

## Overview & Scrutiny Committee Tuesday 6 February 2024

A meeting of the above Committee will be held in Shire Hall, Market Place, Warwick on Tuesday 6 February 2024, at 6.00pm.

Councillor A Milton (Chair)

Councillor D Armstrong (Vice Chair)

Councillor A Barton

Councillor M Luckhurst

Councillor D Browne

Councillor J Payne

Councillor M Collins

Councillor P Redford

Councillor A Day

Councillor D Russell

Councillor D Harrison

Councillor JP Sullivan

### Emergency Procedure

At the commencement of the meeting, the emergency procedure for Shire 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 disclosed 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 5 December 2023. **(Pages 1 to 8)**

4. **Work Programme, Forward Plan & Comments from Cabinet**

To consider a report from Governance.

**(To follow)**

5. **Cabinet Agenda (Non-Confidential Items and Reports) – Thursday 8 February 2024**

To consider the non-confidential items on the Cabinet 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 morning after Group meetings.

**(Circulated Separately)**

6. **Public & 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 items 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.

7. **Cabinet Agenda (Confidential Items and Reports) – Thursday 8 February 2024**

To consider the confidential items on the Cabinet 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 morning after Group meetings.

**(Circulated separately)  
(Not for publication)**

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# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 5 December 2023 at Shire Hall, Warwick at 6.02pm.

**Present:** Councillor Milton (Chair); Councillors Armstrong, Barton, Day, Dray, D Harrison, Hunt, Payne, Redford and Russell.

**Also Present:** Councillor Chilvers – Portfolio Holder for Resources, Councillor Davison – Leader of the Council, Councillor J Harrison – Portfolio Holder for Transformation, Councillor King – Portfolio Holder for Place and Councillor Wightman – Portfolio Holder for Housing & Assets.

## 56. **Apologies and Substitutes**

- (a) Apologies for absence were received from Councillors Browne and Luckhurst.
- (b) Councillor Dray substituted for Councillor Collins and Councillor Hunt substituted for Councillor Sullivan.

## 57. **Appointment of Vice Chair**

It was proposed, duly seconded and

**Resolved** that Councillor Armstrong be appointed Vice Chair of the Committee for the remainder of the municipal year.

## 58. **Declarations of Interest**

There were no declarations of interest made.

## 59. **Minutes**

The minutes of the Overview and Scrutiny Committee meetings held on 31 October 2023 and 14 November 2023 were taken as read and signed by the Chair as a correct record.

The record of the Budget Review Group meeting held on 1 November 2023 were noted (see Appendix 1 to these minutes for the record of the meeting).

The Chair informed the Committee that he had contacted the Labour Group Leader, Councillor Wightman, about Labour Group attendance at Overview & Scrutiny Committee meetings. He received a positive response and noted that there had been full attendance from Labour Group Members of the Committee at the 14 November meeting. He noted that there was not full attendance at the current meeting so asked Councillor Wightman to continue his efforts to require full attendance at meetings from his Group. Councillor Wightman explained that there were exceptional circumstances for the absence at the current meeting.

60. **Work Programme, Forward Plan and Comments from the Cabinet and Council**

The Committee considered its work programme for 2023/24 as detailed at Appendix 1 to the report as well as the responses Cabinet and Council had made to reports the Committee had scrutinised at its meeting on 31 October 2023 and the Budget Review Group had scrutinised at its meeting 1 November 2023 (Appendix 2 to the report). It also considered responses Cabinet and Council had made to reports the Committee had scrutinised at its meeting on 14 November 2023 (Appendices 3 and 5 to the report) and responses that Joint Cabinet had made to a report the Committee had scrutinised at its meeting on 14 November 2023 (Appendix 4 to the report).

The Chair informed the Committee that and Item on the Work Programme for the current meeting had been the Significant Business Risk Register. He had made the decision not to call this report in for scrutiny because the previous discussion on the report had been very detailed and had resulted in a recommendation that the report should be reviewed and restructured in line with the new Corporate Strategy.

