

Overview and Scrutiny Committee

Tuesday 2 September 2014

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 2 September 2014 at 6.00pm.

Membership:

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

Emergency Procedure

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

Agenda

1. **Substitutes**

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

*2. **Declarations of Interest**

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

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

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

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

***3. Minutes**

To confirm the minutes of the meetings held on 29 July 2014.

(Item 3/Page 1)

***4. Comments from the Executive**

To consider a report from Democratic Services.

(Item 4/Page 1)

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

To consider a report from Democratic Services.

(Item 5/Page 1)

***6. Executive Agenda (Non Confidential Items and Reports) – Wednesday 3 September 2014**

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

You are requested to bring your copy of that agenda to this meeting.

(Circulated separately)

***7. 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.

***8. Sports and Leisure Options Appraisal – Management Options**

To consider a report from Cultural Services

(Item 8/Page 1)

***9. Executive Agenda (Confidential Items and Reports) – Wednesday 3 September 2014**

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

You are requested to bring your copy of that agenda to this meeting.

(Circulated separately)

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

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

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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

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

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 29 July 2014 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Falp (Chairman); Councillors Mrs Blacklock, Boad, Mrs Bromley, Brookes, Copping, Ms Dean, Edwards, Gill, Guest, Mrs Higgins, Illingworth, Kinson and Wreford-Bush.

Also Present: Councillors Coker and Shilton.

An apology for absence was received from Councillor Mrs Grainger.

22. **Substitutes**

There were no substitutes.

23. **Declarations of Interest**

There were no declarations of interest.

24. **Response to the Task & Finish Group's Dog Control Order Report**

Councillor Coker, (Portfolio Holder, Health & Community Protection) and Councillor Shilton (Portfolio Holder, Neighbourhood Services) answered questions that Committee members had about a report that would be going to Executive the following day. This report had been produced in response to a Task and Finish Group report for the Overview and Scrutiny Committee and sought to respond to recommendations from the Task and Finish Group's report that involved expenditure.

Councillor Coker agreed that the only effective way to keep dogs out of children's play areas was to properly fence the area, and he gave Abbey Fields children's play area as a good example of where this had been instigated.

The Committee Members then went through any comments they had with the various responses to recommendations in the report for Executive approval:

Appendix 2, recommendation 7 and response

Councillor Coker informed Members that plans would be provided of the additional areas to be included in the Dog Control Orders. He made clear that it was only the children's play area at Abbey Fields that would become subject to a Dog Exclusion Zone, not the whole of Abbey Fields.

Appendix 2, recommendation 12 and response

Councillor Coker made it clear that the Golf Club was not included in a Dog Control Order, with the exception of the path. It was agreed that both the dog walkers and Golf Club staff needed re-education to become more understanding of the needs of both groups.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Appendix 2, recommendation 15 and response

Members were delighted with the response to this recommendation and offered assistance to implement. Councillor Shilton informed Members that a report would be going to the Executive in September with proposals.

Appendix 3, recommendation 2 and response

Members disputed this and stated that residents did want this recommendation bringing forward, but Councillor Coker said that there had been no complaints to the Council.

Appendix 3, recommendations 4 and 5 and response

Councillor Mrs Blacklock, who was the Chairman of the Task and Finish Group, felt strongly that the public wanted additional bins at cemeteries and that the existing wire baskets should be replaced with enclosed bins. Councillor Shilton explained that this option was not being pursued at this time as the suggested replacement would increase the costs of waste collection.

Appendix 3, recommendation 7 and response

Councillor Shilton outlined the proposals for the Ranger service. Councillor Mrs Bromley requested that Canalside be included for the Dogs on Leads order and Councillor Coker responded that it could be considered but would be subject to a public consultation.

Appendix 3, recommendation 17 and response

A request was made to include closed churchyards. Councillor Coker said that this would require public consultation. He was happy to include the closed cemeteries into the consultation scheduled for next year.

Councillor Mrs Higgins requested that Collegiate Gardens, adjacent to the Church be included in the list referred to in point 7.6 of the report. She was informed that it could be.

25. Executive Agenda (Non-confidential items and reports) – Wednesday 30 July 2014

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 30 July 2014.

