

Overview and Scrutiny Committee

Tuesday 10 February 2015

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 10 February 2015 at 6.00pm.

Membership:

	Councillor Mrs Falp (Chairman)	
Councillor Mrs Blacklock		Councillor Mrs Grainger
Councillor Boad		Councillor Gill
Councillor Mrs Bromley		Councillor Guest
Councillor Brookes		Councillor Mrs Higgins
Councillor Copping		Councillor Illingworth
Councillor Ms Dean		Councillor Kinson OBE
Councillor Edwards		Councillor Wreford-Bush

Emergency Procedure

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

Agenda

1. **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.

*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. The English Romany Community**

To receive a presentation from Mr West about the English Romany Community.

***4. Leader's Portfolio Holder Update**

To consider a verbal update from Councillor Mobbs.

***5. LEP Update**

To consider a verbal update from Councillor Mobbs.

***6. Minutes**

To confirm the minutes of the meeting held on 13 January 2015

(Item 6/Page 1)

***7. Comments from the Executive**

To consider a report from Democratic Services.

(Item 7/Page 1)

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

To consider a report from Democratic Services.

(Item 8/Page 1)

***9. Executive Agenda (Non Confidential Items and Reports) – Wednesday 11 February 2015**

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)

***10. 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 & 5 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

***11. Executive Agenda (Confidential Items and Reports) – Wednesday 11 February 2015**

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).

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

Telephone: 01926 353362
Facsimile: 01926 456121
E-Mail: committee@warwickdc.gov.uk

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

You can e-mail the members of the this Committee at
o&scommittee@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 and Scrutiny Committee

Minutes of the meeting held on Tuesday 13 January 2015 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Mrs Blacklock, Boad, Mrs Bromley, Ms Dean, Mrs Grainger, Gill, Mrs Higgins, Kinson OBE, Weed and Wreford-Bush.

Also Present: Councillors Mrs Gallagher, Shilton and Vincett.

Apologies for absence were received from Councillors Copping, Guest and Illingworth.

79. **Substitutes**

Councillor Weed substituted for Councillor Edwards.

80. **Declarations of Interest**

Minute number 85 - Executive Agenda (Non-confidential items and reports) – Wednesday 14 January 2015

Councillor Weed declared an interest in Executive Item number 3 – Housing Appeals and Review Panel because she was a Council tenant.

Minute number 84 - Update on Tenant Involvement Strategy

Councillor Weed declared an interest because she was a Council tenant.

81. **Neighbourhood Services Portfolio Holder Update**

The Committee considered a report from the Portfolio Holder for Neighbourhood Services, Councillor Shilton, giving an update on his portfolio, followed by a Question and Answer Session. Councillor Shilton informed the Committee that:

- Any issues with residents parking were now administered by Warwickshire County Council;
- He had spoken with Warwickshire County Council and he had been informed that the on street enforcement services was improving;
- He was not sure of the precise costs for removing graffiti because it was part of the fast response team contract, but he promised to circulate this to the Committee via email;
- There was a potential issue with the capacity of the Green Space Team because the Council were taking more open space on board and for this reason consideration was being given to expanding the team;
- It was very difficult to ensure good behaviour in the Glasshouse and unaccompanied teenagers going into the premises, especially because the restaurant was not open. At present officers were reviewing a way forward and the signage was simply in place to make it easier for the Ranger to ask people to leave;
- He would check to ensure that signage was in place in the Glasshouse informing people that CCTV was in operation;

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- there was no truth in the rumour that the maintenance of on street parking machines had been stopped by WDC as we were not getting the on street enforcement contract. However, service had been affected by staff morale with the loss of the contract.
- He had been informed today that only two on street parking ticket machines in the County, were not working but that there was no formal contract to maintain the machines at present;
- the impact of the reduced costs received for recycled waste was nil because the Council received a set fee from Sita as part of the contract;
- at present, the department were 11 Rangers short and this had impacted on service delivery and because they needed to be trained before starting work, they would not be in place until January;
- The Bowls parking came under a contract managed by Cultural Services and currently it was not possible for the Rangers to be used for this service because this would stretch them too thinly by managing specific events;
- Sita employed staff to door knock and challenge behaviour of residents who were not recycling and the Council still had some officer time allocated for this work as well; and
- At present further work was being undertaken on reporting and resolving of missed collections;

The Committee thanked Councillor Shilton and the Head of Neighbourhood Services for the information they had provided.

