

Overview and Scrutiny Committee

Tuesday 31 October 2017

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 31 October 2017 at 6.00pm.

Membership:

Councillor Mrs Falp (Chairman)	
Councillor Bromley	Councillor Naimo
Councillor Mrs Cain	Councillor Parkins
Councillor Davison	Councillor Mrs Redford
Councillor Miss Grainger	Councillor Shilton
Councillor Mrs Knight	Vacancy (Lib Dem)

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**

- (a) To confirm the minutes of the meeting held on 26 September 2017.
(Item 3a/Page 1)
- (b) To confirm the minutes of the meeting of the Finance & Audit and Overview & Scrutiny Committees held on 18 September 2017. **(Item 3b/Page 1)**

4. **Comments from the Executive**

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

5. **Finance – Portfolio Holder Update**

To consider a report from Councillor Whiting – Portfolio Holder for Finance.
(Item 5/Page 1)

6. **Leamington Car Park User Survey**

To consider a briefing note from Neighbourhood Services. **(Item 6/Page 1)**

7. **Review of the Work Programme and Forward Plan**

To consider a report from Democratic Services. **(Item 7/Page 1)**

8. **Executive Agenda (Non-confidential Items and Reports) – Wednesday 1 November 2017**

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)

9. **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.

10. **Executive Agenda (Confidential Items and Reports) – Wednesday 1 November 2017**

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)

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

Telephone: 01926 456114
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) 456114 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 456114.

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 26 September 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Bromley, Mrs Cain, Davison, Miss Grainger, Mrs Knight, Naimo, Parkins, Mrs Redford and Shilton.

Also Present: Councillors Gill, Grainger, and Rhead.

39. **Apologies and Substitutes**

There were no apologies for absence and no substitutes.

40. **Declarations of Interest**

Minute 44 Executive Agenda (Non-confidential items and reports – Wednesday 27 September 2017) – Item 6 – Shared Environmental Enforcement with Rugby Borough Council (RBC)

Councillor Mrs Falp declared an interest because a close family member worked in Neighbourhood Services.

41. **Minutes**

The minutes of the meeting held on 30 August 2017 were taken as read and signed by the Chairman as a correct record.

42. **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 August 2017.

Resolved that the report be noted.

43. **Development Services – Portfolio Holder Update**

The Committee considered a briefing note from Councillor Rhead, Portfolio Holder, Development Services, giving an update on his portfolio.

In response to questions from Members, Councillor Rhead explained that:

- The portfolio briefing he had arranged concerning gypsies and travellers had been positive.
- The Council used viability consultants to defend its position when any developer challenged CIL agreements and was confident in the level set in the case of the latest challenge.
- Phase 2 of the department's staffing restructure would not commence until approval had been given for an increase in planning fees, which was expected in the autumn. Phase 2 would be used to build future capacity and to ensure succession planning.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- It was important to plug the £4m gap in health service funding and to this end, a spreadsheet was used to monitor, showing the first five years' funding channels.
- Finance & Audit Scrutiny Committee monitored s106 agreements every six months, but he also kept a regular watch.
- He had met with a local developer to understand why developers were not keen to embrace re-newable energy sources in new developments. He had persuaded this developer to use a show home to demonstrate renewable energy and the Council had agreed to promote this.
- The Council had no control to force developers to build in the use of renewable energy into houses, even on development on Council land, but he hoped that the initiative with the one developer would encourage its growth.
- He was meeting with officers at the County Council to discuss the modelling systems they use for volumes of traffic and to ensure these models are practical.
- It was difficult to put in planning conditions on renewable energy and energy conservation when there was no policy in place. The only method to try to regulate was via building regulations. He and the Head of Development Services had recently been shown the efficiency in the use of "fabric first" in developments.
- He would like to see developers adopt the use of not just fabric first, which was cheaper, but also the use of other methods of renewable energy.
- The provision of refuse and recycling bins in new housing was not an appropriate consideration at planning stage.
- The Council would wait until the outcome of the Grenfell Tower enquiry before making any decision on safety features such as sprinkler systems in all new-builds.

The Chairman thanked Councillor Rhead for answering the questions.

(Councillor Rhead left the meeting.)

44. Executive Agenda (Non-confidential items and reports) – Wednesday 27 September 2017

The Committee considered the following item which would be discussed at the meeting of the Executive on Wednesday 27 September 2017.

Item 6 – Shared Environmental Enforcement with Rugby Borough Council (RBC)

The Committee supported the recommendations in the report and requested that the Communication Strategy included consultation with letting agents, local businesses, Town and Parish Councils (possibly via Warwickshire Association of Local Government), and residents in social housing.

The Committee also sought assurance that in practice officers, in consultation with Legal, would ensure that the most appropriate individual/organisation would be served with any notice.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Resolved that a verbal update on the achievements of the shared environmental enforcement with Rugby Borough Council be given to Overview & Scrutiny Committee in six months' time.

The Head of Neighbourhood Services also undertook to circulate the following to all Councillors:

- a list of the tests used before a CPN was issued; and
- a list of which officers/departments were responsible for various functions to do with waste management across the District.

45. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2017 and the Forward Plan for September to December 2017.

The Deputy Chief Executive (AJ) gave an update on the HMO Officer Working Group's Action Plan. This Officer Working Group had been established to take the proposals for HMOs forward. The Action Plan was attached as appendix 4 to the report.

The Committee requested that Members had the opportunity for input into recommendation 2.3 – management of the noise nuisance service. Members also requested to be informed of the conversations the Head of Health & Community Protection was holding with other officers at the next meeting. The Deputy Chief Executive (AJ) was also asked to provide links to the Council's website embedded into the document at recommendation 2.4 where there were references to other web pages or documents.

Members discussed the comments received back from Councillors and officers who had participated in the two recent Task & Finish Groups. These comments were detailed at appendix 3 to the report in a table reflecting comments both negative and positive, and then suggestions for the lessons learnt.

Councillor Naimo was thanked for the comments she had collated. Members discussed what they felt could be improved with regard to the Task & Finish process. The main focus of debate centred on the Scoping Document, with a suggestion that consideration could be given to a group of councillors being responsible for writing it, instead of one or two councillors. Some Members also felt that a checklist might be useful to help ensure that the relevant stakeholders were included in any consultation. It was felt that officer presence at every meeting of a Task & Finish Group might not be necessary, but certainly, officer presence would be required at the first meeting.

Following on from the previous Committee meeting when Members had asked for advice on when a report giving an update on Forward Plan reference 880 – Policy on Regulating the Private Sector could be delivered, the Committee Services Officer reported that the Housing Strategy & Development Manager had responded that he could not put a timescale on it because, whilst the principal legislation was passed last year, the Government had not yet issued the commencement orders and regulations. These were necessary to draw up a new policy. The Committee deferred

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

making any decision on a report delivery date pending receipt of the necessary guidance from the Government.

Again, following on from the previous Committee meeting when Members had asked what the report on Revisions to the Constitution/Delegation Agreement (Forward Plan reference 819) entailed, the Committee Services Officer advised that this report was drafted a year ago originally to revise the scheme of delegation regarding planning applications. This was part withdrawn to allow discussion to take place between senior management in Development Services, the Portfolio Holder and the Chairman of Planning on the proposed delegations and also confirmation on the 21 days (i.e. when did it start). A main concern had been that a Councillor should be required to provide a reason for calling an application into Committee. This report would now be considered at the January 2018 meeting of the Executive. The Committee requested that a report be made to it at the December meeting.

