

A meeting of the above Committee will be held in the Town Hall, Royal Leamington Spa on Wednesday 29 May 2019, at 7.30pm or at the end of the scheduled training session, whichever is the latter.

Membership:

Councillor A Boad
Councillor G Cullinan
Councillor I Davison
Councillor A Dearing
Councillor P Kohler

Councillor R Margrave
Councillor A Milton
Councillor N Murphy
Councillor M Noone
Councillor P Redford
Councillor S Sanghera

Emergency Procedure

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

Agenda

1. Apologies & Substitutes

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

2. Declarations of Interest

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

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

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

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

3. **Minutes**

To confirm the minutes of the meeting held on 2 April 2019. **(To follow)**

4. **Health Scrutiny Sub-Committee**

- (a) to confirm whether or not the Health Scrutiny Sub-Committee membership should be politically proportionate;
- (b) to appoint a minimum of four Members of the Overview & Scrutiny Committee to the Health Scrutiny Sub-Committee;
- (c) to appoint all remaining Members of the Overview & Scrutiny Committee to be substitute Members on the Health Scrutiny Sub-Committee;

5. **Review of the Work Programme, Forward Plan and Comments from the Executive**

To consider a report from Democratic Services. **(To follow)**

Published Monday 20 May 2019

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

For enquiries about specific reports, please contact the officers named in the reports. You can e-mail the members of the 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 of the Town Hall. If you feel that this may restrict you attending this meeting, please telephone (01926) 456114 prior to the meeting, so that we can assist you and make any necessary arrangements to help you to attend the meeting.

The agenda is available in large print on request, prior to the meeting, by telephoning (01926) 456114

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 2 April 2019 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Ashford, Boad, Mrs Cain, Davison, Mrs Hill, Naimo, Parkins, Shilton and Weed.

Also Present: Councillors Grainger, Phillips and Thompson.

93. **Apologies and Substitutes**

- (a) Apologies for absence were received from Councillor D'Arcy.
- (b) Councillor Ashford substituted for Councillor H Grainger, Councillor Mrs Hill substituted for Councillor Mrs Redford and Councillor Weed substituted for Councillor Bromley.

94. **Declarations of Interest**

Minute Number 99 – HEART Service Progress Report

Councillors Mrs Falp and Shilton both declared an interest part-way through discussions on this item when the subject of funding from Warwickshire County Council was raised because they were Members of the County Council.

95. **Minutes**

The Minutes of the meeting held on 5 February 2019 and 5 March 2019 were taken as read and signed by the Chairman as a correct record.

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

The Committee considered its work programme for 2019 and the Forward Plan.

Resolved that:

- (1) the membership of the Health Scrutiny Subcommittee will be decided on 29 May 2019 instead of July 2019; and
- (2) the responses made by the Executive on the Comments from the executive Report (Appendix 2) be noted.

97. **Increased Litter Bin Provision – report back to show how well the scheme has been received and results**

The Overview & Scrutiny Committee considered a report from Neighbourhood Services which gave an update on the progress made with the additional litter bin collection team, additional cleansing to our destination parks and the installation of the new litter bins.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

In response to questions from Members, the Contract Services Manager and Councillor Grainger, the Portfolio Holder, Neighbourhood Services, explained that:

- A list of bin collections by Ward would be circulated to Councillors.
- It was still possible to request more bins, and where necessary, it was still possible to squeeze more collections onto the rota.
- When it came to the new contract, once the additional frequencies of collections were specified, this should be met because contractors would benefit from economies of scale, which would then benefit the Council. The Council would not be looking to reduce the service.
- The specification of the street cleansing contract should be ready June/July time but officers had until September to finalise the specification to cover any area that needed more work.
- There were no resource issues anticipated at the contractors, which had committed to the additional resources.
- There was a different collection frequency for events. The organiser was responsible for sorting the waste collection service.
- The Council was dealing with known areas where people were known to dump their household waste in public bins. The fly tipping team would check to identify offenders.

Resolved that the progress made with this project is noted.

(Councillor Grainger left the meeting.)