The Deputy Chief Executive (DCE) explained that an interim version of the report would be ready in the new year but linked to this was an opportunity to review the Council's approach to risk, with a new risk management policy and improving the link between Service Area Plans, projects and those external risks that could impact the Council. The DCE informed Members that he was the Council's Risk Champion and as such, would be working with the Risk Manager. His recommendation to Cabinet would be that the Council's Risk Policy would be reviewed by Audit & Standards Committee, but the Overview & Scrutiny Committee would scrutinise specific risks. By June 2024, it was hoped to have a new approach to Risk Management agreed, a new Risk Policy in place and new reporting to make it easier for Members and officers to interpret and review.

The Chair advised Members that the Environmental Enforcement Update report had been postponed until the meeting in January. A new format for reports to the Committee would be used for this report as a trial. The proposal was that reports would be limited to four pages but this would mean that the information required in the reports would need to be fully defined by the Committee. Appendices to the reports would require authorisation from the Chair to ensure that reports remained succinct.

The DCE was asked to explain when the Committee could expect to see the Digital Strategy Update report. The Digital Strategy would be combined with the Change Programme business case, currently scheduled for Cabinet in March. There would be an opportunity for the Committee to consider the first draft of the report early in the new year.

An item would be added to the Work Programme for the meeting in January to re-evaluate all the items on the Work Programme. The Head of Governance and Monitoring Officer had sent an email to Councillors advising them that the intention was to examine how the Work Programme could be better structured and this would involve going back to the start and evaluating each item on the Work Programme to see if it

should remain and then formulating a criterion for what items would be added to the Work Programme in future. This would ensure that the Committee scrutinised important topics, which might not be coming to Cabinet on a regular basis but still needed scrutiny.

The Chair asked Members to read the Climate Change Action Programme ahead of the next meeting, consider what were the top four or five matters within necessitating further examination and bring these to the next meeting.

The Chair drew Members' attention to the Comments from the Cabinet report. One of the things the Committee had requested was to ask for a 'lessons learned' report as soon after Christmas as possible on the Asset Compliance review that had been conducted recently. Cabinet had debated the timeline requested and had asked for this to be made less onerous to "as soon as possible". The Chair advised that comments and recommendations to Cabinet had to be made very clear in their intention because he could only convey to Cabinet what had been said at the Overview & Scrutiny meeting. He also advised Portfolio Holders that he would welcome their contribution at meetings if it helped shape a recommendation that was clearly understood by all, or where a slight adjustment could make it acceptable to Cabinet.

#### 61. **HEART**

The Committee considered a report from Housing which provided an update to Members in respect of the Home Environment Assessment and Response Teams (HEART) delivery of Disabled Facilities Grants and related services.

Since 2017 the five District and Borough Councils in Warwickshire and the County Council had delivered equipment and adaptations funded by Disabled Facilities Grants (DFG's), addressed housing conditions and provided associated financial support through the HEART. HEART was a shared service hosted by Nuneaton and Bedworth Borough Council (NBBC). Leadership and oversight was secured through the HEART Board, whose membership was formed from all of the Warwickshire District and Boroughs and Warwickshire County Council.

The key function of the HEART Service was to deliver DFG's to fund adaptations and deliver aligned funding and support to enable people to live independently in their own homes. These were typically property adaptations, including stair lifts, level access showers and similar, that enabled older or disabled individuals to live in their own homes and avoid admittance to hospital or care facilities as a result of frailty or accident.

The Chair gave some background to why the Committee scrutinised the HEART service. This was a service that had experienced some issues in the past and there had been a number of critical reports that the Overview & Scrutiny Committee had reviewed on a regular basis. The last review was undertaken 12 months previously when it had been noted that improvements to the service had been made. The current report was part of the ongoing agenda to maintain a watchful eye.

The Chair welcomed the Portfolio Holder for Housing & Assets, Councillor Wightman, the Head of Housing and two officers from Nuneaton & Bedworth Borough Council (NBBC) - Paul Coopey – Head of Environment Services and Jane Grant – Assistant Director of Strategic Housing. Mr Coopey explained that he ran the HEART service and Ms Grant explained that the HEART service reported to her, but she was also a member of its Board and attended Board meetings to represent NBBC which hosted the service.

