

# Overview and Scrutiny Committee

Tuesday 3 November 2015

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A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 3 November 2015 at 6.00 pm.

## Membership:

	Councillor Boad (Chairman)	
Councillor Bromley		Councillor Miss Grainger
Councillor Mrs Cain		Councillor Margrave
Councillor D'Arcy		Councillor Naimo
Councillor Davison		Councillor Parkins
Councillor Edgington		Councillor Mrs Redford

## Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

## 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 meeting held on 29 September 2015.

**(Item 3/Page 1)**

4. **Comments from the Executive**

To consider a report from Democratic Services.

**(Item 4/Page 1)**

5. **Portfolio Holder Update – Finance**

Question and Answer session arising from a report from the Portfolio Holder for Finance giving an update on his service area.

**(To follow)**

6. **Coventry & Warwickshire LEP Update**

To receive a verbal update from the Leader on the CWLEP

7. **Annual Feedback on Outside Appointments**

To consider a report from Democratic Services.

**(Item 7/Page 1)**

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

To consider a report from Democratic Services.

**(Item 8/Page 1)**

9. **Executive Agenda (Non Confidential Items and Reports) – Wednesday 4 November 2015**

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

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

**(Circulated separately)**

9. **Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the paragraphs 1,2 & 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

10. **Executive Agenda (Confidential Items and Reports) – Wednesday 4 November 2015**

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

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

**(Circulated separately)**

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

Telephone: 01926 353362

E-Mail: [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk)

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

You can e-mail the members of the this Committee at  
[o&scommittee@warwickdc.gov.uk](mailto: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](http://www.warwickdc.gov.uk/committees)

**Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 353362 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.**

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

# Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 29 September 2015 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Boad (Chairman); Councillors Cain, Mrs Cain, D'Arcy, Davison, Edgington, Miss Grainger, Margrave, Parkins and Weed.

**Also Present:** Councillors Gallagher and Grainger.

There were no apologies.

## 21. **Substitutes**

Councillor Cain substituted for Councillor Mrs Redford and Councillor Weed substituted for Councillor Naimo.

## 22. **Declarations of Interest**

Minute Number 30 - Executive Agenda Wednesday 30 September 2015 - Items number 6 & 11 - Council HQ Relocation Project - Part A & Part B

Councillor Miss Grainger declared an interest because she was a Member of Royal Leamington Spa Town Council.

## 23. **Minutes**

The minutes of the meeting held on 2 September 2015 were taken as read and signed by the Chairman as a correct record.

## 24. **Comments from the Executive**

The Committee considered a report from Democratic Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive at the beginning of September.

**Resolved** that the report be noted.

## 25. **Portfolio Holder Update - Cultural Services**

The Portfolio Holder for Cultural Services, Councillor Gallagher, gave an update on Cultural Services. In response to questions, she informed the Committee that:

- Russell Watson would be appearing at the Spa Centre. Ticket sales at £45 per head were doing well. It was intended to attract more visitors to the Spa Centre by attracting some well-known celebrities to perform there.
- The Active Summer promotion had been a huge success. 840 summer passes had been sold at £25 per pass. The plan was to convert as many of these into full membership as possible. So far 126 of the summer pass sales had been converted into full membership.

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

- Other initiatives were being pursued to encourage people who were not regular users of the leisure facilities, in particular, women. For example, the number of people swimming was decreasing, so marketing ideas such as “buy one get one free” were being considered.
- It was hoped that people would be encouraged to use the leisure facilities more as a result of other campaigns that were being run. Councillor Gallagher cited the Family Lifestyles campaign as an example of this.
- £80,000 savings/income generation had been achieved in the Service Area as a result of “Fit for the Future” initiatives. The Service Area had already achieved its planned savings target for 2015/16. It was hoped to increase this amount by income generation initiatives.
- The Head of Service was asked to provide Councillors with figures on what proportion of activities were being continued and what were not, following the end of the Sky Blues scheme.
- Councillor Gallagher was pleased to report that the deficit on the Spa Centre cinema had been cut. It was hoped that its takings by the end of the year would result in a profit. Live broadcasts had proved very successful.