98. Executive Agenda (Non-confidential items and reports) – Wednesday 3 April 2019

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 3 April 2019.

Item 4 – Employer’s Agent for New Housing Programme

Councillor Phillips, Portfolio Holder – Housing undertook to submit a revision to the wording of the Housing Revenue Account (HRA) amendment that would address the concerns raised by the Overview & Scrutiny Committee so that the Employer’s Agent ensured that these new homes met the required standards regarding performance-in-use measures of energy efficiency, lifetime homes and renewable energies. Councillor Davidson had supplied a form of wording which Councillor Phillips agreed he could use to base the revision as follows:

Councillor Davidson’s suggested wording:

The Council is currently developing “a Plan to incorporate in new-builds funded through the Housing Investment Programme improved housing standards, in-use performance standards (such as identified by the Sustainable Development Foundation), lifetime homes standard and renewable energy installations.” Consequently, the Employer’s Agent would need to demonstrate experience and expertise in these areas, so that the new homes would be built in accordance with these standards and performance monitored.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

99. HEART Service Progress Report

The Committee considered a report from Housing Services which detailed the current operational and financial performance with the countrywide Home Environment Assessment & response Team (HEART) shared service.

In response to questions from the committee, Councillor Phillips, Portfolio Holder, Housing, the Head of HEART Services and the Private Sector Housing manager, explained that:

- The reason for the 60 days being taken in the south for telephone assessment to face to face assessment (all cases) as detailed at page 20 of the report for the Disabled Facilities Grant (DFG) Stage Times was because at that time there were staffing shortages. Resources in the team had now been increased with agency workers to do more assessments and that figure was reducing and the current figure would be approximately 50 days; further decrease was anticipated.
- Reasons for the increase in demand for the service was better working with partners and capital money had increased over the years. The Council was quick to tell people that money was available.
- The Government DFG allocation had increased substantially, as shown on page 4 of the report (point 5.4).
- The HEART Service was relatively new and staff were still learning and improving. Demand and money had increased. Overall, the service was going well. The first year had been very challenging but the service was improving steadily.

Councillors felt that the information shown on the tables in the report did not show how efficient the service was, for example, how long it took to install a stair lift. Officers explained that figures were kept of "end to end" times and they tried to identify where problems occurred, but some of the issues were external and outside the Council's control, for example, the customer going away on holiday or into hospital. Officers stated that the management information on where delays occurred was available but it was not presented in the report.

Resolved that the report be noted.

(Councillor Phillips left the meeting.)

100. Children's Safeguarding: Improvement Action Plan Update

The Committee considered a report from the Head of Housing Services detailing annual progress in respect of Children's Safeguarding Improvement Action Plan, detailed at appendix 1 to the report.

Councillor Parkins, one of the Champions, suggested to the Committee that the name if the role should change to take into account the widening remit of the role, dealing with vulnerable people which included adults as well as children.

The Deputy Chief Executive (BH) advised Members of the process to appoint Champions and asked the Principal Committee Services Officer to

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

inform the relevant officer to initiate the change to the name of the role. He did not foresee an issue with this.

Resolved that

- (1) the updated Improvement Action Plan is noted;
- (2) a new action plan should be drafted which takes account of both children's and adult's safeguarding, and which is both monitored and refreshed annually;
- (3) the name of the role is changed to Children's and Adults' Safeguarding Champion; and
- (4) two Champions should be appointed for 2019/20.

101. Briefing Report: Vision & Strategy for Leamington town centre annual update and progress on Action Plan

The Committee considered a briefing note from Development Services which provided an annual update of the actions contained in the Action Plan that was included as part of a "Vision & Strategy for Leamington town centre" that had been approved by the executive in March 2018.

The Policy & Projects Manager explained that originally the report was scheduled to go to the March 2019 meeting, but because of a packed agenda, the report was delayed until April. Consequently, the information in the report was current as at March 2019.