(Councillor Shilton left the meeting after he had finished answering questions.)

82. Executive Agenda (Non-confidential items and reports) – Wednesday 14 January 2015

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 14 January 2015.

Item number 7 – 2014 National Bowls Championships

The Committee passed their congratulations to all involved on a well organised national event and welcomed that the issues were being investigated and responded to.

83. Housing & Property Services Holder Services Portfolio Holder Update

The Committee considered a report from the Portfolio Holder for Housing & Property Services, Councillor Shilton, giving an update on his portfolio, followed by a Question and Answer Session. Councillor Vincett informed the Committee that:

- the team needed to look at improved communication with private landlord tenants so they know that we can help them;
- the current cleaning contract was not working well and officers were investigating options and ways to improve this;

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- the Council was continuing to work with Waterloo Housing. This was going well but officers were working on other schemes away from this agreement which they recognised as well;
- The details of current aids and adaptations would be emailed to Committee;
- rent areas trend for last six months April 3.18% now 3.51% on average April to now was 3.35%. Considering that during this time there had been staffing problems within the team this was very good performance;
- voids were stated as 0.6% in the 2013 Business Plan and 0.7% in April 2014, and assured the Committee that the current actual rate would be emailed to the Committee;
- officers were looking at our current shared door entry system with a view to replacing all of them. This would be able to provide remote access, on request, through a cloud based system. The potential cost was just under £200,000 but would also cover housing blocks without entry system to make more secure for tenants overall; and
- for downsizing, there were specific situations when we could not help but in most cases we would try to enable a move to help people.

The Committee thanked Councillor Vincett and the Head of Housing & Property Services for the information they had provided.

84. Update on Tenant Involvement Strategy

The Committee considered a report from Housing & Property Services that set out the tenant involvement structures that were currently in place and the plans being developed for a new approach to encouraging tenants to be better able to contribute to the Council's landlord services.

The Council's existing Tenant's Panel was formed in 2010. The panel was open to all tenants of Warwick District Council and had a committee made up of a chair, vice chair and secretary who were voted in annually by members of the Tenant's Panel.

When the Tenant's Panel was initially formed, its main focus was on monitoring the delivery of the department's Service Improvement Plan. The Tenants Panel had evolved since its formation, and had shown a desire to be involved in the shaping of the service and in holding the landlord service to account.

A number of sub-groups from the Tenant's Panel were set up to focus upon specific elements of the service including: Repairs, Tenancy Management and Complaints. The purpose of these groups were to have an in depth look at the service, what was working well and what needed to be improved and to report findings back to the Tenants Panel.

In July 2013, following the Tier 1 redesign, Housing & Property Services arranged a facilitated away day with all senior managers in the department with a number of tenant panel members. From this, a three year Action Plan was devised which was designed to allow the managers and tenants to work together to develop a pathway to develop future tenant involvement.

Over the past 18 months, the department had been working with tenants in a number of ways to involve them in the service, examples included:

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- a successful open day at the pump rooms in September 2013 which attracted a record number of tenants.
- a planned estate walkabout programme involving tenants, councillors, Neighbourhood Services and Housing & Property Services staff which had been able to improve the way issues of importance to local communities were understood and managed.
- expanded our social media presence including opening Facebook and Twitter accounts as a way to reach out to more and different tenants.
- promoted the Environmental Improvement Project in which Tenant Panel members had been involved in the decision making for allocating budgets to community projects and improvements.
- developed actions plans for each of the sheltered schemes in relation to improving participation, especially in light of the changes that had been implemented as part of the Tier II redesign.

In October 2014, Housing & Property Services and members of the Tenant's Panel Committee reviewed the current state of tenant engagement. The results of this review suggested that the current arrangements were not working effectively, with a particular concern over the lack of involvement by a representative range of tenants, unrealistic expectations and inconsistent communication and engagement by Housing & Property Services.

As a result of the review, Housing & Property Services were looking at how to involve more tenants in shaping the service and create a two way communication between officers and their clients. This was to enable constant and wide ranging feedback on how services were experienced and ways in which the Council managed its housing. To do this, officers would need to develop practical and responsive ways for tenants to contribute to the Council's landlord services that accounted for the different forms of contribution people could wish to make. This could include:

- Being enabled to make an instant response to the quality of repairs and maintenance works.
- Forming time and task limited project groups to explore specific areas of interest.
- Taking a long term formal commitment by becoming a formal member of the Tenant's Panel.
- Practical ways in which both tenants and officers could use contributions to improve services, for example evidencing feedback to contractors on their performance.
- Attending drop-in and fun-day events.