Item 5 – Response to Overview & Scrutiny Task & Finish Group’s review of the Dog Control service in the district

The Overview & Scrutiny Committee supported the recommendations in the report.

Councillor Shilton left the meeting. Councillor Coker remained.

26. Minutes

The minutes of the meeting held on 1 July 2014 were taken as read and signed by the Chairman as a correct record subject to an amendment showing that Councillor Mrs Blacklock gave apologies.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

27. Comments from the Executive

The Committee considered a report from Civic and Committee Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the confidential reports submitted to the Executive at the start of July.

Resolved that the report be noted.

28. Review of the Work Programme & Forward Plan

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

Verbal briefing from the Safer Communities Manager on the work being done by the Partnership to control anti-social behaviour

The Safer Communities Manager had been asked by the Committee Services Officer to explain Warwick District's Council's role in the Action Plan to tackle anti-social behaviour, particularly with reference to St Nicholas Park. This was as a result of the Committee's desire to invite a member of the Police to a meeting to talk about the Action Plan. After the Committee had made that request, the Committee Services Officer had informed the Safer Communities Manager of this request and he had felt it pertinent to explain Warwick District Council's role to the Committee beforehand.

The Safer Communities Manager explained to the Committee that Warwick District Council was the lead agency for tackling anti-social behaviour in the District. The Action Plan had been produced in liaison with local residents affected by anti-social behaviour; the main concern being "boy racers". He was pleased to report that this summer it had been a fairly successful campaign.

The Committee felt that it would be helpful to receive a briefing from the Safer Communities Manager on the South Warwickshire Community Safety Partnership and in particular, Warwick District Council's role, and requested that this be provided to them at a future meeting; the date of which to be determined between the Safer Communities Manager and the Committee Services Officer. The request to invite a member of the Police to a meeting was cancelled.

Forward Plan Reference 603 – Sports and Leisure Options Appraisal

The Committee was informed by the Deputy Chief Executive (BH) that it would prove difficult to do any scrutiny work ahead of this report going to the Executive, which was scheduled for September.

Forward Plan Reference 608 – Housing Buy to Flip Policy

The Committee decided to look at this topic ahead of the report going to Executive in November 2014 to see if any scrutiny work was required.

Forward Plan Reference 607 – Housing Allocations Policy

The Committee decided to look at this topic ahead of the report going to Executive in November 2014 to see if any scrutiny work was required.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Forward Plan Reference 615 – Tenant Involvement Strategy

The Committee decided to look at this topic ahead of the report going to Executive in March 2015 to see if any scrutiny work was required.

Forward Plan Reference 624 – Housing & Property Services Redesign improvement programme II – Reshaping the organisation

The Deputy Chief Executive (BH) explained that he had been contacted by Councillor Mrs Bromley in respect of this issue. He explained that the item was on the Forward Plan for September and this would enable Overview & Scrutiny Committee Members to decide if scrutiny was required. However, a briefing note providing some further context would be circulated to all members in August.

Recycling

Some members suggested that further scrutiny of performance against recycling targets was appropriate. Following discussion it was agreed that it would be more appropriate to ask questions on this subject when the Portfolio Holder next attended Committee

Health Scrutiny

The Committee noted the draft minutes from the Health Scrutiny Sub-Committee's meeting 8 July. It also approved the Work Programme. The request to amend delegated powers in respect of the Health Scrutiny Sub-Committee's Work Programme so that the Sub-Committee could approve its own Work Programme without the need for approval from Overview and Scrutiny before any work was done, was agreed.

Code of Conduct Review

The Committee asked to know why the Code of Conduct review would not be adopted until May 2015.

Portfolio Holder Updates

It was agreed that the Chairman, in liaison with the Lead Officer and the Committee Services Officer, would agree a schedule for the annual updates from Portfolio Holders.

In respect of all items that the Committee wished to be added to the Work Programme, it was agreed that the Chairman in liaison with the Lead Officer and the Committee Services Officer would agree a timetable.