The Committee noted that the report on Leamington Spa's car parking displacement plan had slipped back and requested a reasonable date for a report to it.

The Deputy Chief Executive (AJ) undertook to contact the Policy and Projects Manager to discuss whether the annual monitoring report on the Local Plan could also provide an update on the latest Government population projections.

Resolved that

- (1) the report be noted;
- (2) a report on the Constitution/Delegation Agreement (Forward Plan reference 819) be added to the Work Programme for the December¹ meeting;
- (3) the Deputy Chief Executive (AJ) will discuss with the Policy and Projects Manager whether the annual monitoring report on the Local Plan can also provide an update on the latest Government population projections;
- (4) the Project Manager – Car Parks be contacted to determine a reasonable delivery date for a report on the Leamington Spa Car park Displacement Plan; and
- (5) in respect of the HMO Officer Working Group Action Plan:
 - (a) Members have input into recommendation 2.3 – management of the noise nuisance service;

¹ This was put onto the Work Programme for the end of November meeting since there was not a meeting in December.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- (b) the conversations the Head of Health & Community Protection is holding with other officers be reported at the next meeting; and
- (c) links to the Council's website are to be embedded into the document at recommendation 2.4 where there are references to other web pages or documents.

(The meeting finished at 8.00 pm)

Joint meeting of the Finance & Audit and Overview & Scrutiny Committees

Minutes of a joint meeting of the Finance and Audit and Overview & Scrutiny Committees held on Monday 18 September 2017, at the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillors G Cain, Mrs Cain, D'Arcy, Davies, Davison, Mrs Falp, Gifford, Miss Grainger, Illingworth, Mrs Knight, Margrave, Naimo, Noone, Parkins, Quinney, Mrs Redford, Shilton and Weed.

Also Present: Councillors Coker, Cooke, Cross, Doody, Mrs Hill, Mobbs and Rhead.

1. Appointment of Chairman

It was proposed and duly seconded that Councillor Mrs Falp be appointed as Chairman for the meeting.

Resolved that Councillor Mrs Falp be appointed as Chairman for the meeting.

2. Apologies and Substitutes

- (a) Apologies for absence were received from Councillor Gallagher.
- (b) Councillor D'Arcy substituted for Councillor Bromley and Councillor Weed substituted for Councillor Barrott.

3. Declarations of Interest

Minute 4 - Executive Agenda (Non-Confidential Items & Reports – Wednesday 20 September 2017) – Item 2 and Council Agenda (Non-Confidential Items & Reports – Wednesday 20 September 2017) – Item 11 – Local Plan Adoption

All Members declared an interest because the report concerned adoption of Warwick District Council's Local Plan.

4. Executive Agenda (Non Confidential Items and Reports) – Wednesday 20 September 2017

The Committees considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 20 September 2017.

Item 2 and Council Agenda (Non-Confidential Items & Reports – Wednesday 20 September 2017) – Item 11 – Local Plan Adoption

The Committees considered a report from the Policy & Projects Manager which sought agreement from the Council to adopt the Local Plan 2011-2029, subject to the main modifications put forward by the Inspector in his report, set out in Appendix 2 to the report, and encompassing a number of minor modifications set out in Appendix 3 to the report. The report also sought agreement to adopt the Policies Map to accompany the Local Plan as set out in Appendix 4 to the report.

The Committees agreed with the Local Plan as set out in the report and supported the Plan going forward.

(The meeting ended at 6.07 pm)

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 Impact Assessment Undertaken	No
Not Applicable.	

Item 4 / Page 1

1. **Summary**

- 1.1 This report informs the Overview & Scrutiny Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive 27 September 2017.

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. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Nil	Nil	Nil

Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Nil	Dialogue between Scrutiny and Executive enables robust decision making and ensures all elements of the proposal in respect of service provision are taken into account.	Nil

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies; however, this report is for governance purposes. It is important that when the Executive has not accepted a recommendation made by the Scrutiny Committee, an explanation has been provided.

4.3 **Changes to Existing Policies**

There are no changes to existing policies.

4.4 **Impact Assessments**

There are no new policy changes in respect of Equalities.

5. **Budgetary Framework**

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

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 Option(s) considered**

- 7.1 This report is not produced and presented to the Committee, and Members refer to the minutes from the relevant meeting of the Executive.

8. **Background**

- 8.1 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 8.2 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.
- 8.3 As a result the Committee considered the items detailed in appendix 1. The response the Executive gave on each item is also shown.
- 8.4 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 meeting of the Executive on Joint F&A and O&S
Committees' Comments – 18 September 2017**

Items no.	2	Title	Local Plan Adoption	Requested by	ALL
Reason considered	The importance to the District.				
Scrutiny Comment	Both Scrutiny Committees agreed with the Local Plan as set out and supported the Plan going forward.				
Executive Response	The recommendations in the report were supported.				

**Response from the meetings of the Executive on Overview and Scrutiny
Committee Comments – 26 September 2017**

Items no.	6	Title	Shared Environmental Enforcement with Rugby Borough Council (RBC)	Requested by	Labour Group
Reason considered	1. Understand in more detail how the new process will be implemented. 2. Clarify how the two Authorities will interface. 3. Understand how feedback will be reported.				
Scrutiny Comment	<p>The Overview & Scrutiny Committee supported the recommendations in the report but would like the Communication Strategy to include consultation with letting agents, local businesses, Town and Parish Councils (possibly via Warwickshire Association of Local Government), and residents in social housing.</p> <p>The Committee also sought assurance that in practice, officers in consultation with Legal will ensure that the most appropriate individual/organisation will be served with any notice.</p>				
Executive Response	The Executive welcomed the report and the proposals within it. It thanked the Scrutiny Committee for its considered comments and debate on the previous evening. It recognised that the communications strategy should be amended as proposed.				

Overview and Scrutiny Committee 31 October 2017

Finance

Service Area Plan Performance 2017/18

1. Background

The customers of Finance can be broadly categorised in three ways:-

Corporate/Strategic

Finance is responsible for managing the Council's overall finances. This includes maintaining the Medium Term Financial Strategy, Budget setting and monitoring expenditure/income against Budget.

External customers

These customers include all those responsible for the payment of council tax and business rates, for which there are approximately 63,000 and 5,000 respective properties (as at October 2017). Housing Benefit claimants currently total 5,900 (value £28.6m pa), with there being 6,654 (value £6m pa) households in receipt of Council Tax Reduction (previously council tax benefit).

Finance also administers the Rural and Urban Capital Initiative Scheme for which for which there is a budget of £150,000 for new grants to be awarded in 2017/18.