The Chairman thanked Councillor Gallagher for answering the questions.

### **26. The Public Services (Social Value) Act**

The Committee considered a report from Finance on how this Council was implementing The Public Services (Social Value) Act which came into effect at this Council at the end of January 2013. The Act required all public bodies in England and Wales to consider how services they commissioned and procured might improve the economic, social and environmental well-being of the area.

Members requested an update in May 2016 once more services commissioned or procured had been included.

### **27. Review of the Work Programme & Forward Plan**

The Committee considered its work programme for 2015/16 and the latest published version of the Forward Plan.

#### Work Programme 2015/2016

#### Review whether current arrangements for Crime and Disorder Scrutiny continue

As the main officer responsible for Crime and Disorder reduction initiatives was unavailable to attend the meeting, the Committee agreed to postpone this item until a future meeting when he would be available.

#### Health Scrutiny Sub-Committee

At the Committee meeting at the start of September, the Committee had resolved to form a sub-committee to handle health scrutiny, whose membership need not be politically proportionate. It had agreed to

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

examine the Terms of Reference of the previous Health Scrutiny Sub-Committee to see if these would form the basis of the newly formed sub-committee's Terms of Reference. It had also agreed that the membership of the newly formed sub-committee would be decided.

**Resolved** that

- (1) The Terms of Reference (Procedure Rules) as set out in Appendix 3 to the report are agreed for the new sub-committee;
- (2) the membership of the Health Scrutiny Sub-Committee is:  
  
Councillors D'Arcy, Edgington, Parkins and Redford;
- (3) Councillors Mrs Falp, Mrs Knight and Quinney are co-opted members of the sub-committee;
- (4) any member of the Overview & Scrutiny Committee is a substitute member of the Health Scrutiny Sub-Committee; and
- (5) meetings currently scheduled in the Council's Calendar of Meeting for 4.30pm, would be moved to 6pm.

The Committee Services Officer informed Members that the first meeting was scheduled on 24 November.

### **Forward Plan September 2015 to December 2015**

Members noted that several items on the Forward Plan were out of date and requested that a concern be raised to the Executive that the Forward Plan should be kept up to date.

**Resolved** that the report be noted.

## **28. Executive Agenda (Non-confidential items and reports) – Wednesday 30 September 2015**

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 30 September 2015.

### **Item number 5 – Air Quality Action Plan**

The Overview & Scrutiny Committee noted the report and thanked the Portfolio Holder for agreeing to some changes.

## **29. Public and Press**

The Committee agreed that in respect of the Council HQ Relocation Project reports which were split between a non-confidential report and a

## **OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)**

confidential report, it made more sense to discuss the two reports together. But as the main element it wished to discuss was part of the confidential report, the meeting would go into a private session.

**Resolved** that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following three 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 No.	Para No.	Reason
30	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)


### **30. Executive Agenda (Non-confidential and Confidential items and reports) – Wednesday 30 September 2015**

The Committee considered the following non-confidential and confidential items which would be discussed at the meeting of the Executive on Wednesday 30 September 2015.

#### **Item numbers 6 & 11 – Council HQ Relocation Project – Parts A & B**

The Overview & Scrutiny Committee noted the reports.

(The meeting finished at 7.43 pm)

	<b>Overview and Scrutiny Committee – 3 November 2015</b>	<b>Agenda Item No. 4</b>
<b>Title</b>	Comments from the Executive	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Democratic Services	
<b>Wards of the District directly affected</b>	N/A	
<b>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</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	29 September 2015	
<b>Background Papers</b>	Executive Minutes – 30 September 2015	

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

<b>Officer/Councillor Approval</b>		
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).		
	<b>Date</b>	<b>Name</b>
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