Resolved that:

- (1) the report be noted;
- (2) Forward Plan Reference 608 – Housing Buy to Flip Policy be added to the Work Programme;
- (3) Forward Plan Reference 607 – Housing Allocations Policy be added to the Work Programme;
- (4) Forward Plan Reference 615 – Tenant Involvement Strategy be added to the Work Programme;

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

- (5) A report on the South Warwickshire Community Safety Partnership be added to the Work Programme;
- (6) The invitation that was to be extended to the Police to attend a meeting in September is not required;
- (7) the draft minutes from the Health Scrutiny Sub-Committee meeting held on 8 July be noted;
- (8) the Health Scrutiny Sub-Committee's Work Programme for 2014/2015 be approved; and
- (9) Point 8 of the Health Scrutiny Sub-Committee Procedure Rules "Work Programme" agreed on 10 June 2014 be amended so that the Sub-Committee no longer requires approval from the Overview & Scrutiny Committee.

The paragraph that reads "The Health Scrutiny Sub-Committee will be responsible for drafting its work programme which must then be approved by the Overview & Scrutiny Committee before any work on the programme can take place" will now say "The Health Scrutiny Sub-Committee will be responsible for drafting and approving its work programme."

29. Children's Safeguarding and the future role of Member Children Champions

The Committee considered a report from the Deputy Chief Executive (BH) which made proposals relating to the potential future role that elected Children's Champions could undertake within the context of the Council's Safeguarding Children responsibilities.

It was proposed that a report be submitted to the Executive in September for approval.

Committee Members felt that the responsibility for the first two bullet points in 3.6 of the report lay with either officers or the Portfolio Holder. It was also felt that the word "ensure" should be replaced with either "assure" or "insist".

Section 3.8 of the report referred to a formal Child Protection Policy and it was felt that this could form part of the report going to the Executive in September.

The Deputy Chief Executive (BH) advised that it was felt that responsibility for Children's Safeguarding should rest at CMT level because this sent out a message of the importance of the topic where the Council had to deal with issues affecting young children such as Housing and Cultural Services. The Deputy Chief Executive (BH) was asked to include a section in the report going to the Executive on how long the Children Champion posts

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

would last and how they would be examined. It was suggested that this examination be done by Group on an annual basis; and one of the Children's Champion appointments should be a member of the Executive. A suggestion was made that the appointments should be for the life of each council term (four years) to allow the appointees to build up sufficient knowledge in the area.

Resolved that:

- (1) that an s11 audit has been completed and submitted to the Warwickshire Safeguarding Children Board be noted and that the findings of this audit will be reported to Executive in September 2014;
- (2) a formal Child Protection Policy be included in the report to the Executive;
- (3) the appointment of children's champions be made for the life of the Council and one of the Champions be a member of the Executive, the other, a Member interested in the issue and the appointments be made by Group;
- (4) the report to Executive should recommend how the work of the Children's Champions be examined annually; and
- (5) Officers be instructed to prepare a further report to Executive for presentation in conjunction with the report on the outcome of the s11 audit.

30. SEV Task & Finish Group Final Report

The Committee considered a report from the Sexual Entertainment Venues (SEV) Task & Finish Group, following District wide consultation on the location of SEVs within the District.

Members were concerned that the publication of the report was late and that insufficient time may have been allowed as a result for people to examine the report. There was a split of opinion among Members on whether to defer discussion of the report until the next meeting or to debate immediately. It was noted that the actual text of the report was short, the main bulk of paperwork was evidence statistics from the consultation process.

Councillor Brookes, a member of the Task & Finish Group, explained that the report had been late because advice requested from Legal Services had taken a while.

A motion to defer discussion of the report until the next meeting was defeated.

Members felt that the legal advice received meant that the Council was equipped to face any challenge against instigating a policy for a nil cap on

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

SEVs. It was noted that the policy would be for guidance purposes when considering any application for a licence. The policy of a nil cap would mean that the onus would be on the applicant to show why granting that particular licence was acceptable and to justify why the policy did not apply to their establishment.

The Task & Finish Group was asked to work with officers and the Legal Team to bring forward the policy. The advice from the Legal Team that specialist Counsel advice was sought was agreed. The balance of the £5,000 budget allocated to the Task & Finish Group's work could be used to pay for this work and if officers felt this would be insufficient, then they would be required to submit a request for more budget. The amended policy would need to be approved at a meeting of the Executive.