In response to questions from Members, the Policy & Projects Manager explained that:

- It was hoped to improve the area between the Railway Station and Leamington town centre, but as yet, the mechanism to achieve this had not been identified. Opportunities could present as a result of the Commonwealth Games and the Creative Quarter Project. Additionally, CIL money was available to help fund the way marking project. CIL money was due to arrive this year, but it might not all be available until the end of the year. This would be £70,000 for Leamington town centre for way marking.
- Phase 1 Station Approach project had been completed; Phase 2, which would include a new car park would be in November 2019.
- Officers would be guided by Councillors and Group Leaders on the value of re-forming the Member Reference Group for Vision & Strategy for Leamington town centre.
- If required, an area action plan for Leamington town centre would be drafted, which would draw together the aspirations of the Creative Quarter and the Leamington Town Centre Neighbourhood Plan and address any gaps in these.
- The "thriving town centre theme" in the Action Plan was there to ensure policies were in place to support a mix of key town centre uses. The Policy & Projects Manager would be meeting with the Head of Development Services the following week to consider some of the

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

lessons that could be learnt, particularly with the shopping park decision. The Council tried to strike a practical balance between retaining shops in A1 use and recognising the realities that were required to be flexible and respond to the diverse types of uses required of a town centre now.

Resolved that

- (1) another report be given in 12 months' time; and
- (2) the progress that has been made on the Leamington Town Centre Vision & Strategy since it was approved by the Executive in March 2018, be noted.

102. Role of the Chairman of the Council – Task & Finish Group

The Committee considered a report from the Task & Finish Group – Role of the Chairman of the Council, which brought forward recommendations from this group. The membership of the Group was Councillors Ashford, Mrs Knight and Margrave.

In response to a question from Councillor Shilton, the Democratic Services Manager & Deputy Monitoring Officer explained that the gifts that had been presented to Chairmen over the years would be displayed so that they would be more accessible to the public, which they were not currently. Additionally, they would be given context so that it would be clear when, where, why and by whom they had been presented.

A conversation had taken place with the proposed next Chairman about the report and it had been agreed with him to monitor the effect of the changes as recommended in the report over the next 12 months to see if changes were required.

Resolved that

- (1) the proposed revisions to Article 5 of the Constitution as set out at Appendix 3 to the report are supported;
- (2) the current budget for supporting the Chairman is appropriate but that in light of the underspend on their allowance over each of the last four years, this be reduced by £1500 per annum is accepted;
- (3) in the event of relocation to a new HQ, a room is not dedicated solely for the chairman's use, but a suitable room be made available to the chairman for use when inviting guests or meeting with staff is recommended;

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- (4) the updated guidance/protocol for leading on events as set out at Appendix 7 to report is welcomed;
- (5) a review of the current civic gifts with the Chairman's office will be undertaken with a view as to how these can be made more publically accessible or if appropriate disposed of is noted;
- (6) the purpose and arrangements for the annual meeting be reviewed, including who is invited and the new Chairman reports on this to Council by no later than November 2019 is recommended; and
- (7) a report is brought back to Scrutiny in July 2020, by officers in liaison with the Chairman of the Council and Chairman of the Overview & Scrutiny Committee, that reviews the impact of these recommendations, if they are agreed by Council.

103. 2019 Councillor Training Plan

The Committee considered a report from Democratic Services which set out the agreed Councillor Induction Programme for after the May 2019 election.

Resolved that the agreed Councillor Induction Programme for after the May 2019 Warwick District Council election, as set out at Appendix 2 to the report is noted.

104. To review membership/participation with certain Outside Appointments

The Committee considered a report from the Deputy Chief Executive and Monitoring Officer which detailed the appointments for 2019/2020 to be made of councillors representing this Council on Outside Bodies. It also detailed the appointment of Champions. These appointments would be agreed at Council.

Resolved that

- (1) the recommendations for outside appointments 2019/20, as set out in Appendix 1 to the report, to be agreed by Council in May 2019, be noted;
- (2) the Council's Champion appointments, as set out in Appendix 2 to the report, be noted;
- (3) that a change be made to this Council's Constitution with regard to Outside Bodies be recommended to Council as follows:

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

"Representatives are expected to act corporately and are authorised to advise the respective bodies of the Council's policy position and make requests to the appropriate Portfolio Holder if new Council policy might be appropriate.