Internal customers

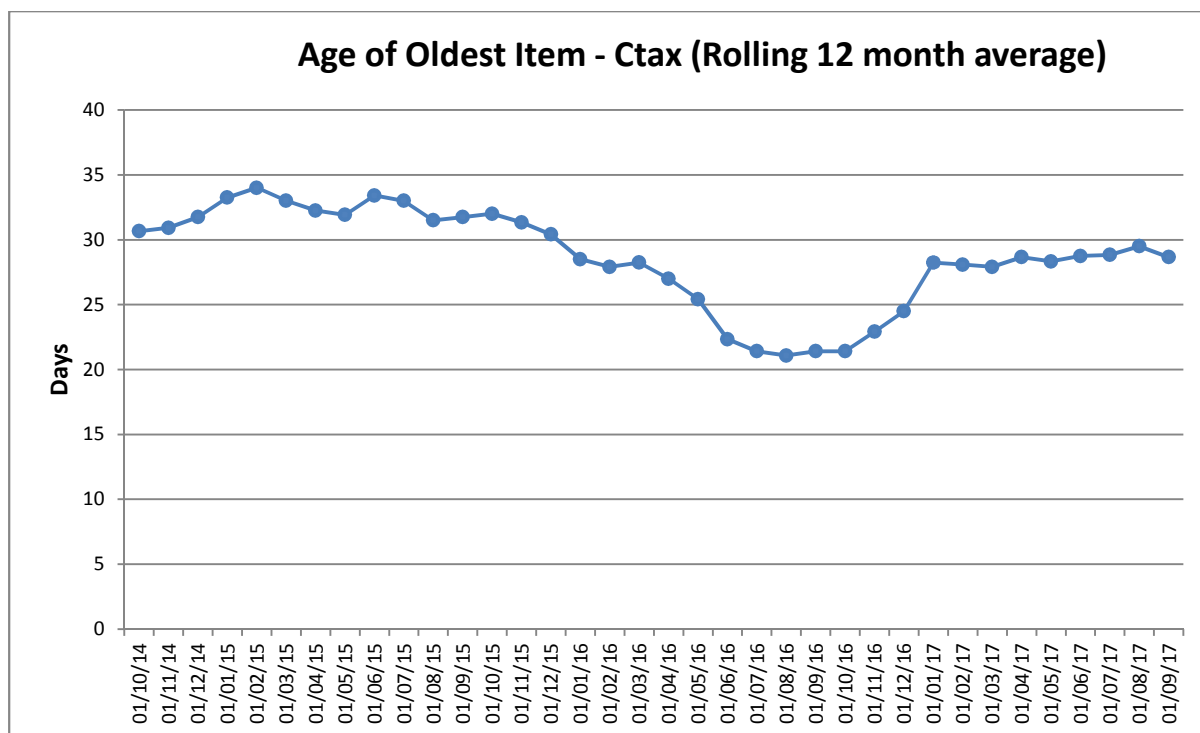
Much of Finance is a support service, primarily providing services to the Council's officers and councillors. The services here include:-

- Accountancy (including Budgeting and Treasury Management)
- Internal Audit and Risk
- Procurement
- Payments and sundry debtors

2. Performance

Council Tax/Business Rates

The processing time for council tax correspondence has improved in the current year from 24 days in March to 20 for September. Whilst there is some annual seasonality in these figures, this represents a significant improvement compared to the peak of 48 days in June 2015, and 30 days in September last year. Recent staff turnover has impacted upon the service in recent months. The position for the last three years is shown in the chart below:-



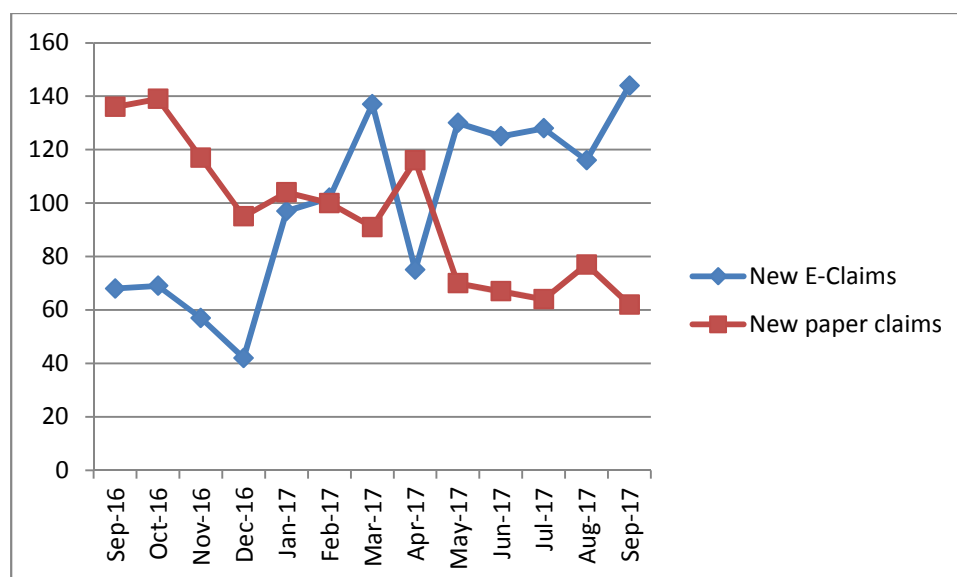
The improvement reflects the dedication of the team and the many initiatives. These include:-

- The work piloting the move to generic working within Council Tax/Business Rates has helped to reduce processing times. A formal staffing review is in progress with a view to formalising these arrangements. This is due to be reported to Employment Committee in January.
- Staff doing some weekend and out of hours working
- Changing the way we process the work queue to minimise repeat callers
- The Customer Service Team, who provide a more specialised service and provide processing support during quiet times.
- In line with the Digital by Design agenda, a project is underway to provide residents with the ability to "self serve" in respect of their council tax account. Open Channel will enable customers to complete and submit a series of on line forms to inform the Council of a property move which will, subject to data validation, automatically update the account without the need for back office intervention. This project is planned to be live by December 2017. It is not expected that this service will have an instant impact on the workload of the Service, but as the number of properties in the District continues to grow over future years and customers increasing expect to be able to self-serve, Open Channel will increase the processing capacity of the service.

Housing Benefits/Council Tax Reduction

The introduction of "E-Forms" for new housing benefit/council tax reduction claims and notification of changes in circumstances has proved a success. The table below shows the proportion of new claims now being received electronically.

New Benefits Claims



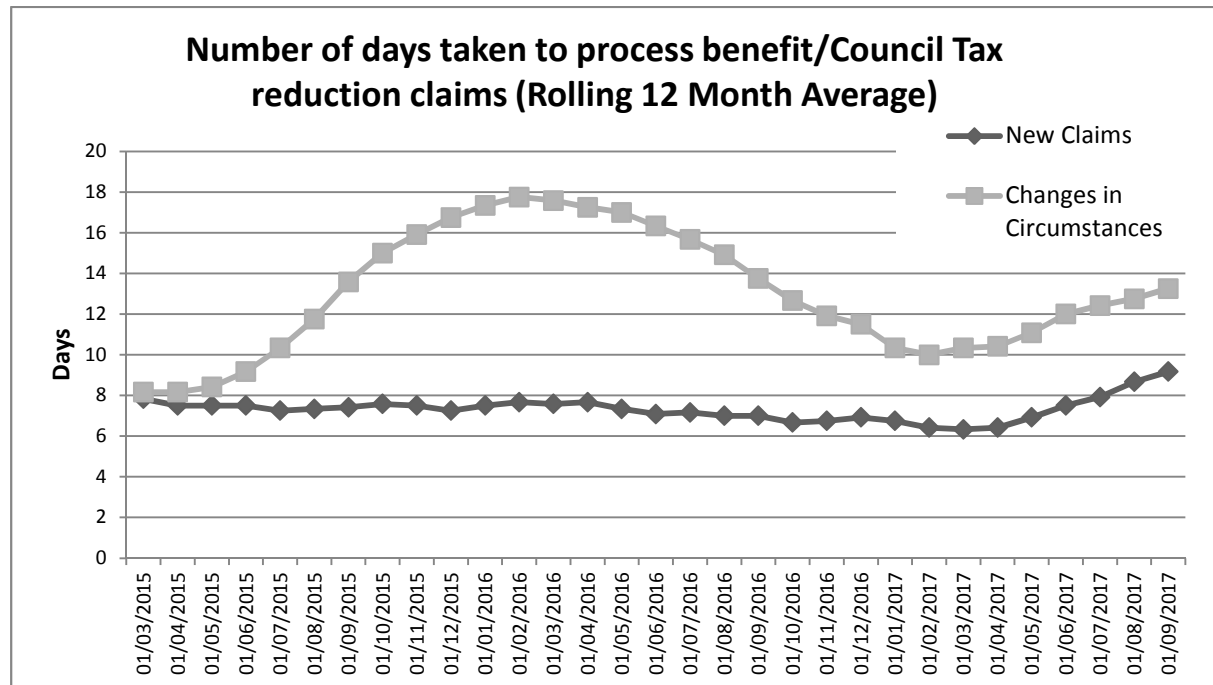
There are many benefits associated with the process, for the customer and the Council:-