Resolved that:

- (1) Prior to this report being submitted to Executive, the proposals be considered by specialist Counsel; and
- (2) the recommendation from the Task & Finish Group that Council introduces a nil cap on Sexual Entertainment Venue premises for the District and the subsequent changes to the existing Council policy be supported.

(Councillors Copping and Guest left the meeting part-way through discussions on this item. Councillor Coker left the meeting at the end of the debate.)

31. Public and Press

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

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Minute No.	Para Nos.	Reason
32	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).

32. **Comments from the Executive**

The Committee considered a confidential report from Civic and Committee Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the confidential reports submitted to the Executive at the start of July.

Resolved that the report be noted.

(The meeting finished at 8.30 pm)



Title	Comments from the Executive
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk
Service Area	Democratic Services
Wards of the District directly affected	N/A
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Date and meeting when issue was last considered and relevant minute number	29 July 2014
Background Papers	Executive Minutes – 30 July 2014

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

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

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

1. **Summary**

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

2. **Recommendation**

- 2.1 The responses made by the Executive are noted.

3. **Reasons for the Recommendation**

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

4. **Alternative Option considered**

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

5. **Budgetary Framework**

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

6. **Policy Framework**


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

7. **Background**

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

**Response from the meetings of the Executive on Overview and Scrutiny
Committee Comments – 30 July 2014**

Item no.	5	Title	Response to the Task & Finish Group's Dog Control Order Report	Requested by	Independent Group / Labour Group
Reason considered	<p>Independent Group – To ask for more information and make comments.</p> <p>Labour Group – to discuss the document which responds to recommendations made by a Task & Finish Group formed by the Overview & Scrutiny Committee.</p>				
Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report.				
Executive Response	The Executive agreed the recommendations in the report.				

 Overview and Scrutiny Committee – 2 September 2014		Agenda Item No. <h1 style="text-align: right;">5</h1>
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	29 July 2014	
Background Papers		

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

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

1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2014/2015 (Appendix 1) and of the current Forward Plan - September to December 2014 (Appendix 2).

2. **Recommendations**

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

3. **Reasons for the Recommendations**

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

4. **Policy Framework**

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

5. **Budgetary Framework**

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

6. **Risks**

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

7. **Alternative Options Considered**

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

8. **Background**

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

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

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

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

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

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

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

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

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

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

8.10 Health Scrutiny Sub-Committee Update

The Sub-Committee will be meeting on 9 September 2014. There is nothing additional to report subsequent to the report made at Overview and Scrutiny 29 July 2014.

8.11 At the meeting of the Overview and Scrutiny Committee 29 July, the question was asked as to why the Code of Conduct review would not come into force until May 2015. This question was sent to the Democratic Services Manager who then responded that the reason was because the draft report had just been submitted to the working party with the delivery date detail. Once the response is received from the working party, the Democratic Services Manager will pass this on to the Overview and Scrutiny Committee.

**Overview and Scrutiny Committee
Work Programme 2014**

2 September 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Update on statistics and figures – T & F report CCTV	O & S 1 July 2014	Written report	Pete Cutts			
Racing Club – Warwick, St Mary’s Lands – Scope Document “Lessons Learned”	O & S 10 June 2014	Written report	Councillors Kinson & Mrs Bromley			

30 September 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
LEP Update	O & S 11 March 2014		Councillor Mobbs		Every three months	
S Works Community Safety Partnership & Warwick District Council's role	O & S 29 July	Written report	Pete Cutts		N/A	30 Sept

4 November 2014

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Outside appointments Report – Annual statement of the work undertaken by the Body (Request to be sent by CSO by 1 October, reminder by 15 October, deadline of 10.00 am on 23 October)	O & S September 2013	Written report	Lesley Dury		Every November	No end date as this is an annual report

2 December 2014

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

Dates of Future Meetings:

13 January 2015
10 February 2015
10 March 2015
8 April 2015

Future Items:

Dates to be set by Councillor Mrs Falp and the Deputy Chief Executive (BH)