In response to questions from Members, the Portfolio Holder, Head of Housing and both officers from NBBC explained that:

- Where “Foundations” was mentioned at paragraph 1.4 in the report, it was referring to the national coordinating body for home improvement agencies that ran the service on behalf of Councils and within Councils as well. They provided the best practice guidance and did the coordinating, liaising with the Government on Councils’ behalf.
- It was difficult to pinpoint why there was a lower uptake of the service in the District than some other areas. It was possible that in the south of Warwickshire there was an affluence potential that was the cause of the low uptake. In the north of Warwickshire, there was more willingness to approach the Council for financial assistance. To find out the exact reasons for the difference would take a lot of research and the right resources. The Disabled Facilities Grants were means tested and the Team would work with those who did not qualify for grants but these residents would have to pay privately. Officers would look into the reasons why the service was not more widely used.
- Both the shared service and the District Council’s own communications team could advertise the service to residents. There was a responsibility on HEART to promote the service. The HEART partnership also included the County Council which was more likely to be in touch with people who were vulnerable. Information could be accessed through hospitals and through the countywide Lifeline Service. The relevant statutory services and many in the voluntary sector already had information of the programme and were ensuring the people in need of the service who approached them were being made aware; advertising was on top of these information sources.
- Residents who requested the service would be assessed on need, financing and ownership criteria for the property. Assessments would be passed to Councils in the case of council housing adaptations.
- Any issues between residents and contractors installing equipment would be followed up and sorted. A Customer Satisfaction Survey was undertaken at the end of the process. Any complaints and compliments were monitored and reported to the Board, so all Councils were kept informed throughout this process.
- Additional funding to clear any backlog of cases was being reviewed; alternative methods to generate revenue to pay for additional staff were being examined and a project plan was being prepared. It was hoped that a new team would be in place by April to help clear any backlog. The caseload would be monitored to see if any further action was required.

- Records were kept of all enquiries for the service and the new computer system would also allow records to be kept where the advice had been a referral to other agencies.
- It was noted that many of the clients preferred to respond to surveys using post rather than digital responses but as the client base became more tech-savvy, it was hoped that the balance would change. The Council responsible for collating survey data would be asked to keep a mindful eye to check that response rates did not drop as more digital survey methods became more commonplace.
- A number of projects were ongoing such as a change of IT system and these were taking away resources. When these were completed, performance would improve but currently they were causing a dip in service.

The HEART Team was thanked for all of their work and for the positive report.

62. **Cabinet Agenda (Non-Confidential items and reports) – Wednesday 6 December 2023**

The Committee considered the following item which would be discussed at the meeting of the Cabinet on Wednesday 6 December 2023.

Urgent Item – Renewal of Microsoft Enterprise Agreement

The Committee raised concern about the lack of detail provided in the report, particularly around the areas of risk and alternative options, cyber security and protection of residents’ personal data. The Committee asked Cabinet that a review should be done, to look at the breakdown in the process leading to the current situation, and lessons to be learnt from it.

Item 4 – Q2 Budget Update 2023/24

The Committee noted the report and thanked officers for their work on it, especially for including the summary of reserves. The Committee asked that in the future, more work should be done on how the Council monitored its budgets on an ongoing basis, so that there was a lesser discrepancy between projections and the actuals.

The Committee asked for an update from the Portfolio Holder in relation to the underspent capital budget for disabled playground facilities, and what the plan for spending this budget was. The Committee asked for future reports to bring forward comments in the situations of underspend.

63. **Public & 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 items 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:

Minute Number	Paragraph Number	Reason
64, 65 and 66	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

64. **Cabinet Agenda (Confidential items and reports) – Wednesday 6 December 2023**

Item 15 – Associated Costs for the Purchase of 24 Dwellings at the Europa Way, Warwick

The Committee noted the report and supported the recommendations within it.

65. **Minutes**

The confidential minutes of the Overview and Scrutiny Committee meeting held on 14 November 2023 were taken as read and signed by the Chair as a correct record.

