

# Overview and Scrutiny Committee

Tuesday 5 April 2016

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A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 5 April 2016 at 6.00pm.

## Membership:

	Councillor Boad (Chairman)	
Councillor Bromley		Councillor Miss Grainger
Councillor Mrs Cain		Councillor Margrave
Councillor D'Arcy		Councillor Naimo
Councillor Davison		Councillor Parkins
Councillor Edgington		Councillor Mrs Redford

## Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

## Agenda

### 1. Apologies and Substitutes

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

### 2. Declarations of Interest

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

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

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

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

3. **Minutes**

To confirm the minutes of the Overview & Scrutiny Committee meeting held on 8 March 2016. **(Item 3/Page 1)**

4. **Comments from the Executive**

To consider a report from Democratic Services. **(Item 4/Page 1)**

5. **Update from the Leader of the Council**

Question and Answer session arising from a verbal report from the Leader of the Council giving an update on his corporate and strategic leadership.

6. **Coventry & Warwickshire Local Enterprise Partnership Update**

To receive a verbal update from the Leader of the Council on the CWLEP.

7. **Children's Champions End of Year Report**

To consider a report from the Deputy Chief Executive (BH). **(To follow)**

8. **Overview and Scrutiny Committee End of Term Report**

To consider a report from Democratic Services. **(Item 8/Page 1)**

9. **Review of the Work Programme & Forward Plan**

To consider a report from Democratic Services. **(Item 9/Page 1)**

10. **Executive Agenda (Non Confidential Items and Reports) – Wednesday 6 April 2016**

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. **Executive Agenda (Confidential Items and Reports) – Wednesday 6 April 2016**

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)**

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

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[o&committee@warwickdc.gov.uk](mailto:o&committee@warwickdc.gov.uk)

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

# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 8 March 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Boad (Chairman); Councillors Mrs Cain, Davison, D'Arcy, Miss Grainger, Margrave, Morris, Naimo, Parkins and Mrs Redford.

**Also Present:** Councillor Gallagher.

## 71. **Apologies and Substitutes**

Councillor Ashford substituted for Councillor Edgington.

The Chairman informed the Committee that Councillor Mobbs was unable to attend the meeting and so the reports he was due to give under items 5 and 6 of the agenda would be carried forward to the April meeting.

## 72. **Declarations of Interest**

Minute Number 75 - Executive Agenda Wednesday 9 March 2016 - Item number 11 – Pump Room Gardens Parks for People Project

Councillor Naimo declared an interest because she was a Friend of Pump Room Gardens.

## 73. **Minutes**

The minutes of the meeting held on 9 February 2016 were taken as read and signed by the Chairman as a correct record.

The minutes of the Health Scrutiny Sub-Committee held on 19 January 2016 were noted.

## 74. **Comments from the Executive**

The Committee considered a report from Democratic Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in February 2016.

**Resolved** that the report be noted.

## 75. **Executive Agenda (Non-confidential items and reports) – Wednesday 9 March 2016**

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 9 March 2016.

Item number 4 – Hackney Carriage & Private Hire Drivers – Policy and Scheme of Delegation Changes

The Overview & Scrutiny Committee supported the recommendations in the report and agreed that the report was excellent.

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

### Item number 6 – Rural / Urban Capital Improvement Scheme (RUCIS) Criteria

The Overview & Scrutiny Committee noted the report.

The Finance Administration Manager was asked to provide a breakdown of figures for the number of requests for rural and urban grants and the amounts involved.

### Item 11 – Pump Room Gardens Parks for People Project

The Overview & Scrutiny Committee recommended that a Member of the Council should be appointed to the Project Steering Group.

## **76. A vision and strategy for Leamington town centre**

The Committee considered a briefing note from the Senior Projects Co-ordinator giving an update on work that had occurred since the previous briefing session to the Committee back in January.

Members were pleased to note the progress made consulting various stakeholders detailed in the briefing note but sought assurance that consultation would be widened to seek the views of the public. Members also advised that representation from “Old Town” Leamington Spa would be different from the main retail part of Leamington.

(Councillor Mrs Redford left the meeting part-way through the discussions on this item.)

## **77. Review of the Work Programme & Forward Plan**

The Committee considered its work programme for 2016 and the Forward Plan. The Forward Plan published with the agenda had been superseded by an updated version within days of the agenda being issued. The updated version April 2016 to July 2016 was handed to Members at the meeting, and it was from this version that they worked.

At the previous meeting, Councillor Boad had undertaken to write a scoping document for a Task & Finish Group for a review of off street car parking charges and their impact on the economic development of the town centres. A copy of this document was circulated to all Members at the meeting and the Chairman sought approval for the terms of reference stipulated in the document.

The Committee requested a follow-up report at its next meeting from Neighbourhood Services to see if discussions to improve the waste collection service and reduce the number of complaints had been effective. Councillors asked for a breakdown of the complaints received by number and type, with examples of the types of complaints received.

Councillors Naimo and Davison were asked to provide a scoping document for a Task & Finish Group to look at the regulation of licensing houses in multiple occupation, which would be set before the Committee at its April meeting for approval.

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

At the previous meeting of the Committee, Councillor Naimo had been asked to provide a report on the work being done in respect of the appointment of the leisure management operator, attached at appendix 3 to the report. The Committee thanked her for the report but decided that there was no role for Scrutiny in the process because it had no delegated authority to do so.