Housing and Property Services were already trialling new ways to target and direct communications more specifically to tenants so that the Council engaged more effectively on matters that were important to them. In early 2015, Housing & Property Services would be trialling localised newsletters which moved away from one big printed publication three times a year for all tenants and leaseholders. This was to be replaced by a shortened, more regular, focused newsletter to target audiences. The newsletters would be localised to where people lived, for example a slightly adapted newsletter for each town, one for rural locations and one for tenants living in sheltered schemes.

The Service Improvement Team was responsible for facilitating and supporting the contribution and involvement structures. The Service

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Improvement Manger who joined the service in January 2015 would lead on developing practical and responsive ways for tenants to contribute to the Council's landlord services by:

- Reference to the Tenant's Action Plan
- Consulting with tenants
- Working with the Housing Advisory Group
- Exploring and exploiting best practice
- Learning from past successes and failures

This would include developing and implementing a project plan that by March 2017 meant the Council would have the culture and processes embedded so that tenants were:

- Involved in ways that were most appropriate to and convenient for individuals
- Experience an environment where people were confident and able to provide honest, constructive feedback which was fed into the systems and processes which would ultimately improve services for all tenants

The Committee welcomed the report but reminded the Portfolio Holder and Head of Service that there was also a need to improve communication with councillors, to enable them to get involved and help with the process of tenant engagement.

Resolved that the report be noted.

(Councillor Vincett left the meeting after he had finished answering questions.)

85. Executive Agenda (Non-confidential items and reports) – Wednesday 14 January 2015

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 14 January 2015.

Item number 3 – Housing Appeals and Review Panel

It was with regret that the Committee recognised that this met the Councils statutory requirement and that these changes must be made because they felt there was value in retaining councillor involvement in the appeal process for those items removed from the HARP process.

The Committee welcomed the agreement from the Portfolio Holder for, and Head of, Housing & Property Services that they would ensure that the correspondence for HARPs, especially with applicants and tenants, was put into plain English.

They also welcomed that Housing & Property Services officers would ensure that the tenant would be directed to their Ward Councillor about appeal matters and that Ward Councillors would be notified about appeals regarding applicants or tenants in their Ward.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Item number 5 – Convictions & Cautions Policy

The Committee welcomed the report, but asked that officers include the normal enforcement steps (i.e. gentle reminder, warning letter etc) underneath the table of offences.

Item number 9 - Council's Strategic Approach to Sustainability and Climate Change

The Committee welcomed the report and looked forward to updates on this through the Portfolio Holder statements.

86. Public and Press

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following two items by reason of the likely disclosure of exempt information within the paragraphs 1, 2, and 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

The full minutes of Minute 87 and 88 would be contained within a confidential minute which would be considered for publication following the implementation of the relevant decisions. However, a summary of the decision was as follows:

87. Task & Finish Group Scoping Document – St Mary's Lands

The Committee considered scoping document, from Councillors Mrs Bromley and Kinson, for a potential task and finish group. This was a confidential document because there were unresolved legal and commercial issues with some of the organisations it referred to.

Members of the Committee suggested to the Councillors who had brought the paper forward that they may wish to consider revising the scope into specific areas which might make the work of any future task and finish group more manageable.

Resolved that it would be premature to progress the matter because of the outstanding issues and that the scoping document should be re-presented at a future date.

88. SEV Task & Finish Group – Final Report

The Committee considered a report that was a culmination of the work undertaken by the Sexual Entertainment Venues (SEV) Task & Finish Group, following District wide consultation on the location of SEV's within the District.

The Committee was asked to note the work undertaken by the Task & Finish Group (T&F) and the results from the District wide consultation,

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

attached at Appendix 1, and agreed to a report being submitted to the Executive.

The report contained the views of the Task and Finish Group on the survey and detailed the proposed changes to the existing policy, at Appendix 2 to the report.

Appendix 3, to the report, detailed the advice provided by Counsel following the request from the Overview & Scrutiny Committee in July 2014 and Appendix 4 detailed the views of the Health and Community Protection Team on the impact of the proposals.

The Committee noted the advice that the final decision on the Policy would be a matter for Council to determine.

Resolved that

- (1) the report be noted;
- (2) the review of the policy be undertaken, paying due regard to the views of Counsel;
- (3) the Task and Finish Group and officers involved be thanked for all their efforts to bring this to a conclusion.