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



## 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 late September.

## 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 September 2015**

<b>Items no.</b>	5	<b>Title</b>	Air Quality Action Plan	<b>Requested by</b>	Councillor Davison / Labour Group
<b>Reason considered</b>	<p>Councillor Davison – Questions and suggestions submitted in a note</p> <p>Labour Group - Members welcomed the report but had questions about WCC's commitment/opinion, how wide was the consultation (only 15 responses), does WDC have a cycle scheme (Action 1: Promote Smarter Travel Choices).</p>				
<b>Scrutiny Comment</b>	<p>The Overview &amp; Scrutiny Committee noted the report and thanked the Portfolio Holder for agreeing to some changes.</p>				
<b>Executive Response</b>	<p>The Portfolio Holder for Health &amp; Community Protection, thanked the Scrutiny Committee for their advice and suggestions on this matter, the previous evening particularly Councillor Davison.</p> <p>It was recognised that the Council was reliant on partners with delivering improvements but we needed to make every efforts that we could which for example included modal shift for encouraging people to cycle/walk to work.</p> <p>The Portfolio Holder for Health &amp; Community Protection explained that as a result of the feedback from the Scrutiny Committee the table on page 46 of the agenda would included an additional column to show who the lead authority was for delivering the action.</p> <p>The Executive recognised that this was an important plan and looked forward to regular work on this between the Portfolio Holder and the Health Overview &amp; Scrutiny Sub-Committee</p>				

<b>Items no.</b>	6 & 11	<b>Title</b>	Council HQ Relocation Project – Parts A & B <b>(Part B was a confidential report)</b>	<b>Requested by</b>	Labour Group
<b>Reason considered</b>	<p>Members had questions about independent analysis of car parking capacity requirements - will this be done before any commitment made.</p>				
<b>Scrutiny Comment</b>	<p>The Overview &amp; Scrutiny Committee noted the report.</p>				
<b>Executive Response</b>	<p>The Leader explained that he recognised concerns about ensuring the future viability and protection of the Town Hall as a prominent feature of town centre and these would be addressed.</p>				

 <b>Overview and Scrutiny Committee – 3 November 2015</b>		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>8</b></div>
<b>Title</b>	Review of the Work Programme & Forward Plan	
<b>For further information about this report please contact</b>	Lesley Dury, Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Democratic Services	
<b>Wards of the District directly affected</b>	N/A	
<b>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</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	29 September 2015	
<b>Background Papers</b>		

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

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

## 1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2015/2016 (Appendix 1) and of the current Forward Plan November 2015 to February 2016 (Appendix 2).

## 2. **Recommendations**

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

## 3. **Reasons for the Recommendations**

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

## 4. **Policy Framework**

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

## 5. **Budgetary Framework**

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

## 6. **Risks**

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

## 7. **Alternative Options Considered**

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

## 8. **Background**

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

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

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

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

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

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

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

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

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

detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.

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

**Overview and Scrutiny Committee  
Work Programme 2015/2016**

**3 November 2015**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Outside appointments Report – What the outside body does and a report on what has transpired at meetings attended	O & S September 2013	Written report	Lesley Dury		November 2016	Annually
Holding Portfolio Holders to account - Finance	30 June 2015	Report / Q & A	Councillor Whiting		November 2016	Annually
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		1 December 2015	
Housing – Adaptations for people with disabilities – to consider whether to set up a Task & Finish Group to streamline the assessment process	Suggestion made by Councillor Mrs Falp – O & S 8 April 2015	Verbal Briefing	Andy Thompson			

**1 December 2015**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		9 February 2016	
Holding Portfolio Holders to account – Housing & Property Services	30 June 2015	Report / Q & A	Councillor Philips		1 December 2016	Annually
Review whether current arrangements for Crime and Disorder Scrutiny continue	Mandatory	Verbal briefing and discussion	Richard Hall / Pete Cutts		TBA – see O&S Minutes 30 June 2015 on report requirement and the officers/councillors to attend meeting	
Health Scrutiny Sub-Committee Update					9 February 2016	