### **Resolved that:**

- (1) a scoping document for a Task & Finish Group for a review of off street car parking charges and their impact on the economic development of the town centres is agreed as set out in Appendix 1 to these minutes. Non-Executive members of the Council will be asked to volunteer to join the Group and once membership is confirmed at the next meeting on 5 April, work will commence;
- (2) Neighbourhood Services will provide a follow-up report for the April meeting on the waste management service to see if complaints have reduced following discussions with the contractor. The report author should attend the next meeting to answer any questions;
- (3) Councillors Naimo and Davison will provide a scoping document to the April meeting for approval for a Task & Finish Group to look at the regulation of licensing houses in multiple occupation; and
- (4) due to Councillor Mobbs being unavailable to attend this meeting, agenda items 5 and 6 be carried forward to the next meeting.

(The meeting finished at 8.10 pm)

## OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Appendix 1


### Scrutiny Review Outline

<b>Review Topic</b>	<b>Review of off street car parking charges and their impact on the economic development of the town centres.</b>		
<b>Working Group Members</b>	Alan Boad		
<b>Key Officer Contact</b>	TBC		
<b>Officer Support</b>	TBC		
<b>Rationale</b>	The reasons and evidence of the need for differential charging across our towns is not accepted or understood by Councillors.		
<b>Purpose/Objective of Review</b>	To understand the rationale for the current basis of deciding the differential level of off street car parking charges across our towns. To recommend a transparent charging regime for off street car parking charges across the District that meets both the needs of our residents and enhances the economic prosperity of our town centres.		
<b>Scope of the Topic</b>	Included: Charges for off street car parking in current car parks. Comparison with privately operated car parks. Evidence of the 'need' for differential charging. Impact of on street charges. Excluded: Off street car parking strategy. Type of payment regime (pay and display, pay on exit).		
<b>Indicators of Success</b>	A clear and transparent charging regime is implemented across the District. Level of return required to fund and maintain existing car parks.		
<b>Specify Evidence Sources</b>	District Council car parking charges and usage. Private sector car parking charges and usage. Warwickshire CC – Parking Team Finance level to fund and maintain existing car parks.		
<b>Specify Witnesses/Experts</b>	Chambers of Trade Bid Leamington Private town centre car park operators Warwickshire CC – Parking Team Economic Development Team		
<b>Specify Site Visits</b>	Car parks across the District (Council and Private)		
<b>Consultation with Stakeholders</b>	At report stage		
<b>Level of Publicity</b>	Low		
<b>Barriers/dangers/risks</b>	Lack of officer support, lack of engagement with stakeholders.		
<b>Projected Start Date</b>	April '16	<b>Draft Report Deadline</b>	September '16

**OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

<b>Meeting Frequency</b>	<b>TBA</b>	<b>Projected Completion Date</b>	October '16
<b>Date to evaluate impact</b>	January '18		
<b>Methods of tracking / Evaluating</b>	Income and usage levels compared to baseline		



	<b>Overview and Scrutiny Committee – 5 April 2016</b>	<b>Agenda Item No. 4</b>
<b>Title</b>	Comments from the Executive	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Democratic Services	
<b>Wards of the District directly affected</b>	N/A	
<b>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</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	8 March 2016	
<b>Background Papers</b>	Executive Minutes – 9 March 2016	

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

<b>Officer/Councillor Approval</b>		
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).		
	<b>Date</b>	<b>Name</b>
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

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

## 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 March.

## 2. **Recommendation**

- 2.1 The responses made by the Executive are noted.

## 3. **Reasons for the Recommendation**

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

## 4. **Alternative Option considered**

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

## 5. **Budgetary Framework**

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

## 6. **Policy Framework**

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

## 7. **Background**


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

**Response from the meetings of the Executive on Overview and Scrutiny  
Committee Comments – 10 February 2016**

<b>Items no.</b>	4	<b>Title</b>	Hackney Carriage & Private Hire Drivers – Policy & Scheme of Delegation Changes	<b>Requested by</b>	Whitnash Residents' Association (Independents) Group
<b>Reason considered</b>	<p>While welcoming the suggested training for taxi drivers on Prevention of Child Sexual Exploitation, the Whitnash Residents' Association has a couple of questions concerning this item:</p> <p>How often will the courses be run, as drivers waiting to start work will not be able to do so until they take the course?</p> <p>Does the course duplicate other training drivers may have taken on this subject, for example, those who drive children for schools? If it does, will they have to take both?</p>				
<b>Scrutiny Comment</b>	The Overview & Scrutiny Committee supported the recommendations in the report and agreed that the report was excellent.				
<b>Executive Response</b>	<p>The recommendations of the report were agreed subject to a revised 2.1, as set out below were agreed:</p> <p>"The Executive agrees that from 1st April 2016, a hackney carriage private hire drivers' licence will not be granted and from 1st July 2016 not renewed unless the driver can demonstrate that they have undertaken a prevention of child sexual exploitation training course provided by Warwick District Council's nominated trainer and that all current hackney carriage private hire driver licence holders will be required to attend a prevention of child sexual exploitation training course provided by Warwick District Council's nominated trainer by the 1st July 2016. Any current licence holder who has failed to undertake the course by this date will be sent before the Licensing and Regulatory to explain their lack of attendance"</p>				

<b>Items no.</b>	6	<b>Title</b>	Rural / Urban Capital Improvement Scheme (RUCIS) Criteria	<b>Requested by</b>	Liberal Democrats Group
<b>Reason considered</b>	To question the involvement of parish and town councils in the process.				
<b>Scrutiny Comment</b>	The Overview & Scrutiny Committee noted the report.				
<b>Executive Response</b>	The recommendations in the report were agreed.				