66. **Confidential Appendix 5 to the Work Programme, Forward Plan & Comments from Cabinet and Council**

The Committee noted the confidential appendix to Minute Number 60 - Work Programme, Forward Plan and Comments from the Cabinet and Council.

(The meeting ended at 8.04pm)

CHAIR  
6 February 2024

**Appendix 1 - The record of the Budget Review Group meeting held on 1 November 2023 and noted at the meeting of Overview & Scrutiny Committee 5 December 2023**

## **Budget Setting Review Group**

Record of the meeting held on Wednesday 1 November 2023 at Shire Hall, Warwick at 6.00pm.

**Present:** Councillors: Barton, Collins, Day, R Dickson, Falp, Hales, Luckhurst, Milton, and Tangri

**Also Present:** Councillor Roberts, Portfolio Holder – Neighbourhood; Councillor Chilvers, Portfolio Holder – Resources; Andrew Rollins, Head of Finance; Tony Sidhu, Principal Accountant (Systems); and Sophie Vale, Committee Services Officer.

### **1. Appointment of Chair**

Councillor Milton was appointed to Chair the meeting.

### **2. Apologies**

Apologies were received from Councillors Browne and Tangri.

### **3. Declarations of Interest**

Councillor Falp declared an interest because her son worked in Neighbourhood Services at the Council, and her husband was involved in local football leagues which would be affected by some of the charges discussed in the report. However, she assured Members that she had an open mind and did not believe herself to be predetermined.

Councillor Barton declared an interest because he was occasionally hired for use the Royal Spa Centre but did not believe himself to be predetermined.

Councillor Milton declared an interest on behalf of the whole Group because it was understood that many, if not all, of them were regular users of the Council's leisure facilities and car parks.

### **4. Cabinet Agenda (Non-Confidential items and reports) – Thursday 2 November 2023**

#### Item 4 – Fees and Charges 2024/25

The Budget Review Group had concerns about the increase in fees at the crematorium but were satisfied by the rationale behind the decision provided by officers.

The Group wished to draw Cabinet's attention to the following points regarding car parking charges:

1. the connection between car parking fees and other priorities such as the town centre economy and the climate emergency should be recognised.

The Council's ambition to encourage net zero carbon methods of transportation should be reflected in the parking charges strategy. To understand the impacts of these connections better and define a way forward in achieving the Council's goals, the Group encouraged officers to test hypotheses and pursue different avenues to find potential solutions;

2. the importance of having an aligned strategy with Warwickshire County Council in relation to transportation and car parking charges should be highlighted;
3. in future, the consultation for car parking charges should be widened to include all Town and Parish Councils and interested organisations such as the Chambers of Trade and Commerce for Leamington, Kenilworth, and Warwick; and
4. a review into car parking charges of all car parks linked to leisure facilities would be welcomed to ensure that they are fair and equitable across the District.

The Group welcomed the increase in charges for filming on Council land.

The Group wished to draw Cabinet's attention to the circa £170,000 of opportunity that had not been taken which could have been available had the projections of the last Medium Term Financial Strategy been followed.

(The meeting ended at 7.03pm)

CHAIR, OVERVIEW & SCRUTINY COMMITTEE  
5 December 2023

Overview & Scrutiny Committee  
6 February 2024

Title: Work Programme, Forward Plan & Comments from Cabinet  
Lead Officer: Lesley Dury, Principal Committee Services Officer  
Portfolio Holder: Not applicable  
Public report  
Wards of the District directly affected: Not applicable

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### Summary

This report informs Members of Overview & Scrutiny Committee:

- (1) of the Committee's work programme for 2023 (Appendix 1);
- (2) responses that Cabinet gave to comments and recommendations made by Overview & Scrutiny Committee regarding the reports to Cabinet 6 December 2023 (Appendix 2); and
- (3) the 10 most valuable contracts managed by the Council (Appendix 3)