- Social Value in Procurement presentation to both Scrutiny Committees – November 2013 - (email sent to Mike Snow 29 July 2014 asking for delivery date.)
- Forward Plan Reference 607 Housing Allocations Policy
- Forward Plan reference 608 Buy to Flip Policy
- Forward Plan reference 615 Tenant Involvement Strategy
- Portfolio Holder Updates

10 March 2015:

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

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

Way forward for Health Scrutiny – Recommendation Report from Sub-Committee

May 2015:

O & S End of Term Report

To set the O & S Work Programme for 2015/2016



FORWARD PLAN

Forward Plan September to December 2014

COUNCILLOR ANDREW MOBBS

LEADER OF THE EXECUTIVE

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

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

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

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 353362. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

Section 1 – The Forward Plan September to December 2014

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
3 September 2014						
Statement of Accounts 2013-2014 (Ref 568)	To formally approve the Council's statutory accounts 2013/2014		Council 24 September 2014		Marcus Miskinis Cllr Mobbs	
Council Procedure Rules (Ref 594)	To consider revisions to the Council procedure rules from the Constitution Working Party (Moved from July 2014 Reason 3)		Executive 3 September 2014	22 August 2014	Graham Leach Cllr Mobbs	
Sports and Leisure Options Appraisal (Ref 603)	To report on the Sports and Leisure Options Appraisal		Executive 3 September 2014	22 August 2014	Rose Winship Cllr Cross	Partners schools, Sport England, Sports NGBs Interviews with consultants
Council House Building (Ref 621)	Executive to consider proposals for a programme of Council House building		Executive 3 September 2014	22 August 2014	Andrew Jones Cllr Vincett	
Code of Conduct Review (Ref 593)	To consider revisions to the Council's Code of Conduct and associated papers		Executive 3 September 2014	22 August 2014	Graham Leach Cllr Mobbs	Written correspondence Asking for their views

Housing & Property Services Redesign improvement programme II – Reshaping the Organisation (Ref 624)	To consider the improvement programme It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information		Executive 3 September 2014	22 August 2014	Abigail Hay/Jacky Oughton Councillor Norman Vincett	
Outcome of the Warwick Mop Review. (Ref 625)	To include recommendations on the new licence.		Executive 3 September 2014	22 August 2014	Richard Jones Cllr Cross	
Structural Inspections of Multi Storey Car Parks (Ref 612)	To set out the findings from recent structural inspections of multi storey car parks and the associated costs. (Moved Reason 3)		Executive 30 July 2014 Executive 3 September 2014	22 August 2014	Rob Hoof Cllr Shilton	
Oakley Wood Crematorium (Ref 626)	Improvements: Update and final costs It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information		Executive 3 September 2014	22 August 2014	Richard Hall Cllr Coker	
Endorsement of Parish Plan for Shrewley Parish Council (Ref 629)	To endorse the Parish Plan		Executive 3 September 2014	22 August 2014	Berni Allen Cllr Les Caborn	WRW Community Forums Relevant WDC/WCC officers

Park Ranger Service (Ref 630)	To seek approval to amalgamate the roles of park maintenance and Parking Enforcement into a Park Ranger service		Executive 3 September 2014	22 August 2014	Paul Garrison Cllr Shilton	
Fetherston Court Demolition Approval (Ref 631)	To seek approval of necessary permissions It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive 3 September 2014	22 August 2014	Richard Jones Matt Jones Cllr Vincett	
Kites Nest Lane Beasale (Ref 632)	Committee need to agree and authorise the reinstatement of land previously occupied by travellers		Executive 3 September 2014	22 August 2014	Rajinder Lalli Cllr Hammon	
Enforcement Policy (Ref 633)	To seek the Council's adoption of a new enforcement policy covering a range of regulatory services to demonstrate compliance with the Government's Regulators' Code.		Executive 3 September 2014	22 August 2014	Grahame Helm Chris Elliott Heads of Service Cllr Coker, Cllr Shilton, Cllr Vincett, Cllr Hammon	Coventry & Warwickshire Chamber of Commerce. South Warwickshire Landlords' Steering Group.
1 October 2014						

