members may choose to propose different recommendations later. He assured Members that discussions would continue about the Lighthorne development which could have a big impact on traffic issues for Warwick District. Councillor Caborn advised that this was by no means a formal objection but would reserve the Council's right to comment in the future.

Call-In of Executive Decision – Potential Recreation of Kenilworth Mere	
Scrutiny Comment	The Overview and Scrutiny Committee thanked and gave full credit to the Executive for listening and was looking forward to see ideas that residents can support for tourism development for the whole District. The Committee looked forward to taking part in tourism strategy.
Executive Response	The Executive resolved that no further action would be taken at the present time in relation to the commissioning of a feasibility study, although it would continue to investigate the various matters raised by Members. It also confirmed its commitment to a policy of underpinning and strengthening the local economy with specific reference to the tourism sector.

Call-In of Executive Decision – St Mary’s Lands Business Strategy	
Scrutiny Comment	The Overview and Scrutiny Committee broadly welcomed the report but was very concerned that members of the Steering Group should be chosen very carefully so that they were widely representative. The Committee suggested that the Steering Group itself should canvass opinions, especially of local residents. The Committee was pleased that the Executive had already committed to a consultation at the next stage.
Executive Response	<p>The Executive resolved that the decision made by the Executive on 19 June 2013 was confirmed, so it could be implemented without further delay.</p> <p>In the light of the discussion which took place at the Council meeting and for the removal of any doubt, the Portfolio Holder for Development Services agreed to confirm the undertakings given to the Scrutiny Committee representatives and the Executive as to the process to be adopted in relation to the proposals for St Mary’s Lands which came before the Executive on 19 June 2013.</p> <p>It therefore confirmed that a Working Party consisting of 2 local Town Councillors appointed by the Town Council and three District Councillors, (Barrott, Mrs Blacklock and Hammon) together with local stakeholders including Warwick Racecourse Company, will develop a St Mary’s Lands business strategy based on GVA Leisure’s options appraisal report and the Executive decision in respect of this, and that no further decisions will be made by Executive pending the report from the Working Party and a public consultation on its findings.</p>

Recruitment of Major Sites Monitoring Officer	
Scrutiny Comment	The Overview and Scrutiny Committee understood the need for this post and it was concerned that the person appointed should look at infrastructure issues.
Executive Response	The Chief Executive stated that this post would have an extensive work load and would not be able to take on additional responsibilities.

8 October 2013

Warwick District Sports & Leisure Vision and Principles	
Scrutiny Comment	The Overview and Scrutiny Committee supported the report and strategy as set out in the report. It congratulated Chris Charman and members of the team involved with the report.
Executive Response	The Executive thanked the Scrutiny Committee for its comments and echoed its views regarding Chris Charman and the members of his team.

Building Control Shared Service – Confidential Report	
Scrutiny Comment	The Committee passed comment on item 8 on the Executive agenda, “Building Control Shared Service”, which would be discussed at the meeting of the Executive on Wednesday 9 October 2013.
Executive Response	The Executive thanked the Scrutiny Committee for its recommendations and accepted them as part of its decision.

City Deal Governance and the establishment of a Sub-Regional Joint Committee and Coventry and Warwickshire City Deal	
Scrutiny Comment	<p>The Overview and Scrutiny Committee welcomed the reports and strongly supported the initiative/thrust to develop the advanced manufacturing and engineering sector. In respect of Recommendation 2.7 of the City Deal Governance Report (Item 7 on the Executive Agenda), the Committee felt that in light of the significance of what was being proposed, our representative on the Joint Committee should provide feedback to Overview and Scrutiny on a six monthly basis or in respect of any significant issues or decisions between times, to ensure proper scrutiny of the new arrangements.</p> <p>The Committee was concerned that the wording of the planning proposals within Appendix One was disappointing and that this was remedied within the final City Deal document, as while fully supportive of the principle of removing barriers to AME sector applications the reference to a 21 day determination might feed a public perception that any such applications would be driven through without proper consultation, in contravention of statutory timescales and/or full consideration of any public concerns raised.</p> <p>Finally, the Committee felt that it was extremely important that the Joint Sub-Regional Committee should operate transparently and that agendas and minutes should be publically available with minutes published within one month.</p>
Executive Response	The Executive thanked the Committee for its comments.

Local Plan: Village Housing Options and Settlement Boundaries	
Scrutiny Comment	The Overview and Scrutiny Committee congratulated the officer on an excellent report and wanted prompt action to implement the consultation on the villages report.
Executive Response	Having read the report and the representations from Overview and Scrutiny and local residents, the Executive decided to agree the recommendations in the report with the assurance that prior to consultation, any reference to the word 'proposed' would be amended to read 'preferred'.