### Recommendations

- (1) That Members consider the work programme (Appendix 1), the themes the Committee intends to scrutinise this year and agree changes to its Work Programme appropriately.
  - (2) That the Committee:
    - identifies any Cabinet items on the [Forward Plan](#) on which it wishes to have an input before the Cabinet makes its decision; and
    - nominates a Member to investigate that future decision and report back to the Committee.
  - (3) That Members note the responses made by Cabinet on the Comments from the Cabinet report (Appendix 2).
  - (4) The Committee reviews the list of the 10 most financially significant contracts and identifies any it may wish to look at in more detail in respect of its performance.
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## 1 Background/Information & Reasons for the Recommendation

- 1.1 The five main roles of overview and scrutiny in local government are: holding to account; performance management; policy review; policy development; and external scrutiny.
- 1.2 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of Cabinet decisions and to feed into policy development.
- 1.3 The pre-decision scrutiny of Cabinet decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Cabinet decisions, the

## Agenda Item 4

Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.

- 1.4 The Council's Forward Plan is published 28 days before each Cabinet meeting and sets out the key decisions that are expected to be taken by the Cabinet in the next twelve months.
- 1.5 A key decision means a decision made in the exercise of an executive function by any person (including officers) or body which meets one or more of the following conditions:
  - (1) The decision is likely to result in the Council incurring expenditure or the making of savings in excess of £150,000. Excluded from this are all loans to banks or other financial institutions made in accordance with the Treasury Management Strategy.

Officers' delegated powers to make the cabinet decisions are subject to the key decision/call-in regime where it is likely that the Council would incur expenditure or make savings above the threshold of £150,000.

In relation to letting contracts the key decision is the proposal to let a contract for a particular type of work. The subsequent decision to award the contract to a specific contractor will not be a key decision provided the value of the contract does not vary above the estimated amount by more than 10% for contracts with a value of up to £500,000 or 5% for contracts of over £500,000.

- (2) The decision is likely to be significant in terms of its effects on communities living or working in any two or more Wards.

In considering whether a decision is likely to be significant, a decision-maker will need to consider the strategic nature of the decision and whether the outcome will have an impact, for better or worse on the amenity of the community or quality of service provided by the Council to a significant number of people living or working in the locality affected.

- 1.6 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Cabinet decisions to be taken if members so wish.
- 1.7 The Forward Plan also identifies non-key decisions to be taken by Cabinet in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 1.8 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.
- 1.9 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.
- 1.10 At each meeting, the Committee will consider its work programme and make amendments where necessary, and also make comments on specific Cabinet

## Agenda Item 4

items, where notice has been given by 9am on the morning after Group meetings. The Committee will also receive a report detailing the response from the Cabinet, on the comments the Committee made on the Cabinet agenda in the previous cycle.

- 1.11 The Committee will consider issues that have due significance with reference to the following criteria:
  - The number of residents impacted and the significance of that impact.
  - The amount of spend involved.
  - It concerns a strategic priority of the Council or key project.
- 1.12 On the day of publication of the Cabinet 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 Cabinet items they would like the Committee to consider.
- 1.13 The proposed plan at Appendix 1 has been developed in order for the Committee to focus on the four agreed core themes (Risk, Climate Emergency Action Plan, Medium Term Financial Strategy and Corporate Strategy).
- 1.14 The appendix setting out the 10 most financially valuable contracts managed by this Council has been brought forward at the request of the Committee. This is to enable it to consider these and if it wants to look at the performance of any of these in more detail.

Criteria for Items on the work plan	Scheduled Meeting dates
<ol style="list-style-type: none"> <li><b>1.</b> High Risk</li> <li><b>2.</b> High Value</li> <li><b>3.</b> Major Project</li> <li><b>4.</b> Decreasing Performance</li> <li><b>5.</b> Statutory/Constitution requirement</li> </ol>	<p>6/2/2024                      5/3/2024                      26/3/2024 (NC)                      9/4/24                      4/6/2024                      2/7/2024                      30/7/2024 (NC)                      3/9/2024                      24/9/2024 (NC)                      15/10/2024                      13/11/24 (NC)                      3/12/2024                      21/1/2025 (NC)                      4/2/2025                      18/2/2025 (NC)                      18/3/2025                      *NC = No Cabinet meeting</p>