- The system tells the claimant what specific documentation is required to support the claim, and how this is to be provided.
- Claims are quicker to submit.
- There is no scanning required of the claim.
- Data entry is greatly reduced.
- With claims being more complete, the requests for further information from claimants are greatly reduced.
- Claims are processed and benefit awarded much faster.

These improvements all amount to improved customer service and efficiencies for the Council. Greater promotion of the E-forms is planned, along with more training to ensure that Reception/One Stop Shop staff actively encourage on-line claims. With the review of Front Line staff and One-Stop Shops currently underway, it is planned that staff will be more enabled to assist customers to "self-serve". With Universal Credit due to be rolled out from June 2018, the Council will have a responsibility to assist applicants to apply to DWP for Universal Credit.

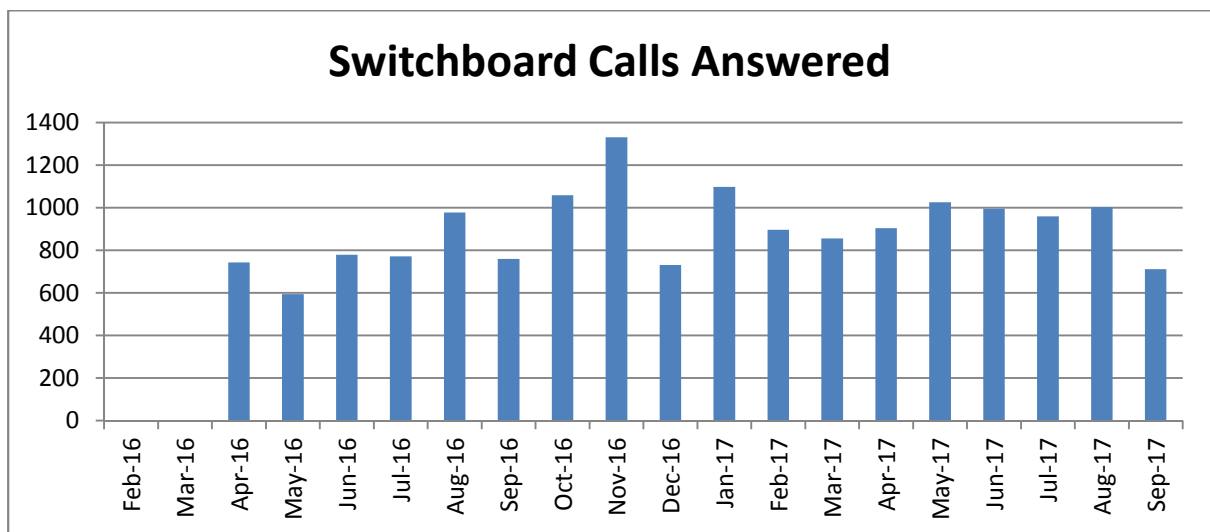
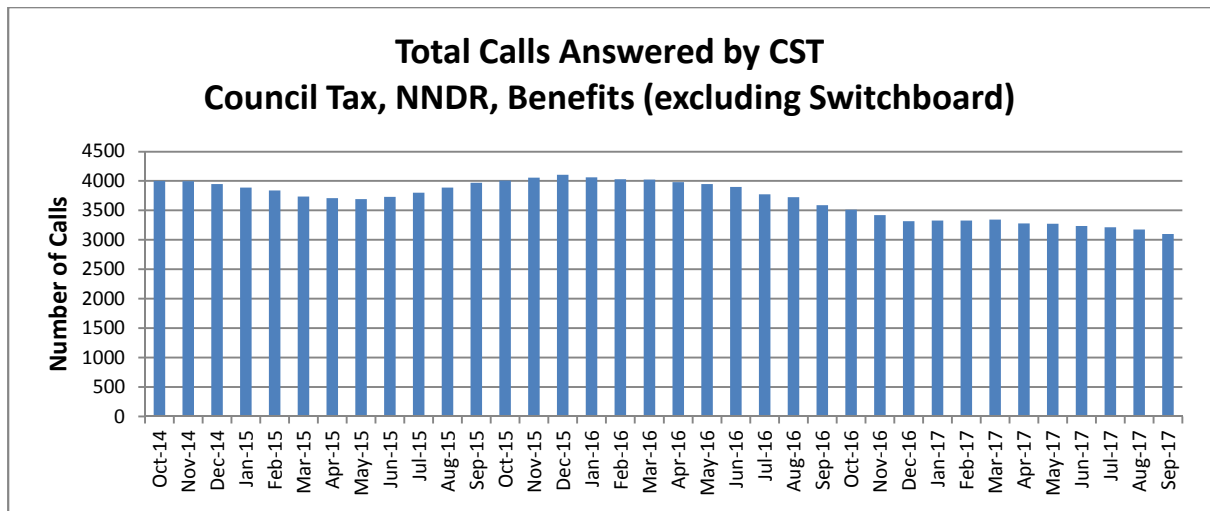
The time taken to process benefits claims is actively monitored as shown below. The recent increases in processing time have again resulted from staff turnover.

Following a recruitment campaign, several new appointments have been made, with these new members of staff currently undergoing an intensive training process. In addition, over the last year, the amount of work on current claims has increased as there have been more referrals from DWP under the Real Time Information initiative. These are up to 500 a month.



Customer Service Team

The Customer Service Team process Benefits and Revenues. Whilst all calls should be to direct dial numbers, there are still an increasing number of calls that are received on the switchboard number. The Customer Services Team manage these calls on behalf of the Council. It was originally envisaged that these calls would be very few in number. However, they continue to average 200 per week. As the team were not resourced for these calls, these calls are impacting on the overall performance of the team, so reducing their ability to deal with Revenues and Benefits Calls. Discussions have been held with the Senior Management Team to ensure that customers do not resort to the switchboard number and that calls are being answered by the correct team as first point of contact. Also, a trial is to be undertaken imminently for selected other services areas to help with the switchboard calls.



Accountancy

The 2016/17 Statement of Accounts was signed off by the external auditor in August. This was one month earlier than previously. From 2017/18, the accounts must be signed off by 31 July. The intention was to pilot early closure this year so as to meet that date. Whilst the end of July target was missed, the auditors would have been ready to sign off in early August. The action plan coming out of the 2016/17 audit is being agreed with the auditors so as to ensure a smooth closure of accounts and audit for 2017/18, along with meeting the new deadline. This will entail changes to some processes and procedures, and not just doing the same tasks faster. A meeting has been arranged with External Audit on 30th October to discuss the issues coming out of the Audit and how things can be improved for 2017/18.