89. Executive Agenda (Non-confidential items and reports) – Wednesday 14 January 2015

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 14 January 2015.

Item number 4 – Council procedure Rules

The Committee asked that:

- (1) Procedure rule 9(1) be amended to reflect in the main body that questions can be directed to portfolio holders about their specific remit; and
- (2) Procedure rule 13(1) be amended to enable that any Councillors can call for the motion to be in to be writing but the chairman takes the final decision.

90. Minutes

The minutes of the meeting held on 2 December 2014 were taken as read and signed by the Chairman as a correct record.

91. 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 December.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Resolved that the report be noted.

92. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2014/15 and the latest published version of the Forward Plan.

Resolved that the report be noted.

93. Health Scrutiny Sub-Committee Minutes & Update

The Committee's attention was drawn to the two sets of Health Scrutiny Sub-Committee minutes for the meetings held on 15 December 2014.

The Committee was given a verbal update from the Chairman of the Health Scrutiny Sub-Committee outlining the work of the Committee so far, as set out in the minutes of the meeting.

Resolved that the Health Scrutiny Sub-Committee minutes dated 15 December 2014, be noted.

94. Warwickshire Safeguarding Children Board

The Committee considered a report from the Deputy Chief Executive updating them on the work of Warwickshire Safeguarding Children Board.

The Council had appointed two Member Children's Champions and part of their remit was to promote awareness amongst elected members of the child safeguarding and welfare issues and the activities and processes undertaken by this Council. As part of their regular dialogue with the officer Children's Champion, they had requested that the Scrutiny Committee receive a report on the role of the Warwickshire Safeguarding Children Board and how this Council contributed to its work.

The Deputy Chief Executive (BH) explained that there would be an end of term report which would give an opportunity for the new committee to look at the detail and way forward.

Resolved that the report be noted.

(The meeting finished at 9.00 pm)



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	Democratic 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	13 January 2015
Background Papers	Executive Minutes – 14 January 2015

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 December.

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 – 14 January 2015**


Items no.	3	Title	Housing Appeals and Review Panel	Requested by	Liberal Democrat Group/ Independent Group/ Labour Group
Reason considered	<p>Liberal Democrat Group - Because of its importance to vulnerable members of the Public.</p> <p>Independent Group – We wish to know what the rationale is for reducing Member involvement in the process.</p> <p>Labour Group – Members had comments about proposed changes to powers of HARP.</p>				
Scrutiny Comment	<p>It was with regret that the Overview & Scrutiny Committee recognised that this meets the Councils statutory requirement and that these changes must be made because they felt there is value in retaining councillor involvement in the appeal process for those items removed from the HARP process.</p> <p>The Committee welcomed the agreement from the Portfolio Holder for, and Head of, Housing & Property Services that they will ensure that the correspondence for HARPs, especially with applicants and tenants, is put into plain English.</p> <p>They also welcomed that Housing & Property Services officers will ensure that the tenant will be directed to their Ward Councillor about appeal matters and that Ward Councillors will be notified about appeals regarding applicants or tenants in their Ward.</p>				
Executive Response	<p>The Executive thanked the Scrutiny Committee for their comments and agreed that member involvement with tenants was important.</p> <p>The Portfolio Holder assured members that when the procedure notes were reviewed they would highlight that individuals would be encouraged to contact their Ward Councillor during the process.</p>				

Item no.	4	Title	Council Procedure Rules	Requested by	Independent Group
Reason considered	Independent Group – Clarification of the Working Party involvement in the Employee Code of Conduct				
Scrutiny Comment	The Overview & Scrutiny Committee asked that: <ol style="list-style-type: none"> 1. Procedure rule 9(1) be amended to reflect in the main body that questions can be directed to portfolio holders about their specific remit; and 2. Procedure rule 13(1) be amended to enable that any Councillors can call for the motion to be in to be writing but the chairman takes the final decision. 				
Executive Response	The Executive supported the comments from the Committee and clarified the wording for 13(1) which was duly proposed to and agreed by Council on 28 January 2015.				

Item no.	5	Title	Convictions & Cautions Policy	Requested by	Independent Group
Reason considered	Independent Group – All reports welcomed apart from concern on the sanction for not wearing your badge. Does the punishment match the crime?				
Scrutiny Comment	The Overview & Scrutiny Committee welcomed the report, but asked that officers include the normal enforcement steps (i.e. gentle reminder, warning letter etc) underneath the table of offences.				
Executive Response	The Executive agreed that the normal enforcement steps would be included in the Policy as requested.				