Agenda Item 4  
Appendix 1 – Overview & Scrutiny Committee Work Programme

<b>Title</b>	<b>Lead Officer / Councillor</b>	<b>Meeting Date</b>	<b>Where did item originate from</b>	<b>Notes</b>	<b>Continue?</b>
Future High Streets Fund update – the Committee asked for amendments to the Risk Register see confidential minutes 4 July 2023.	Martin O’Neill	5/3/2024 & Cabinet 6/3/2024	O&S February 2023	Every 3 months until further notice	1, 2, and 3
Summary of the role, responsibilities and performance of the SWCSP.  Invite Councillor Falp (non-Exec rep) and the PH Safer Communities to O&S	Liz Young / Marianne Rolfe.	5/3/2024	This is a Statutory requirement	Annual report next due March 2025	5
Review of the Significant Business Risk Register	Chris Elliott Councillor Davison	5/3/2024 & Cabinet 6/3/24	Forward Plan ref 1374		Yes to identify themes and risks
Digital Strategy Update from the Cabinet Agenda	David Elkington Councillor J Harrison	5/3/2024 & Cabinet 6/3/24	O&S November 2021	June 2024	1,2,3

## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

Title	Lead Officer / Councillor	Meeting Date	Where did item originate from	Notes	Continue?
Climate Change Action Programme Update (and discussion paper on how best to focus and scrutinise the five themes below) <ol style="list-style-type: none"> <li>1. Offsetting and any potential for getting involved in early policy development;</li> <li>2. Issue of adaptation;</li> <li>3. Data tracking (including carbon emissions) and how this can be most efficient.</li> <li>4. Biodiversity Action Plan</li> <li>5. Residents Engagement &amp; Communication</li> </ol>	Dave Barber Councillor Davison	26/3/3024	O&S Jan 2024		2&3
O&S End of Term report.	Committee Services Officer.	9/4/2024	Standing Annual Item, Constitution requirement	Annual report next due April 2025	5
General Fund Budget Medium Term Financial Strategy, how it is calculated and associated risks	Andrew Rollins Councillor Chilvers	9 /4/2024			
Quarterly Budget Update	Steven Leathley Councillor Chilvers	4/6/2024 (Cab report)			1 & 2

## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

<b>Title</b>	<b>Lead Officer / Councillor</b>	<b>Meeting Date</b>	<b>Where did item originate from</b>	<b>Notes</b>	<b>Continue?</b>
Housing Revenue Account Budget the risks associated with it	Lisa Barker Councillors Chilvers & Wightman	4/6/2024			
Appoint Children's and Adults' Safeguarding Champion		4/6/2024	Standing Annual Item.	On-going at the first meeting of each Municipal Year	5
To appoint members to the Budget Review Group (add the Group's remit which is saved to the annex in the Constitution)		4/6/2024	Standing Annual Item.	On-going at the first meeting of each Municipal Year	5
Elect a Chair and Vice Chair if this was not done after Annual Council		4/6/2024	Standing Annual Item	On-going at the first meeting of each Municipal Year	5
Quarterly Budget Updates	Steven Leathley Councillor Chilvers	3/9/2024 (Cab report)			1 & 2

## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

Title	Lead Officer / Councillor	Meeting Date	Where did item originate from	Notes	Continue?
Six-month post opening update on the "Relocation of Office Accommodation and the Provision of Public Facing Access to Council Services, including, financial cost of each aspect, savings, communication and residents feedback	Steve Partner Dave Elkington Tracy Dolphin Councillor J Harrison	15/10/2024			3
Quarterly Budget Updates	Steven Leathley Councillor Chilvers	15/10/2024 (Cab report)			1 & 2
<p>Corporate Strategy - the Corporate Strategy should be reviewed on a yearly basis, in the same way that the annual governance statement comes through scrutiny to make sure the Council is properly governed. More specifically, the Committee would like to see an annual strategy progress update, looking at the big picture and how the Council is working towards its goals and values</p> <p><i>"In response to the request from the Overview &amp; Scrutiny Committee to provide clarity on the review process on the "who, what, when and how", this would be set out in the first annual report to Overview &amp; Scrutiny Committee in November 2024".</i></p>	Chris Elliott Councillor Davison	13/11/2024 (NC)	O&S 3 October 2023		3