<b>Items no.</b>	11	<b>Title</b>	Pump Room Gardens Parks for People Project	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	To consider the ongoing governance of this project.				
<b>Scrutiny Comment</b>	The Overview & Scrutiny Committee recommends that a Member of the Council should be appointed to the Project Steering Group.				
<b>Executive Response</b>	The recommendations in the report were agreed with addition of the agreement that a Councillor would be appointed to the project steering group.				

	<b>Overview and Scrutiny Committee – 5 April 2016</b>	<b>Agenda Item No. 8</b>
<b>Title</b>	Overview & Scrutiny Committee End of Term Report	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer 01926 456114 committee@warwickdc.gov.uk	
<b>Wards of the District directly affected</b>	n/a	
<b>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?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	O & S 8 April 2015 Council, 22 April 2015	
<b>Background Papers</b>	Agendas/Minutes Municipal Year 2015/16	

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

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	23.03.2016	Bill Hunt
Head of Service		
CMT	23.03.2016	Bill Hunt
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
<b>Consultation &amp; Community Engagement</b>		
Chairman of Overview and Scrutiny – Councillor Boad		
<b>Final Decision?</b>	Yes	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **Summary**

- 1.1 An end of term report to the Council on the work the Overview & Scrutiny Committee has undertaken during the year. The report also includes work by the Health Scrutiny Sub-Committee.

## 2. **Recommendation**

- 2.1 It be recommended to Council that the list of matters considered by the Overview & Scrutiny Committee and Health Scrutiny Sub-Committee during the municipal year 2015/16, 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.

- 4.3 **Impact Assessments** – This should set out the impacts of new or significant policy changes proposed in respect of Equalities. Reference can be made to an appendix which sets out the detail of the impacts

## 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.

## **Work handled by Overview & Scrutiny Committee 2015/16**

### **Chair's Introduction**

This year has been a particularly interesting one for the Overview and Scrutiny Committee following the elections in May 2015 which resulted in the committee being made up of newly elected Councillors.

As chair, and the only councillor with previous experience of both Executive and Overview and Scrutiny committees, I set out to use the first year of the new committee to help members to understand the responsibilities of the committee, primarily in holding the Executive to account. Task and Finish groups and assisting portfolio holders, if asked, to develop policy would follow later.

The members have been receptive to developing their role and over the year have progressively been more effective in asking searching questions of the portfolio holders and in looking at Executive reports as evidenced by the increasing number of recommendations or questions to the Executive. Briefing papers or verbal reports have also been requested over the year to either flush out more detail, or to gain a better understanding of key issues.

Now is the right time to move on to more in depth work, and I certainly feel that the committee is now ready for the next step in developing their role, that of Task and Finish groups.

Following training towards the end of the municipal year to allow members to develop their much wider role to look in depth at issues of concern to the public and the wider community, the committee is now ready to take its first steps into Task and Finish groups, with potentially two to start in the new year.

I am hopeful that within the next 12 months the O and S committee will be really confident in its role and will be at the forefront of Overview and Scrutiny best practice in the country.

Councillor Alan Boad  
23 March 2016

## **A synopsis of work undertaken by the Overview & Scrutiny Committee during the municipal year 2015/2016.**

### 30 June 2015

This was the first meeting of the newly elected Council's Overview & Scrutiny Committee. The District Council elections in May 2015 had resulted in 27 previous Members of the Council being replaced with new membership; the knock-on effect of this was that for the Overview & Scrutiny Committee only one of its membership had prior experience of Overview & Scrutiny Committee work; Councillor Boad. The first act of the Committee was to vote in Councillor Boad as its Chairman.

The Chairman explained to the new Members how the Work Programme operated and the Committee set about updating its Work Programme for the municipal year. It also considered the following reports that were due to be considered by the Executive the following evening:

- housing allocations policy review; and
- the introduction of a pre-application charging regime for development proposals.

### 28 July 2015

The Committee updated its Work Programme and asked for a Scoping Document for a Task & Finish Group on Sales and Lettings Board to be brought up-to-date in light of current information received so that the Committee could consider it at the next meeting.

The Committee also considered the following report that was due to be considered by the Executive the following evening:

- Gypsies and Travellers – update on the progress of the Development Plan Document to allocate sites.

### 2 September 2015

The Committee embarked on its programme to hold Portfolio Holders to account. Councillor Cross, Portfolio Holder for Development Services was the first Portfolio Holder to attend Overview and Scrutiny Committee to explain how his Service Area was performing. Scrutiny Members were informed how the Service Area was investigating and generating additional sources of income.

The Committee considered the progress of the Council's Health Strategy, following on from which it the Chairman explained how health scrutiny issues had been handled under the previous Overview and Scrutiny Committee. It was evident that there was a lot of work to do on health scrutiny and so the Committee decided to re-instate the Health Scrutiny Sub-Committee. Its Standing Orders would be agreed at the next meeting.