Alternative use of part of West Rock car park	
Scrutiny Comment	The Overview and Scrutiny Committee approved the plan and it was noted that most Warwick councillors agreed that there was a need for affordable housing.
Executive Response	The Executive agreed the recommendations as written.

Access to Kingfisher Pools, Warwick	
Scrutiny Comment	The Overview and Scrutiny Committee recommended that this decision be deferred until local Ward Councillors and the Town Council had been consulted to facilitate looking at alternative options and all issues.
Executive Response	<p>The Executive did not feel that a deferral would assist the Club especially with the imminent arrival of winter weather. In addition, it felt that officers had already investigated any alternative routes available and had reported on the most suitable option available. However, to ensure that all parties were sufficiently consulted with, it was agreed that authority to carry out the works could be delegated to the Head of Service in consultation with the relevant Portfolio Holder.</p> <p>Having read the report and the recommendation from Overview and Scrutiny Committee the Executive decided to amend the recommendation to ensure that the relevant Ward Councillors and Warwick Town Councillors were consulted prior to the works taking place.</p>

10 December 2013

Assets Review	
Scrutiny Comment	<p>The Committee made the following comments and recommendations to Executive:</p> <p>“The Royal Pump Rooms is part of the heritage of Royal Leamington Spa and has a museum showing the history and culture of the Town. As a Council we have a responsibility to heritage. Therefore because of this and the significant amount of public money that has been spent on the building the Committee made a recommendation to the Executive as detailed below.</p> <p>The Committee also emphasised the importance of factoring in relocation costs and continued service provisions to the same current standards to the overall costs of the projects.</p> <p>Priory Park and Abbey Fields in Kenilworth were not listed as assets and the Committee felt that the Executive should ensure these ruins were included.</p> <p>The Committee recommends that recommendation 2.2 should be amended to include “maintaining full and free access to the building”.</p>
Executive Response	The Executive did not agree the recommendation put forward by the Overview & Scrutiny Committee because Members felt that officers should be given a free hand to be investigate all options. The Executive accepted that special care and attention was needed for these facilities and did not want officers to be restricted at the exploratory stage.

CCTV & Lighting in St Nicholas Park	
Scrutiny Comment	<p>The Overview & Scrutiny Committee received a presentation from local residents and following this the Committee felt that it needed to make a recommendation to the Executive, detailed below.</p> <p>The Overview & Scrutiny Committee also wished to see a further report back in six months about what has happened and been implemented.</p>

	<p>The Overview & Scrutiny Committee recommends to the Executive that:</p> <ol style="list-style-type: none"> (1) recommendation 2.5 is amended to read that, as a matter of urgency, officers work with Warwickshire Police to ensure that boy racers are eradicated from the park by taking appropriate action; (2) recommendation 2.6 is amended to read "act urgently to work with Ward Councillors, Friends of the park and its users to allocate the remaining funding to those other desirable projects previously identified by the working party whilst looking at resolving the public nuisance issues from boy racers"; and (3) the Executive write to the Police Commissioner about the issues with boy racers and encourage police liaison to help tackle the problem early in the summer months when the problem is most acute.
Executive Response	<p>The recommendations in the report were agreed along with the recommendations from Overview & Scrutiny with a minor amendment to (3) as detailed in bold, as follows:</p> <ol style="list-style-type: none"> (1) recommendation 2.5 is amended to read that, as a matter of urgency, officers work with Warwickshire Police to ensure that boy racers are eradicated from the park by taking appropriate action; (2) recommendation 2.6 is amended to read "act urgently to work with Ward Councillors, Friends of the park and its users to allocate the remaining funding to those other desirable projects previously identified by the working party whilst looking at resolving the public nuisance issues from boy racers"; and (3) Councillor Coker will write to the Police Commissioner independently about the issues with boy racers and encourage police liaison to help tackle the problem early in the summer months when the problem is most acute.

Review of Security of Open Spaces Within Warwick District Council to prevent Illegal Encampments

Scrutiny Comment	The Overview & Scrutiny Committee noted the report.
Executive Response	The recommendation in the report was agreed.

Kenilworth Public Service Centre

Scrutiny Comment	The Overview and Scrutiny Committee recommended that the Executive took alternative option 6.3 as set out in the confidential report.
Executive Response	The Executive accepted the recommendations in the confidential report.