## Appendix 1 – Overview &amp; Scrutiny Committee Work Programme

Title	Lead Officer / Councillor	Meeting Date	Where did item originate from	Notes	Continue?
Council's Performance Data – to help shape the data in a positive and constructive way	Graham Leach Councillor Davison	13/11/2024 – subject to Review with Chair & Vice Chair of Committee, in early July, of SAP performance and new Policy, Performance & Complaints Manager in post.			3 & 4
Quarterly Budget Updates	Steven Leathley Councillor Chilvers	4/2/2024 (Cab Report)			1 & 2

**Scheduled Briefing Notes to All Councillors requested by the Committee**

<b>Title</b>	<b>Lead Officer</b>	<b>Update Due by (end of Month)</b>
Children's and Adults' Safeguarding Champions: End of Term Report.	Marianne Rolfe.	April 2024
Members' Annual Feedback on Outside Appointments / Annual review of membership/participation of Outside Bodies (Includes a short synopsis on Champions)	Graham Leach	April 2024
Review on the Identification and Remediation of Damp and Mould in Council Homes to include: <ul style="list-style-type: none"> <li>• What was happening with the policy;</li> <li>• Was it being put into action; and</li> <li>• The impact it has had</li> </ul>	Steve Partner Councillor Wightman	April 2024
Noise Nuisance Investigations: Review of the Policy and the service area's performance in respect of all forms of noise nuisance more generally. – Moved to briefing paper to all Councillors for information setting out performance and append to work plan for comment consideration of further scrutiny	Marianne Rolfe	April 2024
Minimum Energy Efficiency Standards Enforcement Process – Private Sector Housing - Briefing for all Councillors of how this process is working.	Paul Hughes Councillor Wightman	June 2024
Update - plans to improve accessibility to, and the condition / cleanliness of, toilets and play areas for people living with disabilities. - Update to all Councillors from Officers on the work that has taken place following the meeting at Committee.	Zoe Court Councillor Roberts	June 2024

Title	Lead Officer	Update Due by (end of Month)
Review additional Licensing Scheme to include: <ul style="list-style-type: none"> <li>• How effective it had been.</li> <li>• How many licenses had been issued.</li> <li>• Was there enough resources in place</li> </ul>	Paul Hughes Councillor Wightman	August 2024
<p><b>Resident Engagement Strategy</b> (report to Cabinet August 2023). The Committee is keen to understand a) how is it going? And b) what are we learning? (include some examples of changes that have been made as a result of the consultation.) - Change to Councillor Briefing session in first instance covering these areas. Also raised by Asset Compliance Committee as an area that needs to be understood</p> <p>The question that sits behind this is as-to whether this is a good use of the Council's resources. There are benefits to us as a Council from getting resident feedback and what we'd like to get is visibility of those. This is 'value for money' in its broadest sense (No need to come with figures and a ROI.)</p> <p>Housing is one of the biggest ways that we impact residents' lives and getting a bit more visibility amongst members of some of the good things we do but also some of the challenges residents face will be valuable"</p>	Sally Kelsall/ Councillor Wightman	September 2024
Revised Arrangements for Destination Management Organisations	Martin O'Neil	Martin please advise

**Responses from the meeting of Cabinet 6 December 2023  
on the O&S Committee's Comments  
from its meeting 5 December 2023**

Urgent Item – Renewal of Microsoft Enterprise Agreement

**Scrutiny Comment:**

The Overview & Scrutiny Committee raised concern about the lack of detail provided in the report, particularly around the areas of risk and alternative options, cyber security and protection of residents' personal data. The Committee asks Cabinet that a review should be done, to look at the breakdown in the process leading to the current situation, and lessons to be learnt from it.

**Cabinet Response:**

The recommendations in the report were approved.

Item 4 – Q2 Budget Update 2023/24

**Scrutiny Comment:**

The Overview & Scrutiny Committee noted the report and thanked officers for their work on it, especially for including the summary of reserves. The Committee asks that in the future, more work should be done on how the Council monitors its budgets on an ongoing basis, so that there is a lesser discrepancy between projections and the actuals.