At the request of the Head of Cultural Services and the Portfolio Holder, the Committee listened to a briefing in advance of a report going to the Executive in November on work being done to establish the District's leisure options needs and how these could be met.



Following on from a decision made by the Committee in July, it agreed that a lot of work had been done to alleviate the problems surrounding the proliferation of Sales and Lettings Boards. The Committee resolved that it was no longer necessary for a Task & Finish Group to look into resolving the issue.

The Committee considered two reports that were due to be considered by the Executive the following evening. Having already received an update that evening on progress made with St Mary's Lands, Warwick, the Committee was satisfied that the report need only be noted. However, in respect of the Sustainable Community Strategy and Fit for the Future Updates and Service Area Plans 2015/16, the Committee asked for the Executive to state how it intended to assess the feasibility/business case in financial and community impact terms, and which would have priority. It also raised concerns that the programme was over ambitious. The Executive, at its meeting on the following evening, recognised the Committee's concerns but pointed out that the Council had to make tough decisions to continue to deliver its services.

### 29 September 2015

Councillor Gallagher, Portfolio Holder for Cultural Services attended the meeting to give account of work being done in her Service Area. She was able to deliver positive news about progress made on booking top class acts to perform at the Spa Centre and considerable achievements in driving forward efficiency savings in the area.

The Committee agreed the Terms of Reference (Standing Orders) under which the Health Scrutiny Sub Committee would operate and agreed the Sub-Committee's membership: Councillors D'Arcy, Edgington, Parkins and Mrs Redford.

The Committee discussed two reports that would be going to the Executive the following evening:

- Air Quality Action Plan; and
- Council HQ Relocation Project

Suggestions made by the Committee to the Portfolio Holder, Councillor Grainger in respect of the Air Quality Action Plan were accepted by Councillor Grainger who had attended the Overview and Scrutiny Committee meeting.

### 3 November 2015

Both Scrutiny Committees met ahead of their respective individual meetings and discussed the Leisure Options report before it would be considered by Executive on the following evening. Recommendations were made to the Executive to remove certain of the report recommendations; namely 2.6, 2.7, 2.8 and 2.9 which would effectively retain the Leisure Options in the Council's management control and to leave current arrangements in place. Officers were also asked to investigate the option to introduce a "Passport to Leisure" into the contract to enable members of the community to access leisure facilities. At the meeting of the Executive on the following evening, the Executive agreed to investigate the option for introducing a Passport to Leisure into the contract, but did not accept the recommendations from the Joint Scrutiny Committee about the removal of certain recommendations from the report.

At the Overview and Scrutiny Committee's meeting, Councillor Mobbs gave the Committee an update the Coventry & Warwickshire LEP. Since this was a first update

for many of the Committee who had only joined the Council in May, he also explained what the LEP was and its purpose.

Councillor Whiting, Portfolio Holder for Finance attended the meeting to give account of work being done in his Service Area. Of particular concern was the issue of staffing in the Service Area, especially in the Procurement Section, with various staff leaving to pursue new challenges. The challenge was finding suitable replacement staff and work had been started to train staff.

The Committee fulfilled its annual obligation to review outside appointments and noted that Portfolio Holders represented the Council on many outside bodies. It decided to question Portfolio Holders about this when they attended Overview and Scrutiny Committee meetings to give account of their service areas.

The Committee reviewed its previous decision made at the start of September not to pursue Task & Finish Group work in respect of sales and lettings boards, following concerns being raised to the Chairman. The Committee still considered that the decision had been right but that it would request a follow-on report from Planning Enforcement to ensure the improvements continued, in early 2016.

The Leamington Creative Quarter report going to the Executive the following evening was considered and the Committee was content to note the report.

#### 1 December 2015

Both Scrutiny Committees met ahead of their respective individual meetings and were given a briefing on the future delivery of housing aids and adaptations services which informed Members about the progress being made by the South Warwickshire Housing Assessment Team's pilot project to help people who had disabilities get the right grant funding and adaptations in their homes.

Following that, the Overview & Scrutiny Committee met and received an update from the Housing & Property Services Portfolio Holder, Councillor Phillips. He was able to assure Members that shared ownership options would be investigated to help people get on the housing ladder.

The Committee undertook its statutory duty to review the work of the South Warwickshire Community Safety Partnership which alongside the Police determined priorities in respect of crime reduction.

Following on from a decision by the Executive in November to agree the recommendations as written for Leisure Options, certain councillors had exercised their right to call-in the Leisure Development Programme report to Overview and Scrutiny Committee. Following detailed discussions, the Overview and Scrutiny Committee resolved that the decision made by the Executive should be referred back to it together with the observations made by the Overview and Scrutiny Committee and further advice by the Monitoring Officer. In January 2016, the Executive considered the observations made by Overview and Scrutiny Committee and the further advice received from the Monitoring Officer and resolved to confirm its original decision.

The Overview and Scrutiny Committee also considered the Digital Transformation of Council Services report going to the Executive for decision on the following evening. The Committee, whilst supporting the recommendations in the report, recommended that all Members were informed in advance when it was planned to stop cash and

cheque payment and close generic email accounts. These recommendations were accepted by the Executive.

### 12 January 2016

The Committee received an update on the development of the Council's car parking strategy for the District and attention was drawn to the work required at Linen Street car park in Warwick. It also received an update on the "vision" for Royal Leamington Spa Town Centre. Councillor Mobbs gave the Committee a further progress report on the Coventry & Warwickshire LEP and told them about the Local Government Association's Councils' Network.