Item no.	7	Title	2014 National Bowls Championships	Requested by	Labour Group
Reason considered	Labour Group - Members had questions about action planning following this review.				
Scrutiny Comment	The Overview & Scrutiny Committee passed their congratulations to all involved on a well organised national event and welcomed that the issues were being investigated and responded to.				
Executive Response	The Executive thanked the Committee for their comments and agreed with their sentiments.				

Item no.	9	Title	Council's Strategic Approach to Sustainability and Climate Change	Requested by	Labour Group
Reason considered	Labour Group - Members had questions about priorities and resources for delivery.				
Scrutiny Comment	The Overview & Scrutiny Committee welcomed the report and looked forward to updates on this through the Portfolio Holder statements.				
Executive Response	The Executive agreed the recommendations in the report.				

 Overview and Scrutiny Committee – 10 February 2015		Agenda Item No. <div style="text-align: right; font-size: 2em;">8</div>
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic 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	13 January 2015	
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 and Sustainability Impact Assessment Undertaken	No
n/a	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
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 its work programme for 2015/2016 (Appendix 1) and of the current Forward Plan – February to May 2015 (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 2015**

10 February 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Portfolio Holder updates		Written report with agenda / Q&A at meeting	Councillor Mobbs			
LEP Update	O & S 11 March 2014	Verbal update	Councillor Mobbs		Every three months	
Housing Allocations Policy		Written report	Andrew Thompson			
Talk from Mr West about the English Romany community and the troubles they face	O & S 2 December	Talk	Bill Hunt			

10 March 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Volunteering Policy – Is a review required?	11 March 2014	To be decided	None			
Decide whether a T & F Group is required for Staff Volunteering	11 March 2014	To be decided	None			
Way forward for Health Scrutiny		Report	Councillor Wreford-Bush			
Social Value in Procurement	November 2013	Report	Mike Snow			
Childrens Champions – End of Year Report		Written report	Bill Hunt Councillors Falp and Gallagher			

8 April 2015

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date

To be Confirmed

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Racing Club – Warwick, St Mary's Lands – Scope Document	O & S June 2014 and revised guidance by Committee on 13 January 2015	Written report.	Councillors Kinson OBE & Mrs Bromley		Awaiting revisions from Councillors Kinson OBE and Mrs Bromley.	

Post May 2015:

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Review of Taxi Token Scheme – See Health Scrutiny Minutes October 2014 and November 2014	Health Scrutiny Sub-Committee October and November 2014	TBA	TBA			
Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		Every November	No end date as this is an annual report
End of Term report		Written report	Lesley Dury			
Set the Committee Work Programme for 2015/16						



FORWARD PLAN

Forward Plan February 2015 to May 2015

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) 353362. 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.

Section 1 – The Forward Plan February 2015 to May 2015

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
February 2015						
Extension of disabled adaptations contract (Ref 657)	To request an extension to the current contract with Lovell Ltd for a period twelve months It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information		Executive – 11 th Feb 2015	2 February 2015	Abigail Hay Cllr Norman Vincett	Executive Report 12 th February (Confidential)
General Fund 2015/16 Budgets & Council Tax (Ref 663)	To update members on the overall financial position of the Council, consider the General Fund Revenue and Capital Budgets for the following financial Year, proposing the Council Tax for the following year		Council – February 2015 Executive – 11 February 2015	2 February 2015	Mike Snow Cllr Cross	
HRA Rent Setting 2015-16 (Ref 664)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Council – February 2015 Executive – 11 February 2015	2 February 2015	Mark Smith Cllr Cross	
Heating, Lighting and Water Charges 2015/16 –	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting		Council – February 2015	2 February 2015	Mark Smith Cllr Cross	

Council Tenants (Ref 665)	and water supply.		Executive – 11 February 2015			
Treasury Management Strategy (Ref 666)	To seek Member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year		Council – February 2015 Executive – 11 February 2015	2 February 2015	Roger Wyton Cllr Cross	
Disposal of WDC owned land at Station Approach in Leamington (Ref 636)	To seek support for the principle of the council disposing of this land It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information (Moved from December 2015 - Reason 4)		Executive 3 December 2014 Executive 11 February 2015	2 February 2015	Bill Hunt Philip Clarke Cllr Hammond	
VCS Procurement (Ref 678)	To deliver voluntary and community sector services in Warwick District 2015 – 2018		Executive – 14 th Jan 2015	2 February 2015	Liz Young Cllr Coker	