The Overview & Scrutiny Committee asks for an update from the Portfolio Holder in relation to the underspent capital budget for disabled playground facilities, and what the plan for spending this budget is. The Committee asks for future reports to bring forward comments in the situations of underspend.

**Cabinet Response:**

The recommendations in the report were approved.

Item 15 – Associated Costs for the Purchase of Twenty-Four Dwellings at The Europa Way, Warwick

**Scrutiny Comment:**

The Overview & Scrutiny Committee noted the report and supported the recommendations within it.

**Cabinet Response:**

The recommendations in the report and addendum were approved.

Appendix 3 - The top 10 most valuable contracts managed by the Council

Contract Ref	Procurement Procedure	Contract Title	Description	Supplier	Service Area	Contract manager	Start Date	End Date	Time left to run	Contract Value
WDC0399	*Find a Tender Service (FTS)	Joint Waste collection service for SDC and WDC	Joint Waste collection service for SDC and WDC	Biffa Waste Services Ltd	Neighbourhood & Assets	Zoe Court	1/08/2022	31/07/2030	6 year 6 months	80,000,000.00
WDC0519	Exemption	Managed Card Payment Service	For collecting card payments to the Council (incl. online, phone and chip and PIN) and transactional fees	CAPITA BUSINESS SERVICES LTD/ PAY 360 LTD	Finance	Tony Sidhu	1/05/2022	30/04/2026	2 years 3 months	72,000,000.00
WDC0349	Framework Mini Competition	Design and Build of Castle Farm & Abbey Fields	Preconstruction and Design and Build of Castle Farm Leisure Centre and Abbey Fields following a 2 stage mini competition	Kier Construction Limited	Strategic Leadership - Projects	Padraig Herlihy	12/10/2021	31/10/2024	9 months	26,846,427.24
WDC0266	FTS	Street Cleansing Services	Lot 2: Street Cleansing Services	idverde	Neighbourhood & Assets	Zoe Court	29/03/2021	28/03/2029	5 years 2 months	22,500,000.00
WDC0267	FTS	Grounds Maintenance Services	Lot 3: Grounds Maintenance Services - for parks and open spaces, highways, sports facilities, etc.	idverde	Neighbourhood & Assets	Zoe Court	29/03/2021	28/03/2029	5 years 2 months	12,500,000.00
WDC0028	FTS	Gas Servicing (housing)	R&M LOT 7: Repairs and Maintenance	D & K Heating Services Limited	Neighbourhood & Assets	Simon Hodges	1/04/2013	31/03/2028	4 years 2 months	12,000,000.00
WDC0007	FTS	General housing repairs & voids	General housing repairs & voids	Axis Europe Plc	Neighbourhood & Assets	Andy Paul / Simon Hodges	1/04/2018	31/03/2026	2 years 2 months	10,000,000.00
WDC0556	Framework Direct Award	Kitchens and Bathrooms	Kitchens and Bathrooms including aids and adaptations for bathrooms	Ian Williams	Neighbourhood & Assets	Andy Paul	1/04/2023	31/03/2027	3 years 2 months	8,000,000.00
WDC0108	FTS	Leisure Services Provider 2017	Service Provider for Leisure Services across Leisure Centres	SPORTS & LEISURE MANAGEMENT LIMITED	Safer Communities, Leisure & Environment	Ann Hill	1/06/2017	31/03/2027	3 years 2 months	7,673,471.00
WDC0093	FTS	General Corporate repairs	R&M LOT 6: General Corporate repairs	PINNER AND SONS LIMITED	Neighbourhood & Assets	Andy Paul	1/04/2013	31/03/2028	4 years 2 months	7,500,000.00

\*Find a Tender Service - Under Public Contract Regulations (PCR), any procurement in excess of certain thresholds has to be published on FTS portal and is subject to PCR regulations.

<https://www.gov.uk/government/publications/ppn-1123-new-thresholds/procurement-policy-note-1123-new-thresholds-html>