**12 January 2016**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account – Neighbourhood Services	30 June 2015	Report / Q & A	Councillor Shilton		12 January 2017	Annually
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke		April 2016	Every three months

**9 February 2016**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		5 April 2016	
Holding Portfolio Holders to account – Health & Community Protection	30 June 2015	Report / Q & A	Councillor Grainger		9 February 2017	Annually
Health Scrutiny Sub-Committee Update					5 April 2016	

**8 March 2016**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Mobbs		8 March 2017	Annually

**5 April 2016**

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
End of Term report	Mandatory	Written report	Committee Services		5 April 2016	
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		Next O & S Meeting following: 23 May, 25 July, 10 October, 28 November	
Children's Champions – End of Year Report	Council recommendation	Written report	Bill Hunt and Member Children Champions		April/May 2016	
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke		April 2016	Every three months
Health Scrutiny Sub-Committee Update					TBA	

## Date to be Agreed 2015/2016

<b>Title</b>	<b>Where did item originate from</b>	<b>Format</b>	<b>Lead Officer</b>	<b>Membership of Task &amp; Finish</b>	<b>Next report date if applicable</b>	<b>Completion date</b>
Review of Taxi Token Scheme – See Health Scrutiny Minutes October 2014 and November 2014	Health Scrutiny Sub-Committee October and November 2014	TBA	TBA		TBA	Deferred until the arrangements for Health Scrutiny have been agreed.
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber		TBA	Quarterly update once the Local Plan has been agreed.
Social Value in Procurement & what is happening about this in the Council update report.	29 September 2015	Report	Mike Snow		May 2016	
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available
Holding Portfolio Holders to account – Development Services	30 June 2015	Report / Q & A	Councillor Cross		Early September 2016	Annually
Holding Portfolio Holders to account – Cultural Services	30 June 2015	Report / Q & A	Councillor Gallagher		Late September 2016	Annually

Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		November 2016	Annually
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## **FORWARD PLAN**

### **Forward Plan November 2015 to February 2016**

**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.

**(743)**

## Section 1 – The Forward Plan November 2015 to February 2016

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
<b>4 November 2015</b>						
Tenants Incentive Grant Scheme (Ref 687)	To approve a revised Policy (Moved because of reason 3 Waiting for further information from another body)		Executive <del>30/9/2015</del> 04/11/2015	27/10/15	Jacky Oughton Cllr Phillips	
Leisure Development Programme (Ref 688)	To seek approval on the next stage of the programme on investment and management options  Delayed from 09/15 – Reason 3		<del>30</del> September Executive 04/11/15	27/10/2015	Rose Winship Cllr Mrs Gallagher	Background Exec 05/11/14
Budget Review Q2 (Ref 698)	To report expenditure for current year and update financial projections		Executive 04/11/15	27/10/15	Jenny Clayton Cllr Whiting	
Proposed Creative Quarter (Ref 720)	To set out the outcome of recent soft market testing and the next steps for taking forward the regeneration of the area. Part A & B reports.  Reason for delay – Portfolio Holder has deferred the consideration of the report		Executive <del>03/09/15</del> 04/11/2015	27/10/15	Duncan Elliott Cllrs Cross, Mrs Gallagher and Mobbs	Potential Developers / soft market testing

## 2 December 2015

Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Executive – 11 <sup>th</sup> March 2015 Executive – 02/12/15	24/11/15	Abigail Hay Cllr Phillips	TBC
General Fund Budgets 2016-17 to include Budget Review for the current year (Ref 699)	To consider the following year revenue budgets for the General Fund		Executive – 02/12/15	24/11/15	Marcus Miskinis Cllr Whiting	
HRA Budgets 2016-17 (Ref 700)	To consider the following year revenue budgets for the HRA		Executive – 02/12/15	24/11/15	Mark Smith Cllr Whiting	
Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. <b>It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)</b>		Executive 03/09/15 30/09/15 02/12/2015	24/11/2015	Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting, Cross & Gallagher	The Local Plan proposals have been subject to a number of public consultations and planning applications involved have also been subject to public consultation. The proposal has been the subject of discussion privately and confidentially with a number of agencies but especially with the County Council. Submission version of Local Plan; Planning Application