March 2015

Procurement Strategy and Action Plan (Ref 667)	To consider the Procurement Strategy and Action Plan		Executive – 11 th March 2015	2 March 2015	Susan Simmonds Cllr Cross	
Financial Code of Practice (Ref 668)	To seek Member approval for the updated Code of Financial Practice		Executive – 11 th March 2015	2 March 2015	Jenny Clayton Cllr Cross	
Regeneration in Lillington (Ref 672)	To consider opportunities linked with the development of land through the Local Plan and at Crown Way		Executive – 11 th March 2015	2 March 2015	Phil Clarke Andy Jones Cllr Vincett	Warwickshire County Council Owners of land at Red House Farm, Lillington
Homeless Strategy (673)	To approve the Council's Homeless Strategy		Executive – 11 th March 2014	2 March 2015	Ken Bruno Cllr Norman Vincett	Housing Sounding Board
Playing Pitch Strategy (Ref 655)	To adopt the strategy for the District (Moved reason 3 Waiting for further information from another body)		Executive – 11th Feb 2015 Executive – 11 th March 2015	2 February 2015 2 March 2015	Rose Winship Dan Robinson Cllr Gallagher Cllr Hammon	National Governing Bodies of Sport Surveys, interviews, workshops

Council House Building (Ref 675)	To consider a report on the options for delivery of Council House Building (Moved reason- (Unknown))		Executive 11th February 2015 Executive - 11 th March 2015	2-February 2015 2 March 2015	Andy Thompson Cllr Vincett	
Housing Advisory Group (Ref 656)	To propose the working arrangements for the Housing Advisory Group (Moved reason- (Unknown))		Executive 11th Feb 2015 Executive - 11 th March 2015	2-February 2015 2 March 2015	Abigail Hay Cllr Norman Vincett	Constitution Working Group. Council Motion 25 th June 2014 Council Report 19 th November 2014 – Response to Council Motion
Cleaning Services (Ref 659)	To approve a revised way of delivering the Cleaning Services to Council buildings. Moved from January – Reason 5 – pending further legal advice on implications of report		14th Jan 2015 Executive 11 th March 2015	2-February 2015 2 March 2015	Jacky Oughton Norman Vincett	
Review of SEV Policy (Ref 677)	To consider a report from the SEV Task & Finish Group proposing amendments to the Council's SEV Policy		Executive 11 February 2015	2-February 2015	Amy Carnall Cllr Rhead	
W2 Revised Agreement (Ref 646)	To approve a revised agreement with the Waterloo Housing Group Moved from December (Reason 3)		Executive 3 December 2014 Executive 11th Feb 2015	2-February 2015	Andrew Thompson Cllr Vincett	
Corporate Property PPM 2015-16 – To approve the corporate	It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the		Executive 11 th March 2015		Matt Jones Cllr Vincett	

property planned and preventative maintenance programme for 2015-16	authority holding that information					
Housing & Property Services – Tier III Redesign (P&C Report) – To agree budgets for Redundancy and Pension Payments			Executive 11 th March 2015		Matt Jones Cllr Vincett	
April 2015						

Section 2 Key decisions which are anticipated to be considered by the Council between May 2015 and September 2015

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
June 2015						
Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Executive – 11 th March 2015	2 March 2015	Abigail Hay Cllr Norman Vincett	TBC
Tenants Incentive Grant Scheme – To approve a revised Policy					Jacky Oughton Cllr Norman Vincett	
July 2015						
Final Accounts (Ref 669)	To report on the Council’s outturn position for both revenue and capital				Marcus Miskinis Cllr Cross	
Housing Allocations Policy (Ref 607)	To approve a new housing allocations policy (Moved reason 1 Portfolio Holder has deferred the consideration of the report)		Executive 5 November 2014 Executive 9 April 2014 Moved for reason 1 to avoid purdah.	27 October 2014 27 March 2015	Ken Bruno Cllr Vincett	Housing Strategy 2014 - 2017
August 2015						

Supporting People Grant Changes (Ref 674)	To provide an update on the outcome of the Supporting People Funding consultation and its effect on Warwick District (Moved Reason 2- Waiting for further information from a Government Agency)		Executive 11th February 2015	2 February 2015	Jacky Oughton Cllr Vincett	
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September 2015