The Contract for the Financial Management System has been extended under an Exemption to the Procurement Code of Practice. Whilst not incorporated into the

2017/18 Service Plan, initial scoping work is being undertaken, with a view to building this into the 2 subsequent years' Service Plans.

Internal Audit and Risk

By the end of September 2017 eleven reviews had been completed by Internal Audit. This will be reported to Finance & Audit Scrutiny Committee on 28 November 2017 as part of the quarterly audit plan progress reporting.

Following on from the external review of Internal Audit to comply with the Public Sector Internal Audit Standards, the action plan of improvements was reported to Finance & Audit Scrutiny Committee in June 2016. In addition a review of Risk Management across the organisation was undertaken by Zurich Insurance. With regard to the former all actions have been completed, substantially in 2016/17, whilst in the case of the latter two actions remain for 2017/18 and are therefore included within the Finance Service Area Plan for 2017/18.

Procurement

The new Procurement Team has continued to strive to embed good procurement practices across the authority whilst providing support to procurement projects. The Code of Procurement Practice has been reviewed, and is due to be considered at a future Executive meeting. Many guides and supporting documents have been produced to support officers in procuring goods and services.

There has continued to be much emphasis on further procurement training, both in formal and one to one sessions. In addition, all Council managers were party to a recent Managers Forum session considering procurement. Contract Management training is also being arranged. A report was presented to Finance and Audit Scrutiny Committee in September on the half year update on the Procurement Action Plan.

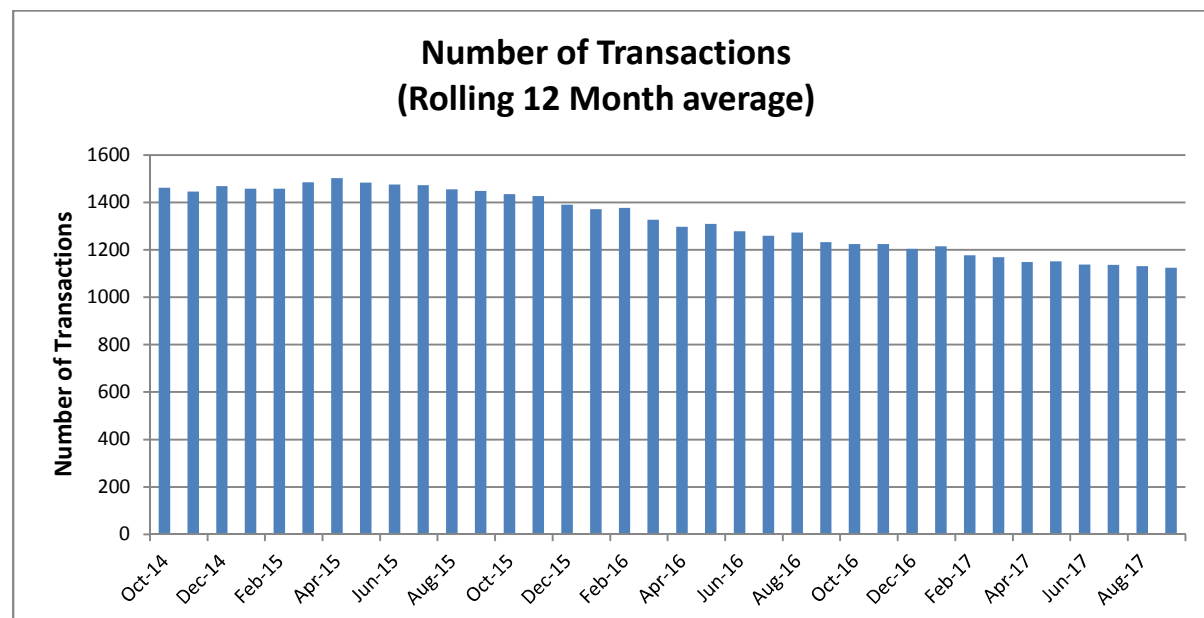
The Procurement Team recently won a national award from the Federation of Small Businesses for having the best "Small Business Friendly" Procurement Policy. The team continue to work with small and local business to seek to support them in tendering for contracts with the Council.

Procurement Training Members

An Elected Members Procurement training event will be held at the Town Hall - Council Chamber on Monday 6th November 2017 18.00 hours. This training is aimed at all Elected Members to raise awareness of the Procurement Process/ This has particular relevance to Finance and Audit Scrutiny Committee, but is also relevant to all members.

Financial Services Team

The Financial Services Team are responsible for processing the Council's payments and the collection of sundry debts. The numbers of transactions (invoices paid and orders raised) are shown below.



The team continue to introduce efficiencies so as to reduce the numbers of transactions to be processed, as can be seen from the chart. The initiatives include:-

- Consolidated billing
- Annual orders
- Use of procurement cards
- Collaborative procurement and contracts

3. Risks

The Finance Risk Register has continued to be reviewed throughout the year, and is due to be presented to Finance & Audit in 2018. There are no risks that score in the "red". Risks are regularly considered at Finance Management Team meetings, and the register is also reviewed quarterly in conjunction with the Finance Portfolio Holder.

4. Workforce Planning

Within the Exchequer Team, there is a continued move towards greater generic working. This will give staff greater flexibility to move on both council tax and business rates work. This has been piloted for over a year and is now planned to be rolled out to all officers. This is subject to a broader staffing review due to be presented to Employment Committee in January.

The Procurement Team has struggled to appoint to the three year Procurement Officer post. Consequently, with the forthcoming retirement of the Procurement Manager, a review of the Procurement function has taken place. The conclusions of this are currently being considered, along with potential increased collaborative inter-local authority working.

Following the retirement of a Principal Accountant, a replacement started in August. Vicki Forrester from Warwickshire County Council joined the Team on 7th August. The key components of her job are the Treasury Management System and Capital Accounting.

Some functions within Finance have been subject to substantial staff turnover in recent years, whilst others have continued to have a very stable workforce. In all cases workforce planning is a priority so as to seek to ensure staff are trained and able to progress as opportunities arise. In doing so, we seek to ensure continued quality service provision and enable staff to progress.

5. Budget

The Finance budget for 2017/18 includes the Council-wide 1% reduction to discretionary budgets. There is also an assumed £50,000 additional investment interest included from the use of alternative investment vehicles.

In view of the continuing low investment interest returns, the 2016/17 Treasury Management Strategy included Equity Funds as a new investment instrument with the aim of getting an increased return on some of the Council's investment portfolio whilst protecting the Council's investment. Following an appointment, two fund managers were appointed in March, with £3m paid into each fund in April. These investments need to be regarded as long term investments since the returns may be somewhat erratic in the short term.