Most Outside Bodies operate using their own Boards which determine their terms of reference. Council representatives will be expected to work within the framework of the body upon which they are serving. A report will be submitted to the budget setting meeting of Council in February each year."

; and

- (4) it is recommended to Council that the name of Children's Champions be changed to Children's and Adults' Safeguarding Champions.

(Councillor Thompson arrived at the meeting during this item.)

105. **Health and Community Protection Review**

The Committee considered a report from Health & Community Protection which brought together details of performance relating to the Health & Community Protection Portfolio.

In response to questions, the Portfolio Holder – Health & Community Protection, Councillor Thompson, the Head of Health & Community Protection and the CCTV Manager explained that:

- The District had a very high proportion of Euro 6 buses operating compared to other areas. Euro 6 buses were the cleanest buses in respect of low emissions currently available.
- In respect of Crime and Disorder, the figure of 479 numbers of arrests from CCTV information actually referred to arrests made when Police were directed to the incidents whilst CCTV observation was in progress by the operator. The Council was not informed if arrests were made after CCTV evidence had been captured but Police had been unable to attend whilst observation was in progress.
- Information could be provided on the number of hours of CCTV footage Police asked to view in future reports.
- Your Town/Your Choice – there had not been any events during the year. They were no longer being delivered because they were becoming ineffective. They were being reviewed. A grant had been received to deliver messages about going out safely in the town to schools. This grant was from the Police & Crime Commissioner's Office. The target audience were school children before they reached an age of a drinking culture and were going out in the night time economy.
- Officers were speaking to the university about solving issues as a result of the night time economy but the Portfolio Holder was

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

concerned that there was a failure to engage with the Students' Union. Ways had to be found to engage with the student population in South Leamington and increasingly, in the north of the town.

Resolved that the report be noted.

(Councillor Thompson left the meeting.)

106. Overview & Scrutiny Committee – End of Term Report

The Committee considered a report from Democratic Services which reported to Council on the work the Overview & Scrutiny Committee and the Health Scrutiny Sub-Committee had undertaken during the municipal year 2018/19.

Resolved that the list of matters considered during the municipal year, as detailed in Appendix A to the report, be noted.

The Chairman expressed her thanks to officers and Councillors alike for their support. She thanked the Principal Committee Services Officer and the Deputy Chief Executive (BH) for the support they had shown in serving the Committee during the municipal year. The Deputy Chief Executive (BH) thanked the Councillors on behalf of all officers.

(The meeting ended at 8.12pm)

CHAIRMAN
29 May 2019

Overview and Scrutiny Committee

Minutes of the meeting held on Monday 20 May 2019 at the Town Hall, Royal Leamington Spa at 6.15pm.

Present: Councillors; Boad, Cullinan, Davison, A Dearing, Kohler, Margrave, Milton, Murphy, Redford and Sanghera.

1. **Apologies and Substitutes**

- (a) apologies for absence were received from Councillor Noone; and
- (b) there were no substitutes for the meeting.

2. **Declarations of Interest**

There were no declarations of interest made.


3. **Appointment of Chairman of the Committee**

It was proposed by Councillor Boad, duly seconded; and

Resolved that Councillor Davison be appointed Chairman of the Committee for the ensuing municipal year.

(The meeting ended at 6.17 pm)

CHAIRMAN
29 May 2019

 WARWICK DISTRICT COUNCIL	Overview & Scrutiny Committee – 29 May 2019	Agenda Item No. 5
Title	Work Programme, Forward Plan & Comments from Executive	
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	2 April 2019	
Background Papers	N/A	
<p style="text-align: center;">This report is produced for Scrutiny meetings for governance purposes. It is part of the process for ensuring that the Council is held to account for the decisions it makes or may make.</p>		

1. Summary

- 1.1 This report informs the Committee of its work programme for 2019 (Appendix 1) and of the current [Forward Plan April 2019 to July 2019](#)
- 1.2 In addition, it provides the Committee with the response that the Executive gave to its comments regarding the reports submitted to the Executive on 3 April 2019 (Appendix 2).