11 February 2014

Assets Review – Update Report	
Scrutiny Comment	The Overview and Scrutiny Committee had concerns on how the conclusions were reached as shown in Appendix 1 of the report and questioned the criteria for how the Council was prioritising the assets. It was felt that the use of Ward Boundaries gave a false impression.
Executive Response	Following the Overview and Scrutiny meeting, Members had received and explanations from the Deputy Chief Executive (BH) which clarified their questions. The Executive agreed the recommendations as written.

Peer Challenge Improvement Plan Update	
Scrutiny Comment	The Overview and Scrutiny Committee felt that the Leader of the Council should encourage people to participate. The Committee welcomed recommendation 2.4 and making available £8,000 for mentoring support providing it would be available for all councillors to take part. The Committee was pleased with the efforts to provide information to other councillors.
Executive Response	Members applauded the mentoring facility stating that it was a valuable tool which all Members should consider taking advantage of. Having read the report and having heard the representations from the Scrutiny Committees, the Executive decided to agree the recommendations as written.

2nd Warwick Sea Scouts' Headquarters	
Scrutiny Comment	The Overview and Scrutiny Committee was broadly in favour of the recommendations but great care must be taken with the proposals at planning applications stage. The Committee suggested that the Sea Scouts might consider approaching Severn Trent to move the pipe and to pay for the hut.
Executive Response	Members were full of praise for the organisation and the smartness and manner in which they presented themselves through the District. It was hoped that better facilities would encourage even more families to get involved. Councillor MacKay fully supported the report and reminded Members that this troop had a very high reputation, following inspections carried out by Senior Royal Naval inspectors. Members were mindful of a letter from the Warwickshire Gardens Trust prior to the meeting and hoped that some of the concerns could be taken on board. Having read the report and having heard the representations from the Scrutiny Committees, the Executive decided to agree the recommendations as written.

Car Parking – National Bowls Championships	
Scrutiny Comment	The Overview and Scrutiny Committee recommends that recommendation 2.7 is highlighted for importance. The Committee recognises that this year's event is in the nature of a trial and recommends that the review report is produced by the end of the year based on similar lines to the last Bowls event review. It also recommends that the Friends of Victoria Park are consulted, along with local residents and users of the park as part of the review process.
Executive Response	In response to the recommendation from Overview and Scrutiny Committee, Councillor Cross was happy to amend the wording of recommendation 2.7 to make it more robust but highlighted that this would be a review of the 2014 event with the findings and lessons learned being reported to the Executive in January 2015.

Public Service Network (PSN) Compliance	
Scrutiny Comment	The Overview and Scrutiny Committee recommends that further review on the feasibility of separating the email system from the PSN is undertaken to allow access to emails in a more flexible manner.
Executive Response	Members supported the investigation into separating the email system from PSN.

10, 12 & 14 Chapel Street, Warwick	
Scrutiny Comment	The Overview and Scrutiny Committee supported the recommendations in the confidential report and addendum and agreed recommendation 2.2 in the addendum.
Executive Response	The recommendations in the report were agreed, including the additional recommendation as detailed in the addendum.

11 March 2014

Housing Strategy 2014-17 Delivery Plan	
Scrutiny Comment	The Overview and Scrutiny Committee welcomed the report and commended it to the Executive.
Executive Response	The Portfolio Holder for Housing and Property Services, Councillor Vincett, endorsed the report and thanked the Overview and Scrutiny Committee for its support. Having read the report and having heard the representation from the Scrutiny Committee, the Executive decided to agree the recommendations as written.

Hackney Carriage Fare Increase – Request from Drivers	
Scrutiny Comment	The Overview and Scrutiny Committee recommended that the Executive delayed any decision in respect of fare increases pending a complete review of the taxi drivers' code of conduct to improve standards of service and vehicles.
Executive Response	Members were concerned about the comments raised at Overview and Scrutiny Committee and were uncomfortable with the proposed new fares, considering the level of service currently being reported. In addition, it was felt that a 50% increase in the soiling charge was too high. Councillor Coker also felt that further communication should take place between officers and the hackney carriage drivers, during the review of processes, to negotiate a more suitable fare increase, with a report to

	<p>come back to Executive at a later date.</p> <p>Having read the report and having and in light of the comments from Overview & Scrutiny Committee, the Executive refused the recommendations in the report and resolved:</p> <ol style="list-style-type: none"> 1. That the recommendations in the report were refused. 2. The existing fares were confirmed at their current rate. 3. That the Executive fully supported the pending review of the policies and procedures relating to Taxi Licensing. <p>As part of that review, officers were asked to negotiate with drivers about fare charges, and report back to the Executive in due course.</p>
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Proposed Housing Development on Bowling Green Street / Theatre	
Scrutiny Comment	The Overview and Scrutiny Committee supported the recommendations in the confidential report which it believed would benefit Warwick.
Executive Response	The Executive agreed the recommendations in the report.