Two Executive reports were considered and noted:

- Review of the Sexual Entertainment Establishment Policy; and
- Electric Vehicles and Charging Infrastructure.

### 9 February 2016

Councillor Shilton, Portfolio Holder for Neighbourhood Services, gave an update on his service area. He informed the Committee that a group would be set up to review the car parking charges and strategy. Of particular concern was the waste recycling contract and complaints received from residents about missed collections. The Committee decided that both of these areas would require further scrutiny. Councillor Boad, Chairman of Overview and Scrutiny Committee, was asked to bring forward a scoping document to the next meeting to look at off-street parking charges. The Committee would also review the work being done to improve the waste collection service at some future date once the work already undertaken by the service area to improve the service had had a chance to take effect.

The Committee also received an update from Councillor Grainger, Portfolio Holder of Health & Community Protection on the service area.

Members also undertook a previous commitment to review the impact of measures that had been taken to halt the proliferation of sales and lettings boards. Members were content that the measures being taken were working but officers were asked to remind letting agents of the regulations prior to the intake of new students at the local universities. Officers were also requested to keep meaningful statistics so that in 12 months' time the instances of where the regulations were flouted could be analysed and any trends could be ascertained.

The Committee also scrutinised the report going to the Executive on the following evening concerning Waste Container Charging. It asked that the Service Area collect various data once the recommendations were agreed, and then Overview and Scrutiny Committee would review the scheme in 12 months' time.

The Design Guidance for the strategic urban extension, South of Leamington Spa and Warwick report going to the Executive on the following evening was also considered and Members commented that they would like to see in practice higher housing densities where this was appropriate, but the Executive highlighted that the density of housing was not a matter that could be considered in this report's case.

## 8 March 2016

The Committee received a further update on the vision and strategy for Leamington Town Centre.

Councillor Boad delivered a scoping document for a Task & Finish Group on a review of off-street parking charges, which was agreed. Once membership of the Group was agreed at the next meeting in April, work would commence and it was hoped that it would complete by September. The Committee also asked two councillors to draw up a scoping document for a second Task & Finish Group in respect of the regulation of licensing houses in multiple occupation for its next meeting in April.

The Committee considered three reports going to the Executive:

- Hackney Carriage & Private Hire Drivers – Policy and Scheme of Delegation Changes;
- Rural / Urban Capital Improvement Scheme (RUCIS) Criteria; and
- Pump Room Gardens Parks for People Project

A recommendation by Overview and Scrutiny Committee that a Member of the Council should be appointed to the Pump Room Gardens for People Project was accepted by the Executive on the following evening.

### **A synopsis of work undertaken by the Health Scrutiny Sub-Committee during the municipal year 2015/2016.**

#### 24 November 2015


This was the first meeting of the Health Scrutiny Sub-Committee during the municipal year.

The Sub-Committee received an update on the Air Quality Action Plan and the Council's Health & Wellbeing Strategy.

#### 19 January 2016

Councillor Parkins was voted the Sub-Committee's Chairman after Members had deferred the decision at the previous meeting.

The Sub-Committee welcomed a guest speaker from the Alzheimer's Society who explained the issues for people who lived with dementia and work being undertaken to help them. They were also informed about the work being undertaken by the Council in this respect, including the "Dementia Friends" initiative.

 <b>Overview and Scrutiny Committee – 5 April 2016</b>		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>9</b></div>
<b>Title</b>	Review of the Work Programme & Forward Plan	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Democratic Services	
<b>Wards of the District directly affected</b>	N/A	
<b>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</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	8 March 2016	
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality and Sustainability Impact Assessment Undertaken</b>	No
n/a	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
<b>Consultation &amp; Community Engagement</b>		
n/a		
<b>Final Decision?</b>	Yes	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2016 (Appendix 1) and of the current Forward Plan April 2016 to July 2016 (Appendix 2).

## 2. **Recommendations**

- 2.1 The report be noted;
- 2.2 Any amendments suggested at the meeting for the Work Programme, be made accordingly;
- 2.3 The Committee to identify any future Executive decisions to be made, or future policies to be adopted, which members wish to have an input into before the Executive take the decision, and either:
  - 1. nominate one member to investigate that future decision/policy and report back to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
  - 2. request an officer report to be submitted to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.

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

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

## 4. **Policy Framework**

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

## 5. **Budgetary Framework**

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

## 6. **Risks**

- 6.1 This Committee contributes to the effective minimisation of risk by fulfilling its duties in a timely manner and scrutinising the work undertaken by the Executive.

## 7. **Alternative Options Considered**

- 7.1 The only alternative option is not to undertake this aspect of the overview and scrutiny function.

## 8. **Background**

- 8.1 There are five main roles of overview and scrutiny in local government. These being:

- Holding to account
- Performance management
- Policy review
- Policy development
- External scrutiny

- 8.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.

- 8.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.

- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.

- 8.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.

- 8.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.

- 8.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report

detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.