						(W/14/1076); Planning Application (W/14/0967); Report to Executive in October 2014 re Council Housing Programme; Report to Executive in November 2014 re Sports and Leisure Review.  Reports to Council and Executive January & March 2015 re: SOP
Becoming a Dementia Friendly Council (Ref 714)	To consider a report from Health and Community Protection		Executive 03/09/15 02/12/2015	24/11/15	Rob Chapleo Cllr Mrs Grainger	
Multi-storey car park update (Ref 728)	To consider a report on the structural repairs and refurbishment requirements of our multi-storey car parks		Executive – 02/12/15	24/11/15	Gary Charlton Cllr Shilton	
Land at rear of Albion Street, Kenilworth (Ref 730)	This concerns access over WDC land <b>It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)</b>	Executive 30/09/15	Executive – 02/12/15	24/11/15	Chris Makasis  Cllrs Phillips and Cross	
Statement of Community Involvement (SCI)			Executive – 02/12/15	24/11/15	Lorna Coldicott Cllr Cross	



(Ref 733)						
Future Delivery of Housing Aids and Adaptations Services – HEART (Ref 734)	To propose a revised approach to the delivery of aids and adaptations for residents of social and private housing.		Executive <del>30/09/15</del> 02/12/2015	24/11/2015	Andy Thompson Cllr Phillips	
Procurement of Corporate Energy Supplies (Ref 735)	To propose a cost effective approach to securing energy supplies for the Council		Executive <del>04/11/15</del> 02/12/2015	24/11/2015	Andy Thompson Cllr Phillips	
Digital Transformation Programme (Ref 739)	To agree a programme of work to help deliver the Council's digital transformation programme		Executive – 02/12/15	24/11/15	Andrew Jones Councillor Mobbs	
Waste container charging (Ref 731)	To consider whether to bring in a charge for wheeled bins, recycling boxes and bags.  1. Postponed from 04/11 - Portfolio Holder has deferred the consideration of the report		Executive <del>04/11/2015</del> 02/12/2015	24/11/15	Becky Davies Cllr Shilton	
HR Resources Review (Ref 732)	To consider approval for funding additional HR resource to enable the area to continue to provide a proactive service for the organisation that is both sustainable and resilient as part of essential underpinning work to support FFF initiatives.  <b>It is anticipated that this report will be, in part, Confidential by virtue of the information relating to an individual or which is likely to</b>		Executive 02/12/2015	24/11/15	Tracy Dolphin Cllr Mobbs	

	<b>reveal the identity of an individual.</b>					
<b>13 January 2016</b>						
HRA Business Plan Review (Ref 736)			Executive 13/1/16	5/1/2016	Andy Thompson Cllr Phillips	
Partnership Policy (Ref 740)	To agree the Council's Partnership Policy		Executive 13/1/16	5/1/2016	Andrew Jones Councillor Mobbs	
Whitnash Community Hub (Ref 741)	To receive information following the feasibility study of a Whitnash Community Hub		Executive 13/1/16	5/1/2016	Andrew Jones Cllr Mrs Grainger	
Supporting People Grant Changes (Ref 674)	To provide an update on the outcome of the Supporting People Funding consultation and its effect on Warwick District  (Moved Reason 2- Waiting for further information from a Government Agency)		Executive <del>11<sup>th</sup> February 2015</del> Executive <del>04/11/15</del> 13/1/16	5/1/2016	Jacky Oughton Cllr Phillips	
HQ Relocation (Ref 742)	Part A and B reports		Executive 13/1/16	5/1/2016	Duncan Elliott Cllr Mobbs	Executive papers – 30/09/2015
<b>10 February 2016</b>						
<b>Section 2 Key decisions which are anticipated to be considered by the Council between March 2016 and May 2016</b>						