In terms of the overall Council Budget, the Accountancy Team actively works with Budget Managers across the Council to review the current year expenditure and income and that for future years. In addition, the medium term financial strategy is maintained and updated – this driving the Council's overall finances. The Medium Term Financial Strategy (MTFS) is an intrinsic part of the Council's overall planning. Since 2010, the Council has seen reductions of over £7m to its external financial support (primarily Revenue Support Grant), but has been able to maintain services in this period, whilst holding the level of council tax at the same for many years. The MTFS (as reported to Executive in August 2017), and the assumptions behind it, show that further savings of £400k need to be made by 2022/23. Outside of the agreed Budget and MTFS, the Council faces additional costs in maintaining its assets in the future so as to maintain its services into the future; many of these costs still need to be funded. The team constantly monitors the savings required, and the profile behind it, utilising internal and external income. With significant uncertainty over the future of New Homes Bonus, and proposed changes to Business Rate Retention, it is vital that

prudent assumptions are maintained, whilst the Council endeavours to build up reserves for any future volatility.

Following on from the 2015/16 surplus, there has continued to be tighter monitoring of significant income budgets such as planning fees, parking and cremations. These budgets can be difficult to forecast, which has led to some overly cautious forecasting in recent years. Whilst the surplus was greatly reduced, monitoring of these budgets is continuing to be refined, with accountants and budget managers working closely together to ensure the correct level of core income is reflected in the Medium Term Financial Strategy.

Finance Service Plan 2017/18

Planned Changes, Major Workstreams and Projects

Change/Project	Milestones
Early Closure of Accounts – for 2016/17 inc de-cluttering, improved electronic WPs, planning for 2018/19 closedown.	Audited Statement of Accounts approved by Finance and Audit Scrutiny Committee 30th August 2017. Post Mortem Meeting with External Audit 30th October 2017 Further Milestones to be determined after Review meeting
Re-write HRA Business Plan Model	Established that this is not required
Budget Review – increase engagement across all Services	Ongoing each month – improved reporting Comparison to Final Accounts
Revenues Visiting Officer mobilisation	Initial in-house ICT development phase 1– November 2017 Testing, training and implementation phase 1– Jan 2018 Phase 2 Development and Implementation June 2018
Universal Credit – prepare for June 2018 rollout to new working age housing benefits claimants.	Planned restructure of service should make the service more responsive to the changed requirements.
Auto-matching for Creditor invoices – implement across Council	Testing and training for auto-clearing of invoices – Nov/Dec 2017 Implementation – Jan 2018
Council Tax “Self Serve” (Open Channel) module	Customisation of online forms – Oct/Nov 2017 Testing and training of new processes – Nov 2017 First on-line form to go Live – Dec 2017
Total (Financial Management System) Upgrade	Upgrade to go Live – Oct 2017
Progress actions from January 2016 Risk Management Review	All actions that were scheduled for 2016/17 have been completed. The two remaining ones, scheduled for 2017/18, are as follows: Consider whether some of the principles applied to contract risk management can be applied equally to partnerships – by March 2018

Change/Project	Milestones
	Review the criteria for evaluating project risks to make it more specific to time, cost and quality of delivery – by March 2018
Progress actions from April 2016 Internal Audit Review	Completed, mostly in 2016/17.
Review of Procurement function.	November 2017
Enhance use being made of Intend system for reports etc to assist procurement process.	September 2017
Updated Code of Procurement Practice and Procurement Strategy – rollout across organisation.	Updated Code of Procurement Practice- April 2018 Procurement Strategy – rollout across organisation – December 2017
Review Contract storage	September 2017 & ongoing
Contract Register – review with ICT format held, how shared and accessed.	December 2017
Review Support Service provision to make savings from Service in line with Medium Term Financial Strategy.	Savings mostly achieved, as to be reported as part of Base Budget in November. Some savings will not be achievable, primarily in respect of Internal Audit where the original figures were overstated.

Overview & Scrutiny Committee

Date: 31st October 2017
Briefing Note: Leamington Car Park User Survey
From: Paul Garrison (Project Manager – Car Parks)

In preparation for the proposed redevelopment of Covent Garden car park a survey was recently undertaken of car park users in Leamington to understand how the temporary closure of the Covent Garden car parks might affect user habits.

The survey was conducted online via a questionnaire hosted on the Warwick District Council website and attracted 318 responses from a mixture users and stakeholders including residents, pay and display users and season ticket holders. The survey was open for responses from Monday 8th August until Friday 8th September 2017.

The survey was promoted in the local press, through Warwick District Council's social media channels and by posters in all off-street car parks. Additionally season ticket holders and key stakeholders from Leamington BID, Leamington Chamber of Trade and Leamington Town Council were notified directly of the survey.

An analysis of the survey results has derived several conclusions:

- The survey results suggest that season ticket holders are likely to be more resilient to change and disruption to their existing parking arrangements than pay and display users.
- The survey results suggest that affected users are likely to want to continue using their car to travel to Leamington Spa rather than using alternative sustainable transport options.
- The survey results suggest a significant proportion of existing car park users would not consider using a Park and Ride service as an alternative means of accessing the town centre.
- Those users that would consider a Park and Ride service consider frequency of the service, location and reliability to be the primary factors that would influence their decision as to whether use such a facility.

The findings of the report are being used to inform the proposal for managing the displacement of users from Covent Garden car park when it is closed for redevelopment. This displacement plan is being developed and once prepared it will be presented to Executive to consider.

A summary of the survey responses follows below:

- Respondents were questioned about their relationship with Leamington town centre. 40% of respondents either live or work in Leamington and over half of the respondents visit the town to use the shops and services on occasions.
- Respondents were questioned about their use of the off-street car parks in Leamington. Nearly 60% of respondents used the car parks more than once a week.
- Season ticket holders were asked how they paid for their season ticket. Nearly 65% of respondents stated that their employer pays for their season ticket.
- Car park users and season ticket holders were asked what they would do if they could not get a season ticket in their preferred car park or could not pay and display in Covent Garden. They were asked to consider options against a sliding scale where 1 meant they would not consider the option and 5 would be their preferred choice.


For season ticket holders the three preferred alternative options were to buy a season ticket in an alternative car park (3.52 average), park on street for free (3.29 average), or pay and display in an alternative car park (2.14 average). The least preferred options for season ticket holders were to access Leamington by bicycle (1.38 average), bus (1.39 average) or walk (1.41 average).

For pay and display users the three preferred options were park on street for free (4.00 average), pay and display in an alternative car park (3.04 average) or to not visit Leamington (3.04 average). The least preferred options for pay and display users were to access Leamington by bicycle, to buy a season ticket for an alternative car park or to use the bus to get into Leamington.

- Over 75% of season ticket holders suggested that they would continue to use Leamington if they were unable to get a season ticket in their preferred car park.
- Both Pay and display and season ticket holders did not consider Park and Ride to be a preferable alternative parking option (1.96 average pay and display 1.71. average season ticket holders).
- Additional comments from respondents raised broad concerns about the personal inconvenience the temporary closure of Covent Garden may create and the impact of the closure on the town centre. The loss of Parent and Child bays currently allocated in the Covent Garden multi-storey car park is also raised on several occasions as a concern amongst respondents.

Paul Garrison will be in attendance at the meeting to answer any further questions on the report findings.

Paul Garrison
23rd October 2017

 Overview and Scrutiny Committee – 31 October 2017		Agenda Item No. 7
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	
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	26 September 2017	
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 Impact Assessment Undertaken	No
Not applicable.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	18/10/2017	Andrew Jones
Head of Service		
CMT	18/10/2017	Andrew Jones
Section 151 Officer		
Monitoring Officer	18/10/2017	Andrew Jones
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
Not applicable.		
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 2017/2018 (Appendix 1) and of the current Forward Plan (Appendix 2).