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



**Overview and Scrutiny Committee  
Work Programme 2016**

**5 April 2016**

**To be discussed under agenda item 8:**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Task & Finish Group – Parking Charges <i>To agree the membership of the T&amp;F Group</i>	8 March 2016	Discussion and decision	Councillor Boad		Every meeting until work completed	September 2016
Task & Finish Group – HMO's – <i>To agree the Scope document – See Appendix 3</i>	8 March 2016	Scope document review at meeting	Councillors Naimo and Davison		TBA	TBA
Issues surrounding Waste Management – service and complaints. Review of progress.  <i>**The Head of Neighbourhood Services has advised that it is too early to make any sort of judgement yet and it was agreed with the Chairman to re-set a delivery date for this report in a few months.</i>	February 2016	Written report / Q&A	Rob Hoof		TBA	

**5 April (continued)**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Update from the Leader of the Council on his corporate and strategic leadership <b>Item 5 on the agenda</b>	30 June 2015	Verbal report / Q & A	Councillor Mobbs		8 March 2017	Annually
CWLEP – Verbal Update <b>Item 6 on the agenda</b>	O & S July 2015	Briefing	Councillor Mobbs		Next O & S Meeting following: 23 May, 25 July, 10 October, 28 November	
Children’s Champions – End of Year Report <b>Item 7 on the agenda</b>	Council recommendation	Written report	Bill Hunt and Member Children Champions		April/May 2016	
End of Term report <b>Item 8 on the agenda</b>	Mandatory	Written report	Committee Services		5 April 2016	

## 1 June 2016

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Elect an Overview and Scrutiny Committee Chairman					1 <sup>st</sup> meeting of Municipal Year 2016/17	Annually
Health Scrutiny – re-confirm the status of the sub-committee, the sub-committee’s standing orders and appoint membership.		Written Report			1 <sup>st</sup> meeting of Municipal Year 2016/17	Annually
Social Value in Procurement & what is happening about this in the Council update report.	29 September 2015	Report	Mike Snow			1 June 2016

## 28 June 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Recruitment and Retention of Staff – what analysis is being done and options. “Grow your own” and feasibility. What work is being done and examples where difficulties have been encountered	Feb 2016	Written Report	Tracy Dolphin			
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke			Every three months

## Future Items or Dates to be Agreed 2016 onwards

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Housing Strategy 2014-2017	February 2016	TBA	TBA		TBA once the changes to the Act have been published.	
Council Development Company (Forward Plan Ref 727) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	February 2016	TBA	TBA		TBA	
Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Report	Councillor Coker		TBA	
National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker		TBA	
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber		TBA	Quarterly update once the Local Plan has been agreed.

Appendix 1 – O&S Work Programme

CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available
Holding Portfolio Holders to account – Development Services	30 June 2015	Report / Q & A	Councillor Cross		Early September 2016	Annually
Holding Portfolio Holders to account – Cultural Services	30 June 2015	Report / Q & A	Councillor Gallagher		Late September 2016	Annually
Holding Portfolio Holders to account - Finance	30 June 2015	Report / Q & A	Councillor Whiting		November 2016	Annually
Health Scrutiny – Review of the work undertaken by the Sub-Committee since inception and decide whether to continue with the sub-committee.		Written Report			3 <sup>rd</sup> Quarter of municipal year 2016/2017	Annually
Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		November 2016	Annually
Holding Portfolio Holders to account – Housing & Property Services	30 June 2015	Report / Q & A	Councillor Philips		December 2016	Annually

Appendix 1 – O& S Work Programme

Scrutiny of South Warwickshire Crime and Disorder Partnership	Mandatory	Verbal briefing and discussion	Pete Cutts		December 2016	Annually
Holding Portfolio Holders to account – Neighbourhood Services	30 June 2015	Report / Q & A	Councillor Shilton		January 2017	Annually
Letting Boards – Update against the position 12 months ago and the trend	9 February 2016	Report / Q & A	Councillor Shilton		February 2017	
Waste Container Charging Review – In light of monitoring of figures of numbers of bins/boxes bought / supplied and whether recycling has increased/decreased	9 February 2016	Report / Q & A	Councillor Shilton		February 2017	
Holding Portfolio Holders to account – Health & Community Protection	30 June 2015	Report / Q & A	Councillor Grainger		February 2017	Annually
Update from the Leader of the Council on his corporate and strategic leadership	30 June 2015	Verbal report / Q & A	Councillor Mobbs		March 2017	Annually



## **FORWARD PLAN**

### **Forward Plan April 2016 to July 2016**

#### **COUNCILLOR ANDREW MOBBS**

#### **LEADER OF THE EXECUTIVE**

The Forward Plan is a list of all the Key Decisions which will be taken by the Executive or its Committees in the next four months. The Warwick District Council definition of a key decision is: - a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

Whilst the majority of the Executive's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private. This is because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those items which are proposed to be considered in private are marked as such along with the reason for the exclusion in the list below.