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
<b>9 March 2016</b>						
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company		Executive 04/11/15 09/03/2016	01/03/2015	Andy Thompson Cllr Phillips	Executive report March 2015 – Establishing a Council Development Company for Warwick District
<b>6 April 2016</b>						
<b>May 2016</b>						

**TO BE CONFIRMED**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>History of Committee Dates &amp; Reason code for deferment</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>Expansion on Reasons for Deferment</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>	<b>Request for attendance by Committee</b>
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 March 14 Reason 3)	<del>Executive 12</del> March 2014  TBC	Rob Chapleo  Cllr Mrs Grainger	The strategy will need to take into account the approach of the new administration and County Health & Wellbeing Strategy		
Cleaning Services (Ref 659)	To approve a revised way of delivering the Cleaning Services to Council buildings.	<del>14<sup>th</sup> Jan 2015</del> <del>Executive 11<sup>th</sup></del> March 2015  2 February 2015  2 March 2015	Jacky Oughton Cllr Phillips	Moved from January – Reason 5 – pending further legal advice on implications of report		
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings. (Moved Reason 6 Seeking further clarification on implications of report)	5 November 2014  Executive (03/09/15)	Bill Hunt Cllrs Coker & Mobbs			

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

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive – date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
<b>4 November 2015</b>						
<b>December 2015</b>						
<b>January 2016</b>						


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:

2. Portfolio Holder has deferred the consideration of the report
3. Waiting for further information from a Government Agency
4. Waiting for further information from another body
5. New information received requires revision to report
6. 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](http://www.warwickdc.gov.uk/committees)**

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

 <b>Overview and Scrutiny Committee</b> <b>3 November 2015</b>		<b>Agenda Item No. 7</b>
<b>Title</b>	Annual Feedback on Outside Appointments	
<b>For further information about this report please contact</b>	Lesley Dury, Democratic Services	
<b>Wards of the District directly affected</b>		
<b>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?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	4 November 2014	
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality Impact Assessment Undertaken</b>	No
Not required as it concerns outside appointments.	

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

## 1. **Summary**

- 1.1 This report gives the annual statement of work undertaken by Outside Bodies (Appendix 1).

## 2. **Recommendation**

- 2.1 That the Overview and Scrutiny Committee note the contents of the annual statement of work (Appendix 1).
- 2.2 That the Overview and Scrutiny Committee decide whether any Councillors serving on Outside Bodies attend a future meeting to give further detail of the work of the Body and their involvement.

## 3. **Reasons for the Recommendation**

- 3.1 It was agreed that each year, Councillors who serve on Outside Bodies should submit an annual statement of the work undertaken by the body they served upon and this should be submitted to the Overview and Scrutiny Committee.

## 4. **Policy Framework**

- 4.1 **Policy Framework** - not applicable.
- 4.2 **Fit for the Future** – This report allows the Overview and Scrutiny Committee to review the work undertaken by Councillors who sit on Outside Bodies and to scrutinise if this work helps to make the District a better place to live.
- 4.3 **Impact Assessments** – This should set out the impacts of new or significant policy changes proposed in respect of Equalities. Reference can be made to an appendix which sets out the detail of the impacts

## 5. **Budgetary Framework**

- 5.1 This report does not have any financial or budgetary implications for the Council.

## 6. **Risks**

- 6.1 There are no risks associated with this report.

## 7. **Alternative Option(s) considered**

- 7.1 No alternative options have been considered because this method to review the work undertaken by Outside Bodies was agreed by the Overview and Scrutiny Committee at its meeting on 10 September 2013.

## 8. **Background**

- 8.1 In 2011, there was a review of outside appointments. As part of this review, it was agreed that each year all Councillors on outside bodies would be required to produce an annual statement on the work undertaken by the body. This would be made available to all Councillors electronically and could be requested to be presented to a Scrutiny Committee for consideration if a Member had concerns. This did not happen.