2. **Recommendation**

- 2.1 Members consider the work programme and agree any changes as appropriate.
- 2.2 The Committee to; identify any Executive items on the Forward Plan which it wishes to have an input before the Executive makes its decision; and to nominate a Member to investigate that future decision and report back to the Committee.

3. **Reasons for the Recommendation**

- 3.1 The work programme should be updated at each meeting to accurately reflect the workload of the Committee.
- 3.2 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 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all	<u>Intended outcomes:</u> Area has well looked after public spaces	<u>Intended outcomes:</u> Dynamic and diverse local economy

met Impressive cultural and sports activities Cohesive and active communities	All communities have access to decent open space Improved air quality Low levels of crime and ASB	Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Nil	Nil	Nil
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Nil	Dialogue between Scrutiny and Executive enables robust decision making and ensures all elements of the proposal in respect of service provision are taken into account.	Nil

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies; however, this report is for governance purposes. However, Members need to be mindful of the objectives above, when deciding what topics to add to the Work Programme.

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

4.3 Changes to Existing Policies - There are no changes to existing policies.

4.4 Impact Assessments - There are no new policy changes in respect of Equalities.

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 Option(s) 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 2017/2018**

28 November 2017

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late November 2018	Annually
12 Month Review of New Housing Allocations Policy (Ref 858)	27 June 2017	Report to Executive to be scrutinised by O&S	Ken Bruno			28 November 2017
Update from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	25 July 2017	Written report	Andy Jones			
Outside Bodies Annual Report	Standing Annual Item	O&S Report for Council	All councillors representing WDC on Outside Bodies. (Report collated by Committee Services)		Late Oct / Early Nov 2018	Annually

Constitution/Delegation Agreement (Forward Plan reference 819)	26 September 2017	Written report followed by Q&A at meeting	Tracy Darke			28 November 2017
Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written report followed by Q&A at meeting	Pete Cutts		Late Nov / Early Dec 2018	Annually

3 January 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Events Review 2017 Update subsequent to the report given to O&S in August 2017	O&S 30 August 2017	Written report followed by Q&A at meeting	Rose Winship			
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Thompson		January 2019	Annually

6 February 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Progress report on the HEART service	Email request from Ken Bruno 27 Jan 2017	Written report followed by Q&A at meeting	Mark Lingard			
Update from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	25 July 2017	Written report	Andy Jones			
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		February 2019	Annually

6 March 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2019	Annually
Shakespeare's England	Request from Report Author	Written Briefing Note followed by Q&A at meeting	David Butler		March 2019	September 2019

4 April 2018

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Verbal update on the Shared Environmental Enforcement with Rugby Borough Council	26 September 2017	Verbal report	Graham Folkes-Skinner			4 April 2018
12 month report from DCX (AJ) outlining the progress made to date on the recommendations on the HMOs	Executive April 2017	Written report	Andy Jones			4 April 2018
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		April 2019	Annually
Update from the Leader of the Council on his corporate and strategic leadership	Standing Annual Item	Verbal report followed by Q&A at meeting	Councillor Mobbs		April 2019	Annually
Member Children's Champions: End of Year Report	Standing Annual Item	Written report followed by Q&A at meeting	Andrew Jones		April 2019	Annually

TBA

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Local Plan Infrastructure Delivery Plan	30 June 2015	Written report followed by Q&A at meeting	Tony Ward/Dave Barber			Quarterly Update once the Local Plan has been agreed.
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
Phase 2 Leisure Development in Kenilworth	1 June 2016	Verbal Update	Rose Winship		C. Servs to notify when the report can be presented	
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	Written report followed by Q&A at meeting	Councillor Phillips			

Council Development Company (Forward Plan Ref 727)	February 2016	Written report followed by Q&A at meeting	Head of Housing		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	
Housing & Homelessness Strategy	27 September 2016	Written report followed by Q&A at meeting	Charlotte Lancaster			
Emergency Planning in light of Grenfell Tower and other major incidents (To include: <ul style="list-style-type: none"> • What this Council has done, • Capacity • Staff Learning) 	27 June 2017	Written report followed by Q&A at meeting	Marianne Rolfe		When the results from the Government enquiry into Grenfell Tower are known	
"Mystery Shopper" – testing customer service at the Council	25 July 2017	TBA	TBA			
Policy on Regulating the Private Rented Sector - Update(Ref 880)	30 August 2017	TBA	Ken Bruno			



Appendix 2)

Warwick District Council Forward Plan November 2017 to January 2018

**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 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.

(906)

Section 1 – The Forward Plan November 2017 to January 2018

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
1 November 2017						
Community Infrastructure Levy Adoption (Ref 901)	To consider adopting the Community Infrastructure Levy for Warwick District		Executive 1/11/2017	24/10/2017	David Barber Cllr Rhead	Residents, Developers Statutory Consultees, consulted as set out in CIL Regs. Background Inspectors CIL Report (still to be published)
Tachbrook Country Park (Ref 896)	To provide an update on progress and to seek approval to procure the design of the Country Park		Executive 27/09/2017 Reason 5 1/11/2017	24/10/2017	David Anderson Cllrs Grainger & Rhead	Draft Local Plan; Previous report to Executive 3/12/2014
Severe Weather Emergency Protocol for rough sleepers (Ref 902)	That following the motion approved by Council on 20 September 2017 the report is for the Executive to consider offering overnight accommodation to rough sleepers for every night once the temperature is predicted to drop to zero or below	Council 20 September 2017	Executive 1/11/2017	24/10/2017	Ken Bruno Cllr Phillips	
Corporate Apprenticeships Funding (Ref 903)	To consider the funding for the corporate apprenticeship scheme		Executive 1/11/2017	24/10/2017	Elaine Priestley Cllr Mobbs	

Rural Urban Community Initiative Scheme Applications (Ref 904)	To consider an applications from Shrewley Village Hall, Hunningham Cricket Cklub, Wren Hall, No More Floor (Just4Children) and Brunswick Healthy Living Centre, for a Rural and Urban Initiative Grant.		Executive 1/11/2017	24/10/2017	Jon Dawson Cllr Whiting	
Implementation of the Equality Act 2010 (Ref 905)	To consider the impact of the Equality Act 2010 in relation to Access for Wheelchair users to Taxis and Private Hire Vehicles		Executive 1/11/2017	24/10/2017	Kathleen Rose Cllr Thompson	Access for Wheelchair users to Taxis and Private Hire Vehicles – Statutory Guidance
Europa Way Update (Ref 898)	To update members of progress and to seek authority to progress the next stage of the project		Executive 27/09/2017	19/09/2017	Chris Elliott Cllr Phillips	Reports to Council & Executive in April 2017; January and March 2015. The next stage will involve further consultation

29 November 2017

12 Month Review of New Housing Allocations Policy (Ref 858)	To review the working of the new Housing Allocations Policy.		Executive 29/11/2017	21/11/2017	Ken Bruno Cllr Phillips	
General Fund Base Budgets 2018/19 to include Budget Review for the current year and FFF update (Ref 877)	To consider the following year revenue budgets for the General Fund and update Members on the latest Budgets for 2017/18 and Fit for the Future (FFF) update.		Executive 29/11/2017	21/11/2017	Marcus Miskinis Cllr Whiting	
HRA Base Budgets 2018/19 (Ref 878)	To consider the following year revenue budgets for the HRA and update Members on the latest position for the current year.		Executive 29/11/2017	21/11/2017	Andrew Rollins Cllr Phillips	