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 456114. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

**(784)**



## Section 1 – The Forward Plan April 2016 to July 2016

Topic and Reference	Purpose of report	If requested by Executive –date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
<b>6 April 2016</b>						
Whitnash Community Hub (Ref 741)	To receive information following the feasibility study of a Whitnash Community Hub		Executive <del>13/1/16 R5</del> 10/2/2016 R4 Executive 6/4/2016	29.3.2016	Andrew Jones Cllr Mrs Grainger	
Rural Urban Community Initiative Scheme applications (ref 760)	Consider applications for Rural and Urban Initiative Grants		Executive 6/4/2016	29.3.2016	Jon Dawson Cllr Whiting	
Customer Contact Review (Ref 752)	To consider a report regarding the future of this role. This report will be private and confidential because it contains information about an individual.		Executive <del>13/1/16 R4</del> 9/3/2016 6/4/2016	29.3.2016	Tracy Dolphin Cllr Mobbs	
HQ Relocation (Ref 742)	Part A and B reports regarding the future location of the Council's HQ.		Executive <del>13/1/16</del> Reason 3 9/3/2016 Reason 3 & 5 6/4/2016	29.3.2016	Duncan Elliott Cllr Mobbs	Executive papers – 30/09/2015
St Mary's Lands Masterplan (Ref 783)	To seek approval to go out to public consultation on the proposals developed by the St Mary's Lands Working Party	Executive in November 2015	Executive 06/04/16	29.03.16	Chris Elliott, Cllr Cross	St Mary's Lands Working Party which is made up of representatives from various

						organisations.
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<b>May 2016 – No Meeting of the Executive</b>
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<b>2 June 2016</b>
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Guy Road Housing Development (Ref 750)	A project to develop new homes in Kenilworth		Executive <del>9/3/2016</del> 2/6/2016 Reason 2	24/5/2016	Matt Jones Cllr Phillips	
New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants		Executive <del>6/4/2016</del> Executive 02/06/16 Reason 1	24/5/2016	Jacky Oughton Cllr Phillips	
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company		Executive <del>9/3/2016</del> 2/6/2016 Reason 2	24/5/2016	Andy Thompson Cllr Phillips	
Improved Fire Alarm Systems – Sheltered Housing	To request approval to further upgrade fire alarm systems in sheltered housing		Executive 2/6/2016	24/5/2016	Jacky Oughton Cllr Phillips	
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings. (Moved Reason 6 Seeking further clarification on implications of report)		<del>5 November 2014</del> Executive <del>(03/09/15)</del> 2/6/2016	24/5/2016	Bill Hunt Cllrs Coker & Mobbs	

<b>29 June 2016</b>						
Final Accounts (Ref 762)	To report on the Council's outturn position for both revenue and capital		Executive 29/9/2016	21/6/2016	Jenny Clayton Cllr Whiting	
Rural Urban Community Initiative Scheme applications (Ref 761)	Consider applications for Rural and Urban Initiative Grants		Executive 29/6/2016	21/6/2016	Jon Dawson Cllr Whiting	

<b>27 July 2016</b>						
Rural Urban Community Initiative Scheme applications (Ref 763)	Consider applications for Rural and Urban Initiative Grants		Executive 27/7/2016	19/7/2016	Jon Dawson Cllr Whiting	
Budget Review Quarter 1 to include financial projections (Ref 764)	To Report on the latest financial prospects for the current and future 5 years		Executive 27/7/2016	19/7/2016	Andy Crump Cllr Whiting	
Investment in Leisure Centres (745)	To consider final plans, costs and associated studies and planning applications relating to the proposed investment at St Nicholas Park and Newbold Comyn Leisure Centres	Nov 4 <sup>th</sup> 2015	Executive 27/7/2016	19/7/2016	Rose Winship Cllr Mrs Gallagher	The report is the culmination of project to expand these 2 leisure centres. Consultation with users through the Planning process and dialogue with clubs and national governing bodies of sport. Various reports from June 2014 onwards.

**Section 2 Key decisions which are anticipated to be considered by the Council between September 2016 and February 2017**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive –date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
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**1 & 28 September 2016**

Annual Benefit Fraud Report (Ref 765)			Executive 1/9/2016	31/8/2016	Andrea Wyatt Cllr Whiting	
Rural Urban Community Initiative Scheme applications (Ref 766)	Consider applications for Rural and Urban Initiative Grants		Executive 28/9/2016	20/9/2016	Jon Dawson Cllr Whiting	
Fees and Charges (Ref 770)	To propose the level of fees and Charges to be levied from 2nd January 2016		Executive 28/9/2016	20/9/2016	Andy Crump Cllr Whiting	

**2 & 30 November 2016**

Rural Urban Community Initiative Scheme applications (Ref 778)	Consider applications for Rural and Urban Initiative Grants		Executive 30/11/2016	22/11/2016	Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications (Ref 779)	Consider applications for Rural and Urban Initiative Grants		Executive 2/11/2016	25/10/2016	Jon Dawson Cllr Whiting	
HRA Budgets 2016/17	To Consider the following year revenue budgets for the HRA.		Executive		Mike Snow Peter	

REF 780			30/11/2016	22/11/2016	Phillips	
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**5 January 2017** – No scheduled reports at this time.

<b>8 February 2017</b>						
Appointment of leisure management operator (It is anticipated that part of this report will be confidential) (Ref 771)			Executive 30/11/2016 Reason 4 8/2/2017	31/1/2017	Rose Winship  Cllr Gallagher	Executive Nov 2015 Council and Executive 13/1/2016  Full OJEU procurement

<b>Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is to be confirmed</b>						
<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>History of Committee Dates &amp; Reason code for deferment</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>Expansion on Reasons for Deferment</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>	<b>Request for attendance by Committee</b>
Council Housing Asset Management Policy (Ref 774)	To request approval of the 'Council Housing Asset Management Policy – Disposal of Property'		Executive 6/4/2016 Reasons: 2, 4, 5	Awaiting outcome of Housing & Planning Bill which may influence the design and implementation of property disposals	Andy Thompson Cllr Phillips	
Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Abigail Hay Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined		TBC
Housing Revenue Account Business Plan (Ref 775)	To propose revisions to the Housing Revenue Account Business Plan		Andy Thompson Cllr Phillips	This will come forward when the Housing & Planning Bill, and associated regulations, have been approved by Parliament		
Aids and Adaptations Services (Ref 776)	To propose a new approach to providing aids and adaptations services for the residents of Warwick District		Abigail Hay Cllr Phillips	This will come forward when the option for a Warwickshire-wide service is sufficiently well developed to warrant consideration.		