25 March 2014

Petition against the High Speed Rail (London West Midlands Bill)	
Scrutiny Comment	The Overview and Scrutiny Committee agreed with both recommendations in principle and recommended that the Council's representative on 51M was included in the named parties given delegated authority in recommendation 2.2. It also recommended to the Executive that all councillors see the final petition before it was submitted.
Executive Response	The Executive agreed with the comments from the Scrutiny Committee. Members accepted that they could not name Councillor Illingworth or the Council's 51M representative within the decision because they did not hold a formal position relevant to this matter. However the Executive provided assurance that Councillor Illingworth would be involved in the formulation of the response.

Relocation of the Council's HQ offices	
Scrutiny Comment	The Overview and Scrutiny Committee recommended that the Executive delayed the decision for a short period to confirm that the correct decision had been made on the relocation site.
Executive Response	<p>In response to the recommendations from the Scrutiny Committees the Leader proposed the following amended and additional recommendations:</p> <p>Amended 2.4 That Executive approves a WDC project budget of £100,000, separate from the LLP forward funding, to cover 'client' project costs, subject to any expenditure being compliant with the Code of Procurement Practice.</p> <p>Amended 2.6 That Executive notes, the proposed Project timetable, as set out at Appendix Four, and that this will require the presentation of a further report in February 2015 seeking final approval for the project once the financial appraisals have been undertaken and all necessary planning approvals gained, subject to a revision to Appendix Four to ensure that the award of the contract to a development partner is not made until after the Executive decision.</p>

	<p>New 2.10 That, in parallel with the LLP funded detailed financial and design appraisals of the Spa Centre site, Executive instruct officers to formally review the potential use of other WDC town centre landholdings as alternative relocation sites and to report back no later than May 2014.</p> <p>New 2.11 That Executive agree to establish a sub-group to the existing Member Reference Group, made up of 1 member of each Group who is not a member of Planning Committee (and will also become ineligible to be a substitute for any Planning Committee meeting relevant to this project) to review, with officers, the design specification and car parking arrangements for the proposed new HQ offices at the Spa Centre site.</p>
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15 April 2014

Local Air Quality	
Scrutiny Comment	The Overview and Scrutiny Committee felt it was an interesting report and supported the recommendations in the report. The Committee believe this report is exactly the type of topic that will be discussed by the Health Scrutiny Sub-Committee.
Executive Response	The Executive agreed the recommendations of the report with additional wording to recommendation 2.2 to advise that page 19 of the Low Emission Strategy Guidance for Developers, which relates to transport policy TR2, will be updated to comply with the version contained in the Local Plan.

Racing Club Warwick & West Midlands Reserve Force & Cadets Association	
Scrutiny Comment	The Overview and Scrutiny Committee made an alternative suggestion to the recommendations in the confidential report.
Executive Response	The Executive accepted the recommendations in the confidential report.

23 April 2014

Local Plan Submission Draft	
Scrutiny Comment	<p>The Joint Scrutiny Committee supported the recommendations in the report as amended, including the two new recommendations but proposed one additional recommendation:</p> <p>“The Joint Scrutiny Committee recommends to the Executive that they ensure that firm proposals are included within the Infrastructure Delivery Plan in respect of Sustainable Transport Infrastructure to effectively deliver all aspects of the future transport agenda as set out in the Submission Draft Local Plan.”</p>
Executive Response	<p>The Executive agreed the recommendations within item 13 “Local Plan Submission Draft”, which were relevant to them, subject to the following amendments:</p> <p>That the amended indicative total cost tables of the Infrastructure Delivery Plan, as circulated at the meeting, replace the tables that appear at the end of each section of the Infrastructure Delivery Plan.</p>


That Appendix 5, sub regional approach to Delivering Housing Requirement as amended, set out below, by the Coventry and Warwickshire Joint Committee on 20th March, be noted.

- Recommendation 2.1 - Amend the figure to read 3750-3800 dwellings;
- Recommendation 2.2.1 - Amended to read "... according to a timetable to be agreed ...";
- Recommendation 2.2.4 - add "To recognise relationships outside of the sub-region."; and
- Additional recommendation: That Updates are to be received at Joint Committee Meetings and details to follow through to the review of the Strategic Economic Plan.