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TO BE CONFIRMED

Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
Corporate Debt Policy (Ref 516)	To approve the Corporate Debt Policy	TBC	Jon Dawson Cllr Mobbs			
Health Strategy (Ref 576)	To update members on the formulation of the Council's Health Strategy, following the return of Public Health to local authorities (Moved March14 Reason 3)	Executive 12 March 2014 TBC	Rob Chapleo Cllr Coker			
Kenilworth Area Action/ Neighbourhood Plan (Ref 438)	To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town. Moved from November 2012 reason 2 (Moved from June 2013 Reason 3)	TBC	Chris Elliott Cllr Caborn		Kenilworth Town Council Warwickshire C/ Council Report to Executive generally on Neighbourhood	

	(Moved from August 2013 reason 3)				d Plans in July 2012	
Tenant Involvement Strategy (Ref 615)	To approve the Housing & Property Services Tenant Involvement Strategy	TBC	Abigail Hay Cllr Vincett			
Housing Buy To Flip Policy (Ref 608)	To approve a "Buy To Flip" policy for housing	TBC	Abigail Hay Cllr Vincett	Reason 5 - Seeking further clarification on implications of report	Housing Strategy 2014 - 2017	
Tenants Incentive Grant Scheme - To approve a revised Policy		December 2015				
Asset Management Plan (Ref 642)	To report on the activities planned for the current financial year to deliver the asset strategy. (Moved Reason 6 Seeking further clarification on implications of report)		5 November 2014 Executive – 14th Jan 2015	5 February 2015	Bill Hunt Cllr Hammon	
5 year Action plan for Warwick's Town Centre Management Group (Ref 653)	To consider a 5 year action plan for Warwick Town		Executive – 11th Feb 2015	2 February 2015	Nicki Curwood Cllr Hammon	Warwick businesses Warwick Town Council Town Centre Management Group

<p>Asset Management Strategy (Ref 641)</p>	<p>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)</p>		<p>5 November 2014 Executive — 14th Jan 2015</p>	<p>5 February 2015</p>	<p>Bill Hunt Cllr Hammon</p>	
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Section 3 - Items which are anticipated to be considered by the Executive but are NOT key decisions

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
February 2015						
March 2015						
April 2015						
Review of Significant Business Risk Register (Ref 671)	To inform Members of the Significant Risks to the Council		April 2015		Richard Barr Cllr Cross	
May 2015						
June 2015						
July 2015						
August 2015						
September 2015						

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

The forward plan is also available, on request, in large print on request, by telephoning (01926) 353362

Scrutiny Review Outline

Review Topic	The Impact of For Sale & Letting Boards in Leamington Spa
Working Group Members	To be confirmed
Key Officer Contact	To be confirmed
Scrutiny Officer Support	To be confirmed
Rationale	<p>Cllr Jerry Weber and other councillors in Leamington town have been approached by residents and the Leamington Society concerning the unsightly proliferation of estate agent letting boards at certain times of year and in certain key locations in the town.</p> <p>There has been significant media coverage on this topic from Leamington Courier and Observer and BBC Coventry & Warwickshire radio.</p> <p>There other councils that have successfully adopted a Direction 7 of the Town & Country Planning Act.</p> <p>If the council finds a satisfactory resolution to this problem, it will clean up certain parts of Leamington, be popular with settled and student residents.</p> <p>Any restrictions on letting boards will not have an adverse effect on trade and will have no impact on the success of letting agents.</p>
Purpose/Objective of Review	<p>The objectives of this review are to:</p> <ul style="list-style-type: none"> • Significantly reduce the unwanted impact of letting and for sale boards • Provide guidance to letting and estate agents • Create a more effective approach to enforcement
Scope of the Topic	<ul style="list-style-type: none"> • Review letting and for sale boards and the impact on our community.
Indicators of Success	<ul style="list-style-type: none"> • If considered appropriate, a successful application to the Secretary of State for a Direction 7 of the Town & Country Planning Act • Control of Letting Boards in key areas particularly in Leamington • Robust guidance offered to estate agents • Enforcement of existing regulations
Specify Evidence Sources	<ul style="list-style-type: none"> • Briefing document from Tracy Darke (attached) • Guidance from Secretary of State • Experience of other councils that have imposed a Direction 7 • Existing estate agencies' policies • Approval of proposals by Executive/Council