Fees and Charges Income Max (Ref 569)	To propose the level of fees and charges to be levied in 2013/14		Executive 1 October 2014	22 September 2014	Andy Crump Cllr Mobbs	
Sports and Leisure Options Appraisal (Ref 603)	To report on the Sports and Leisure Options Appraisal (Moved Reason 1)		Executive 3 September 2014 Executive 1 October 2014	22 August 2014 22 September 2014	Rose Winship Cllr Cross	Partners schools, Sport England, Sports NGBs Interviews with consultants
Report on changes to HARP & scheme of Delegation. (Ref 629)	To consider the revised remit of Housing appeal review Panels and amended procedure		Executive 1 October 2014	22 September 2014	Amy Carnall Jacky Oughton Cllr Vincett	

5 November 2014

Fetherstone Court (Ref 628)	Final Costs and sign off project		Executive 5 November 2014	27 October 2014	Matt Jones Cllr Vincett	
Budget Review (Ref 571)	To advise members of any variations from approved budgets		Executive 5 November 2014	27 October 2014	Andy Crump Cllr Mobbs	
Housing Allocations Policy (Ref 607)	To approve a new housing allocations policy		Executive 5 November 2014	27 October 2014	Ken Bruno Cllr Vincett	Housing Strategy 2014 - 2017

Housing Buy To Flip Policy (Ref 608)	To approve a "Buy To Flip" policy for housing		Executive 5 November 2014	27 October 2014	Abigail Hay Cllr Vincett	Housing Strategy 2014 - 2017
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Section 2 Key decisions which are anticipated to be considered by the Council between December 2014 and March 2015

December 2014

General Fund Budgets 2015 - 2016 (Ref 586)	To consider the following year revenue budgets for the general fund		Executive 3 December 2014	24 November 2014	Marcus Miskinus Cllr Mobbs	
Housing Revenue Account Budgets 2015-2016 (Ref 590)	To consider the following year revenue budgets for the Housing Revenue Account		Executive 3 December 2014	24 November 2014	Mark Smith Cllr Mobbs	
Climate Change/ Sustainability (Ref 617)	To seek agreement for the strategic approach to climate/sustainability		Executive 3 December 2014	24 November 2014	Susan Smith Cllr Coker	

January 2015

February 2015

March 2015

TO BE CONFIRMED

Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
Corporate Debt Policy (Ref 516)	To approve the Corporate Debt Policy	TBC	Jon Dawson Cllr Mobbs			
Health Strategy (Ref 576)	To update members on the formulation of the Council's Health Strategy, following the return of Public Health to local authorities (Moved from March 2014 Reason 3)	Executive 12 March 2014 TBC	Rob Chapleo Cllr Coker			
Code of Procurement Practice (Ref 611)	To seek approval of the updated Procurement Code of Practice	TBC	Susan Simmonds Cllr Mobbs			
Kenilworth Area Action/ Neighbourhood Plan (Ref 438)	To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town Moved from November 2012 reason 2 (Moved from June 2013 Reason 3) (Moved from August 2013	TBC	Chris Elliott Cllr Caborn		Kenilworth Town Council Warwickshire County Council Report to Executive generally on	

	reason 3)				Neighbourhood Plans in July 2012	
Tenant Involvement Strategy (Ref 615)	To approve the Housing & Property Services Tenant Involvement Strategy	TBC	Abigail Hay Cllr Vincett			
Sustainability Report (Ref 551)	To seek agreement for the strategic approach to climate change/sustainability	TBC	Richard Hall Cllr Coker			
Outcome of Peer Challenge follow up (Ref 623)	To report on the outcome of the follow up Peer Challenge	TBC	Andrew Jones Cllr Mobbs			

Section 3 - Items which are anticipated to be considered by the Executive but are NOT key decisions

September 2014						
October 2014						
Review of Significant Business Risk Register (Ref 570)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	
November 2014						
December 2014						
Review of Significant Business Risk Register (Ref 587)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	

Delayed reports:

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

1. Portfolio Holder has deferred the consideration of the report
2. Waiting for further information from a Government Agency
3. Waiting for further information from another body

4. New information received requires revision to report
5. Seeking further clarification on implications of report.

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

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