- 8.2 It was then agreed amongst Group Leaders that a report be brought to Scrutiny Committee each year which contains a simple update from each Councillor on their outside appointment.
- 8.3 Committee Services would coordinate this by requesting the information twice from the Councillor. If a response is not received following two requests a nil response will be recorded in the report.
- 8.4 It was agreed that November would be the appropriate time for the report to come to the Overview and Scrutiny Committee. This is the third year that the system has been implemented.
- 8.5 Council agreed the following criteria for appointing a Councillor to an outside body:
1. A body or partnership to which the Council provides significant financial contribution;
  2. An established Council partnership with agreements in place;
  3. A body or partnership to which the Council is obliged to appoint a Member;
  4. A body or partnership which relates to the management of an asset of the Council; or
  5. Appointments made at the discretion of the Council.
- 8.6 It should be noted that the outside appointments are made on a politically proportionate basis i.e. the numbers allocated are proportionate to the number of Councillors in each Group on the Council.
- 8.7 The original intention of the annual reports was to not only understand what was happening with the outside appointments but to also see if there were ones where the appointments could cease. The appointments where no contact has been received for over 12 months will now be contacted by the Democratic Services Manager and Deputy Monitoring Officer with a view to cancelling the appointment.
- 8.8 In May 2015, District Council elections were held and just over half of the elected councillors were new to the Council. In view of this, the Overview & Scrutiny Committee took the view that for this year only, councillors' reports could be at a more superficial level because they would not have had the time since their appointment to an outside body, to have had much impact; they may not even have had the chance to attend a meeting. Next year, they will be expected to give a fuller report detailing the last 12 months' work.

Appendix 1

**Feedback on Outside Appointments**

**Executive appointments**

<b>Conservative Appointments</b>	<b>Councillor</b>	<b>Feedback</b>
Shakespeare's England (Development Portfolio Holder)	Councillor Cross	Report to follow
Warwickshire County Council Health & Wellbeing Board (Health & Community Protection Portfolio Holder)	Cllr Mrs Grainger	The HWB has attendees from WCC, CCGs, NHS Trusts and is led by the Director of Public Health. There are councillors from each of the Districts and Boroughs who are nominated to the HWB. Following a Peer Review new arrangements have included the formation of an Executive group, which will deal with ongoing matters. The Board will remain as the decision making body meeting quarterly, and an ad-hoc sub-committee may be called to deal with urgent reports at any time. These will be formed of Board members who can attend at short notice but all members will be advised when they are needed.
Health & Wellbeing Portfolio Holder Meetings	Cllr Mrs Grainger	These are run by Public Health to brief District & Borough Portfolio Holders prior to HWB meetings or more regularly depending on the current strategic needs. There are also regular Strategic Development Forums which focus on detailed action delivery plans for the current priorities, which are currently, 0-5 Child development, stroke prevention and end of life care.
**Safer Warwickshire Partnership Board (Health & Community Protection Portfolio Holder)  (* formerly Safer Stronger and Communities Board)	Cllr Mrs Grainger	This group is a statutory requirement in two-tier authority areas under the Crime & Disorder Act (1998). The terms of reference list the Portfolio Holder with responsibility for community safety of each district/borough as members. (No other district/borough Councillor is invited.) The group meets quarterly and is required to receive the strategic assessments and priorities of the four Community Safety Partnerships in order to identify county priorities and