Consideration of a Hackney Carriage Vehicle Limitation Policy (Ref 851)	<p>To update members on the results of the WDC Hackney Carriage Unmet Demand Survey and:</p> <p>Meeting1 – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey.</p> <p>Meeting 2 – Update on the consultation & determine any change to policy, following the consultation.</p>		Executive 29/11/2017	21/11/2017	Lorna Hudson Cllr Thompson	<p>Taxi trade, local business, safer communities, disability, equality and other local group representatives, Town Councils, Police.</p> <p>Questionnaire on website/email.</p> <p>CTS Traffic & Transportation Final Report - July 2016</p> <p>Licensing & regulatory Committee</p> <p>25/9/2017</p>
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December 2017 – No scheduled Executive meetings at this time

4 January 2018 – No items planned for consideration at this time

Re-commissioning of services provided by the Voluntary and Community Sector 2018-2021 and review of VCS investment (Ref 884)	<p>For members to approve the tender specification for the re-commissioning of VCS services for 2018-2021 and to approve the recommendations for savings relating to the Council's investment in the VCS within the H&CP budget for 2018 – 19.</p> <p>(It is anticipated that part or all of this report will be considered in confidential session by the Executive because it contains</p>		Executive 29/11/2017 Reason 5 4/1/2018	19/12/2018	Liz Young Cllr Thompson	To follow
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	information relating to the financial or business affairs of any particular person (including the authority holding that information))					
Revisions to the Constitution/ Delegation Agreement (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications.		Executive 4/1/2018	19/12/2018	Tracy Darke/Gary Fisher Cllr Rhead	

Section 2 Key decisions which are anticipated to be considered by the Council between February and April 2018

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
7 February 2018						
General Fund 2018/19 Budgets & Council Tax (Ref 885)	To update Members on the overall financial position of the Council, consider the General Fund Revenue and Capital Budgets for the following financial Year. To propose the Council Tax for the following year		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Whiting	
HRA Rent Setting 2018/19 (Ref 886)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Phillips	
Heating, Lighting and Water Charges 2018/19 – Council Tenants (Ref 887)	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting and water supply		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Phillips	

Treasury Management Strategy (Ref 888)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forth coming year		Executive 7/2/2018	30/1/2018	Mike Snow Cllr Whiting	
7 March 2018						
One Stop Shop Business Case (Ref 894)	Provide a Business Case to ensure that the shared One Stop Shop Service is in line with Warwick District Council's ICT & Digital Strategy 2015-19		Executive 7/3/2018	27/2/2018	Graham Folkes-Skinner Cllr Grainger	
Car Park Strategy (Ref 895)	To seek approval for the proposed car parking strategy 2018-2028		Executive 7/3/2018	27/2/2018	Paul Garrison Cllr Grainger	

Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is 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
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company.	Executive 9/3/2016 2/6/2016 29/6/2016 Reasons 1 & 2	Bill Hunt Cllr Phillips	Awaiting further information on the implications of the Housing & Planning Act.		
Leisure Development – Phase II (Kenilworth) (Ref 803)	To agree the scope of Phase II.	Executive 28/9/2016 Reason 5	Rose Winship Cllr Coker			

HRA Asset Management and Development Policy (Ref 829)			Bill Hunt Cllr Phillips			
Recording and Broadcasting of Public Meetings (Ref 840)	To inform members of the research into the potential to record and broadcast all Council meetings as per the Notice of Motion to Council.	Council 29/6/2016 Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Currently being investigated in tandem with Council Chamber PA issues.		
Councillors IT (Ref 841)	To report back on the work of the Councillor IT Working Party.	Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Awaiting the outcome of Members' Allowances Review.		
WDC Enterprise – New Trading Arm (Ref 817)	To seek approval to establish a Local Authority Trading Company, to expand support provision whilst capitalising on existing skills to maximise income.	Executive 2/11/2016 Reason5 5/1/2017 Reason5 8/2/2017 Reason 5	Gayle Spencer Cllr Butler			
Events Review (Ref 832)	To review the provision and support of events in the District.	Executive 8/3/2017 Reason 4	James DeVille Cllr Butler			
HQ Relocation Project – outcome of phase 1 work (Ref 801)	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for commencement of the phase 2 delivery works.	Executive 26/07/2017 Reason 3	Bill Hunt Cllrs Mobbs, Whiting, Rhead, Butler, Grainger	Timing is dependent on the completion of the planning, marketing and procurement processes.		
Proposed Relocation of Kenilworth School (Ref 869)	To agree the Council's level of support in enabling the school to take its proposals forward.	Executive 28/06/2017 Reason 3	Andrew Jones Cllr Mobbs			

Policy on Regulating the Private Rented Sector (Ref 880)	To adopt a revised policy on private rented sector regulation in light of new legislation and guidance.		Ken Bruno Cllr Phillips	Awaiting the publication of government guidance.		
Linen Street Car Park (Ref 861)	To consider recommendations for redevelopment for the Linen Street Car Park facility	Executive 28/06/2017 Reason 3	Paul Garrison Cllr Grainger			Ward Councillors
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.	Executive 4/4/2017 28/06/2017 31/08/2017 Reason 3	Rob Hoof Cllr Grainger			
Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.	Executive 29/6/2016 Reason 5 1/9/16 Reasons 3 & 5 5/1/2017 Reasons 3 & 5 8/2/2017 Reasons 3 & 5 26/07/2017 Reasons 3 & 5 31/8/2017 Reason 3	Bill Hunt Cllrs Mobbs, Butler, Grainger, Coker & Whiting			
Leamington Spa Car Parking Displacement Plan (Ref 844)	To set out the options available should vehicles be displaced from Covent Garden car park and to consider alternative parking options within Leamington Town Centre.	Executive 4/4/2017 Reason 2 31/08/2017 Reason 3 27/9/2017 Reason 5	Gary Charlton Cllr Grainger			

Section 4 – 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
October 2017 – No scheduled Executive meetings at this time.						
1 November 2017						
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 1/11/2017	24/10/2017	Richard Barr Cllr Mobbs	
Commonwealth Games 2022	To consider a report on the implications of hosting Commonwealth Games event(s) within Warwick District		Executive 1/11/2017	24/10/2017	Chris Elliott Cllr Coker	
Royal Naval Club	To consider a confidential report about the Leamington Royal Naval Club		Executive 1/11/2017	24/10/2017	Chris Elliott Cllr Coker	
Arrangements for civic transport and support	To consider proposals with regard to the arrangements for civic transport		Executive 1/11/2017	24/10/2017	Amy Barnes Cllr Mobbs	
St Mary's Lands	To confirm the membership of the St Mary's Lands Working Party		Executive 1/11/2017	24/10/2017	Chris Elliott Cllr Butler	
Protocol for Marking the Death of a Senior Figure	To consider adopting the a Protocol for Marking the Death of a Senior Figure		Executive 1/11/2017	24/10/2017	Amy Barnes Cllr Mobbs	

29 November 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
Internal Audit Quarter 2 Progress Report	To review progress in achieving the Audit Plan.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
December 2017 – No scheduled Executive meetings at this time.						
4 January 2018						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 4/1/2018	21/12/2017	Jon Dawson Cllr Whiting	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 4/1/2018	21/12/2017	Richard Barr Cllr Mobbs	
7 February 2018						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 7/2/2018	30/1/2018	Jon Dawson Cllr Whiting	
7 March 2018 - No scheduled reports at this time.						

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) 456114