Housing Related Support Services (Ref 777)	To propose new Housing Related Support services for tenants of the Council		Jacky Oughton Cllr Phillips			
HS2 Planning Applications (Ref 782)	Consideration of the process for handling planning applications related to HS2.		Gary Fisher Cllr Cross	This will come forward in due course once guidance has been issued		
Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting, Cross & Gallagher	The Local Plan proposals have been subject to a number of public consultations and planning applications involved have also been subject to public consultation. The proposal has been the subject of discussion privately and confidentially with a number of agencies but especially with the County Council.  Submission version of Local Plan; Planning Application (W/14/1076); Planning Application (W/14/0967); Report		

**Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 6/4/2016		Richard Barr Cllr Whiting	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 29/6/2016		Richard Barr Cllr Whiting	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 28/9/2016		Richard Barr Cllr Whiting	

Delayed reports:

If a report is late, officers will establish the reason(s) for the delay from the list below and these will be included within the plan above:

1. Portfolio Holder has deferred the consideration of the report
2. Waiting for further information from a Government Agency
3. Waiting for further information from another body
4. New information received requires revision to report
5. Seeking further clarification on implications of report.

**Details of all the Council’s committees, Councillors and agenda papers are available via our website [www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)**

**The forward plan is also available, on request, in large print on request, by telephoning**



**(01926) 456114**

### Scrutiny Review Outline

<b>Review Topic</b>	<b>Warwick District Council's Houses of Multiple Occupancy (HMOs)</b>
<b>Working Group Members</b>	Kristie Naimo, Ian Davison, Housing & Property portfolio holder, others...
<b>Key Officer Contact</b>	Head of Property & Housing, Private Sector Housing, Planning, others...
<b>Officer Support</b>	TBC
<b>Rationale</b>	<p>There have been numerous problems around Houses of Multiple occupancy (HMOs) <i>and other rented properties</i> across the District resulting in public complaints to members, officers and local newspapers. These issues cross many departments within WDC as well as external stakeholders.</p> <p>Warwick District council (WDC) aims to deliver better housing standards, social cohesion, and provide homes to suit the needs of the residents living in our district.</p> <p>Councillors and residents would like to gain a better understanding of the current situation in order to take steps to improve these homes for all.</p>
<b>Purpose/Objective of Review</b>	<p>To get a better understanding of the issues surrounding HMOs and how they can be better managed to the satisfaction of all.</p> <p>To understand current legislation around Licensing and Planning policy to decide what WDC should implement and enforce</p> <p>To encourage a more 'joined up' approach to dealing with problems around HMOs by officers and other stakeholders</p>
<b>Scope of the Topic</b>	<p><b>Included:</b></p> <p>Landlords - What is reasonable to require of landlords e.g. regarding insulation, safety, appearance of property, waste and noise. How do we do fit and proper person tests? Acknowledge and encouraging good practice.</p> <p>Licensing – WDC requirements and legislation. Issues around resources and enforcement.</p> <p>Policies – Review WDC Article 4 10% rule. How effective is it and what improvements could be made?</p> <p>Reporting &amp; Complaints – ensure adequate overview. How do the public report &amp; log complaints. WDC method of logging and analysing problems - sharing between departments (eg liaison between Licensing and Planning) to take action.</p> <p>Partnership working with University of Warwick and others – as above a more joined up approach</p> <p><b>Not included:</b></p>

	Waste & Recycling (being dealt with separately) Anti-social behaviour (being dealt with separately)
<b>Indicators of Success</b>	Improvements to the way WDC are dealing the shared housing problem.
<b>Specify Evidence Sources</b>	Government consultation on HMO licensing National policies on HMO regulations Other Local Authorities HMO <i>and other rental property</i> regulations WDC current HMO regulations Research and case studies already conducted by other stakeholders
<b>Specify Witnesses/Experts</b>	Residents (individual and associations) Warwick University Student Union Warwick University Stakeholder relations/housing Landlords Forum Members representing key areas eg Central and South Leamington Town & County Colleagues
<b>Specify Site Visits</b>	Areas of high concentration of HMOs within the District Possibly visit a Council with successful licensing scheme
<b>Consultation with Stakeholders</b>	Collecting case studies Collecting emails already <i>Survey?</i> <i>Public meetings?</i>
<b>Level of Publicity</b>	Medium - High
<b>Barriers/dangers/risks</b>	Lack of resources to deliver, lack of engagement with stakeholders
<b>Projected Start Date</b>	<b>Draft Report Deadline</b> April 2016
<b>Meeting Frequency</b>	<b>Projected Completion Date</b> ??
<b>Date to evaluate impact</b>	??
<b>Methods of tracking / Evaluating</b>	<i>Annual report to O&amp;S??</i>