Specify Witnesses/Experts	Potential witnesses/experts <ul style="list-style-type: none"> • WDC officers • Portfolio holder • Elected members from councils that have adopted a Direction 7 • Letting agents • The Leamington Society • Residents • Students Union 		
Specify Site Visits	Leamington town		
Consultation with Stakeholders	Letting agents		
Level of Publicity	WDC press release when a result is determined		
Barriers/dangers/risks	None identified		
Projected Start Date		Draft Report Deadline	
Meeting Frequency		Projected Completion Date	
Date to evaluate impact			
Methods of tracking / Evaluating			

Briefing Note

Restrictions on Letting Boards in areas of Royal Leamington Spa

The purpose of this briefing note is to explain to Members the position regarding the proliferation of letting boards and the concerns expressed from residents about the impact they have on their areas, and to explore the options available to the Council in controlling such advertisements.

Letting Boards are classed as a type of advertisement and are regulated by the Local Planning Authority under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. However, letting boards are a class of advertisement that benefits from 'deemed consent' and does not require express consent.

Under the regulations estate agents and landlords are allowed to put boards up advertising the property providing that they meet conditions. Where these conditions are not met, enforcement action can be taken which can be time consuming particularly if the breach allegedly relates to the board not being removed after a let. In some cases, landlords legitimately argue that one room in the property is still vacant and therefore they are permitted to retain the board.

The National Planning Policy Framework sets out the Government's planning policies for England. The Framework states that before a direction to remove deemed consent is made for specific advertisements, local planning authorities will be expected to demonstrate that the direction would improve visual amenity and there is no other way of effectively controlling a particular class of advertisement.

Over the last year or more, there have been a number of residents and organisations that have raised concerns regarding the proliferation of letting boards in parts of Leamington town and the impact they have on the environmental quality of the area. Residents believe that the boards are being left at properties for a considerable time after the properties have been let as it is an opportunity for them to advertise the letting agent. The impact of the boards causes a negative impact on the visual amenity and public safety of the area. In areas of high student population, a large number of boards high-lights the fact that there is likely to be a higher number of laptops and other high value electronic goods and due to their housing arrangements are an easier target for thieves. Controlling letting boards would ease to identify vacant and student occupied properties and help reduce crime. In terms of visual amenity, the areas of concern are primarily terraced streets with small or no front garden areas, providing streets with long views, inevitably creating more of an impact.

As Members will be aware, an Article 4 direction and policy controlling the concentration of houses in multiple occupation is already in place, due to the concern regarding clusters of student accommodation and the impact they have on areas of the town.

Officers have written to the letting agents and have visited them to reinforce the regulations by advising them of the need to remove boards within fourteen days of the property being let, but co-operation has been limited. As a consequence of this and in discussion with the Leamington Society, who have taken a particular interest in the topic, officers have explored what other authorities have done to deal with the same issue. Some of the key issues faced are:

- Difficult to police as the regulations allow the let board to stay in situ until 14 days after the let has been agreed
- We would need to constantly drive around the district to identify those that have been left for more than 14 days
- Demonstrating it is expedient to take action- harm to amenity or public safety
- Burden of proof in respect of prosecution, clear dated photos to show the display let agreed for more than 14 days.
- Reliant on the public to monitor when lets have been agreed.
- Where there are more than one let in the building, agents are entitled to keep the board up until all lets are agreed

Therefore, the options considered are as follows:

Option 1: Do nothing.

Clearly, doing nothing is not an option due to the concerns expressed above.

Option 2: Voluntary code.

Experience from other authorities is that having a voluntary code has only a small degree of success as a number of agents do not sign up to the code. There is no incentive for them to do so.

Option 3: Restriction on Letting Boards through the use of Regulation 7

Lettings could be restricted with a ban on boards between October and January unless they have express consent. This is the period of the year when the impact is at its most intense.

Option 4: Complete ban unless they have express consent with a Regulation 7 direction in place.

This would ensure that restrictions were in place to control the number of boards as they would require express consent. However, before any decision is taken to progress this option, there is a significant amount of further evidence gathering necessary. It would therefore, be appropriate to set up a working group with residents, members and officers to ensure that consultation is carried out with all stakeholders, such as residents, community groups, landlords, letting agents, and the police.

Conclusion:

Officers are of the view that a working group should be formed, which will undertake further research and consultation to understand the views of all stakeholders. The outcomes will then be reported to Members to identify the way forward.