2. Recommendation

- 2.1 Members consider the work programme (Appendix 1) and agree any changes as appropriate.
- 2.2 The Committee to; identify any Executive items on the Forward Plan which it wishes to have an input before the Executive makes its decision; and to nominate a Member to investigate that future decision and report back to the Committee.
- 2.3 Members note the responses made by the Executive on the Comments from the Executive report (Appendix 2).

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.

- 3.3 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.
- 3.4 The Forward Plan is actually the future work programme for the Executive. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.
- 3.5 Appendix 2, Comments from Executive, is produced to create a dialogue between the Executive and the Overview and Scrutiny Committee. It ensures that the Overview and Scrutiny Committee are formally made aware of the Executive's responses.
- 3.6 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. **Background**

- 4.1 The five main roles of overview and scrutiny in local government are: holding to account; performance management; policy review; policy development; and external scrutiny.
- 4.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.
- 4.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve-month period to give a clearer picture of how and when the Council will be making important decisions.
- 4.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 4.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 4.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.
- 4.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.
- 4.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive

items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.

- 4.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.
- 4.10 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 4.11 On the day of publication of the Executive agenda all Councillors are sent an e-mail asking them to contact Committee Services, by 09.00am on the day of the Overview and Scrutiny Committee meeting to advise which Executive items they would like the Committee to consider.
- 4.12 As a result the Committee considered the items detailed in appendix 2. The response the Executive gave on each item is also shown.
- 4.13 In reviewing these responses Committee can identify any issues for which they would like a progress report. A future report, for example on how the decision has been implemented, would then be submitted to the Committee at an agreed date which would then be incorporated within the Work Programme.

**Overview and Scrutiny Committee
Work Programme 2019/2020**

9 July 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Finance – Service Area Update	Annual item	Written Report	Mike Snow / PH Finance		12 months	Annual Report
Fuel Poverty	26 June 2018 and moved back Feb 2019 meeting	Written Report	Alice Ellis / Marianne Rolfe / Lisa Barker			
Review of Council's Sustainability and Climate Change Approach	27 June 2017	Written Report	Alice Ellis / Marianne Rolfe		12 months	Annual Report
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	Marianne Rolfe			

20 August 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Housing & Property – Service Area Update	Annual item	Written Report	Lisa Barker / PH H&PS		12 months	
Policy on Regulating the Private Rented Sector - Update(Ref 880)	30 August 2017	Written Report	Elaine Wallace / Mark Lingard			

1 October 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Neighbourhood Services – Service Area Update	Annual Item	Written Report	Rob Hoof / PH - NS		12 months	Annual Report
Shared Environmental Enforcement with Rugby Borough Council update.	O&S 8 January 2019	Written Report or Briefing Note	Gary Charlton			
Catering and Events Concessions Contract – Royal Pump Rooms and Jephson Gardens Glasshouse – Update on how it has gone.	O&S 30 May 2018 & 8 January 2019	Written Report	David Guilding / Phil Clarke			
12 month update on the adoption of a Plastics Policy – progress with the policy and the difference it has made; future plans.	30 October 2018	Written Report	Alice Ellis			

12 November 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Development Services - Service Area Update	Annual item	Written Report	Dave Barber / PH Development Services		12 Months	Annual Report
Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written Report	Pete Cutts		12 Months	Annual Report
Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		12 Months	Annual Report

17 December 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Environment & Business - Service Area Update	Annual item	Written Report	Dave Barber / PH E & B		12 Months	Annual Report

11 February 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Strategic Leadership/Chief Executive – Service Area Update	Annual item	Written Report	Chris Elliott / Leader of the Council		12 months	Annually

17 March 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual update from Shakespeare's England to include KPIs for the District Council's area and what has been done.	29 August 2018	Written Report	PH Business / Martin O'Neill		12 months	Annual Report
Vision & Strategy for Leamington town centre annual update and progress on Action Plan.	2 April 2019	Written Report	Phillip Clarke		12 months	Annual Report
Culture – Service Area Update	Annual item	Written Report	Rose Winship / PH Culture		12 months	Annual Report