In addition to the recommendations in the report the Executive also resolved that:

- if the Gateway planning application does not succeed the Local Planning Authority will review the evidence base in relation to the need for the sub-regional employment site in light of the Secretary of State's decision".
- the findings of the Transport Demand Management Study be reported to Executive along with recommended amendments to the Infrastructure Delivery Plan"

in response to the recommendation from the joint meeting of the Scrutiny Committees the Executive will ensure that firm proposals are included within the Infrastructure Delivery Plan in respect of Sustainable Transport Infrastructure to effectively deliver all aspects of the future transport agenda as set out in the Submission Draft Local Plan.

 Overview and Scrutiny Committee – 7 May 2014		Agenda Item No. 9
Title	Review of the Work Programme	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Civic and Committee Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	15 April 2014	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		
Consultation Undertaken		
n/a		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 This report informs the Committee of their work programme for 2014, appendix 1.

2. **RECOMMENDATIONS**

- 2.1 The report be noted; and
- 2.2 Any amendments suggested at the meeting, be made accordingly.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The work programme needed to be updated at each meeting to reflect the work load of the Committee.

4. **ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There are no alternative options.

5. **BUDGETARY FRAMEWORK**

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

6. **POLICY FRAMEWORK**

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

7. **BACKGROUND**

- 7.1 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.
- 7.2 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.

OVERVIEW AND SCRUTINY COMMITTEE
Work Programme 2014

7 May 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Task & Finish Group SEVs – Progress report	Full Council October 2012	Chairman of T & F Group to give an update on the results of the survey.	Councillor Rhead	Councillors Brookes, Davies, Mrs Knight, Pittarello, Rhead, weed & Wreford-Bush	June 2014	
HARP	O & S 6 August 2013	Report	Amy Carnall			
Health Scrutiny Working Party	O & S 6 August 2013	Verbal report of the meeting 6 May and clarification on the political proportionality on membership of sub-committee in anticipation of June meeting	Councillor Mrs Falp			
Discretionary Housing Payments update following 12 months of operation	O & S 10 December 2013	Written report	Andrea Wyatt			

Annual review of the O & S work programme 2013/2014	Standard annual item.	Written report	Councillor Mrs Blacklock		May 2015	May 2014
To set the O & S Work Programme for 2014/2015	Councillor Mrs Blacklock	Discussion			May 2015	May 2014
Review the Portfolio Holder Update process	Councillor Mrs Blacklock	Discussion				May 2014

10 June 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Housing & Property Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report	Councillor Vincett		Every June & November	
Portfolio Holder Update Community and Corporate Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months	O & S October 2013	Report	Councillor Mrs Grainger		Every June & November	
To appoint members to a Health Scrutiny Sub-Committee and decide delegated powers and reporting to the O & S Committee	O & S 15 April 2014	Report	Councillor Mrs Falp			June 2014

LEP Update	O & S 11 March 2014		Councillor Mobbs		Every three months	
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1 July 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Cultural Services – a report on the previous 12 months, highlighting successes & failures and anticipating the major events and improvements over the forthcoming 12 months and a progress report on the cinema and its future.	O & S October 2013	Report	Councillor Cross		Every June & November	

September 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Neighbourhood Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Shilton		Every September & March	
Portfolio Holder Update Finance – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Mobbs		Every September & March	
LEP Update	O & S 11 March 2014		Councillor Mobbs		Every 3 months	
Review of effectiveness of measures taken by the Police re anti-social behaviour at St Nicholas Park and Myton Fields	O & S February 2014		Councillor Mrs Blacklock			

October 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Development Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Hammon		Every October & April	
Portfolio Holder Update Health & Community Protection – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Coker		Every October & April	

November 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder Update Community & Corporate Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Mrs Grainger		Every November & June	
Portfolio Holder Update Housing & Property Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Vincett		Every November & June	

Portfolio Holder Update Cultural Services – a report to indicate progress, or problems arising, with the matters highlighted in the spring report and with work areas where changes may have been recently introduced.	O & S October 2013	Report	Councillor Cross		Every November & June	
Outside appointments Report – Annual statement of the work undertaken by the Body (Request to be sent by CSO by 1 October, reminder by 15 October, deadline of 10.00 am on 23 October)	O & S September 2013	Written report	Lesley Dury		Every November	No end date as this is an annual report

December 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
LEP Update	O & S 11 March 2014		Councillor Mobbs		Every 3 months	

Future Items:

TBA:

- Social Value in Procurement – November 2013
- HARP – when it appears on the Executive Agenda (anticipated April or May 2014)

March 2015:

Review of the Volunteering Policy (see minutes 11 March 2014)

Review whether to re-commence a Task & Finish Group for Staff Volunteering (see minutes 11 March 2014)

The Portfolio statements as set out in the Executive agenda 11 December 2013 be considered to evaluate how these can be scrutinised.	O & S December 2010	Discussion				
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