21 April 2020

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual review of membership / participation of Outside Bodies	Standing Annual Item	Written Report	Andrew Jones		Last O&S meeting of the Municipal Year 21/22	Annual Report
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		Last O&S meeting of the Municipal Year 21/22	Annual Report
Children’s and Adults’ Safeguarding Champions: End of Year Report	Standing Annual Item	Written Report	Lisa Barker		Last O&S meeting of the Municipal Year 21/22	Annual Report
Health & Community Protection – Service Area Update	Annual item	Written Report	Marianne Rolfe / PH H&CP		12 months	Annual Report

TBA

Title	Where did item originate from	Format	Lead Officer / Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Reviewing the success of the Rugby trial and the way forward	25 September 2018	Written Report	Gary Charlton			
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	PH Housing			

Municipal Year 2020/2021 onwards

Arising from O&S Committee meeting 2 April 2019:

- July 2020 – Progress report on HEART service subsequent to last report 2 April 2019
- July 2020 – Review on progress/success of the recommendations from the Task & Finish Group – Role of the District Council Chairman

Service Area Update Rota
Finance
Housing & Property
Neighbourhood Services
Development Services
Environment & Business
Chief Executives
Culture
Health & Community Protection

**Response from the meeting of the Executive on O&S Committee's Comments
– 2 April 2019**

Items no.	4	Title	Employer's Agent for New Housing Programme	Requested by	Green Party
Reason considered		<p>It's good to see these steps to build much needed new Council affordable homes. Can this be explicitly linked with the Housing Revenue Account (HRA) amendment* agreed in February so that the Employer's Agent ensures that these new homes meet the required standards regarding performance-in-use measures of energy efficiency, lifetime homes and renewable energies.</p> <p>*HRA amendment: "In order to address fuel poverty, provide higher quality housing and enable a substantial reduction in fuel costs and carbon dioxide emissions from residential properties, this Council allocates up to £90,000 from the HRA Capital Investment Reserve to</p> <ol style="list-style-type: none"> 1. Develop a Plan to incorporate in new-builds funded through the Housing Investment Programme improved housing standards, in-use performance standards (such as identified by the Sustainable Development Foundation), lifetime homes standard and renewable energy installations 2. The Plan to examine how to incorporate these standards into the retrofitting of existing properties 3. Encourage our housing association co-development partners to pursue the same standards. <p>That a report is presented for agreement of the Executive outlining the Plan in Autumn 2019"</p>			
Scrutiny Comment		<p>Councillor Phillips, Portfolio Holder – Housing undertook to submit a revision to the wording of the Housing Revenue Account (HRA) amendment that would address the concerns raised by the Overview & Scrutiny Committee so that the Employer's Agent ensured that these new homes met the required standards regarding performance-in-use measures of energy efficiency, lifetime homes and renewable energies. Councillor Davidson had supplied a form of wording which Councillor Phillips agreed he could use to base the revision as follows:</p> <p><i>Councillor Davidson's suggested wording: The Council is currently developing "a Plan to incorporate in new-builds funded through the Housing Investment Programme improved housing standards, in-use performance standards (such as identified by the Sustainable Development Foundation), lifetime homes standard and renewable energy installations." Consequently, the Employer's Agent would need to demonstrate experience and expertise in these areas, so that the new homes would be built in accordance with these standards and performance monitored.</i></p>			

Executive Response	<p>Councillor Phillips thanked the Leader of the Council for his leadership and support over the years. He was in agreement with Councillor Davison and proposed the report as laid out, with the addition of another paragraph, 3.11 to read:</p> <p><i>3.11 The Employer’s Agent brief will include taking account of the additional motion in item 11 at Full Council on February 20th 2019 whereby the Council is currently developing “a Plan to incorporate in new-builds funded through the Housing Investment Programme improved housing standards, in-use performance standards (such as identified by the Sustainable Development Foundation), lifetime homes standard and renewable energy installations.” Consequently, the Employer’s Agent would need to incorporate these objectives, so that the new homes would be built in accordance with these standards.</i></p>
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