		produce a community safety agreement.
Warwickshire Police & Crime Panel (Health & Community Protection Portfolio Holder)	Cllr Mrs Grainger	The Panel is tasked with scrutinising and supporting the work of the Police & Crime Commissioner (PCC) acting as a critical friend in terms of the actions and decisions made by the PCC. The Panel meets six times a year. The PCC is required to consult with the Panel on plans for policing, the precept and key appointments. Membership is five county councillors and the Portfolio Holder with responsibility for community safety in each of the district/boroughs
South Warwickshire Community Safety Partnership (Health & Community Protection Portfolio Holder)	Cllr Mrs Grainger	This is the statutory body for reducing crime, disorder and substance misuse in South Warwickshire. The Crime & Disorder Reduction partnerships in WDC and Stratford District merged in 2008. Where there is a portfolio holder covering community safety, that Councillor must serve on the CSP. The terms of reference allows two members from each local authority and the other representative for this authority is Cllr Tony Heath. The first meeting we will have attended takes place on 9th November. SWCSP must produce an annual Strategic Assessment, agree annual priorities and targets, produce a three year rolling partnership plan, review performance six monthly and annually and carry out Domestic Homicide Reviews. SWCSP meets three times a year with the provision that additional meetings may be necessary.
Coventry and Warwickshire LEP (Including City Deals)	Cllr Mobbs	Councillor Mobbs attends Overview and Scrutiny Committee meetings regularly and gives updates on the meetings he attends at the CWLEP.
West Midlands Employers formerly West Midlands Councils and West Midlands Leaders Board	Cllr Mobbs	Report not submitted
Association of Retained Council Housing (ARCH) (H&PS Portfolio Holder)	Councillor Phillips	Report not submitted
Warwickshire County Council - Supporting People Partnership (H&PS Portfolio Holder)	Cllr Phillips	We have been unable to confirm whether this group still operates as yet.

LLP Board

Cllr Cross  
Cllr Whiting  
Cllr Mobbs

The LLP was created in 2012, and is a 50:50 partnership between the Council and Public Sector Plc.

It is a vehicle to specifically advance and unlock complex regeneration and development projects, and to identify innovative ways to create 'added value' for such propositions. Integral to its establishment was the core principle that any project that is to be delivered through the LLP vehicle has to demonstrate, through independent validation, that it is better than any other potential delivery options open to the Council. The Council is under no obligation to use it for any particular project.

It has both an Operations Board and a Members Board, with a 50:50 representation on both. Councillors Mobbs, Cross and Whiting sit on the Members Board.

These Boards meet as required for any particular project. In the last year the LLP has again been: (i) progressing the feasibility work for our new HQ offices project, (ii) reviewed our non-operational assets; and (iii) is now considering other possible commercial propositions for the Council.

Please see Appendix 2 for the LLP Annual Health Check

## Warwick District Council appointments

Conservative Appointments	Councillor	
Chase Meadow Community Centre	Cllr Butler	<p>This company was set up to manage the Chase Meadow Community Centre. It has representatives from Warwick District Council, St Michael's Church, Budbrooke and the Chase Meadow Community Centre (CMCC) to ensure that the interests of all three parties remain adequately protected which in broad terms means:</p> <ul style="list-style-type: none"> <li>· WDC as landlords of the building have an active interest</li> <li>· The Church has some influence given the funds they put in</li> <li>· CMCC has shared responsibility to run the building but also in the unlikely event of having no one to run a safety net in the form of WDC being able to step in.</li> </ul> <p>I was informed less than a month ago that I was nominated for this outside body and there have been no meetings since.</p> <p><b><i>Cllr. Noel Butler</i></b> <b><i>Aylesford Ward</i></b></p>
National Association of Councillors	Cllr Coker	Report not submitted
Kenilworth Town Centre Partnership	Cllr Coker	<p>I have been a member on behalf of the Kenilworth <b>Town Centre Partnership</b> since its creation some seven years ago on behalf of the Town Council but also substituting most of the time for Cllr. John Hammon who was an ex officio member as Portfolio holder. Under the current regime my position is formally recognised.</p> <p>The partnership consists of the three tiers of Local authority plus the Chamber of Trade and other local organisations and has had a beneficial effect on Town Centre Management with the assistance of the Town Development Officer allows for all</p>

		<p>the partners to input into Town Development and promotion. It has also allowed us to tap into the knowledge of the partners particularly as we have endeavoured to keep the Council partners in the background and allow the other partners to lead.</p> <p>The Partnership is well established and benefits the Town</p>
Warwick Town Centre Management Group	Cllr Cross	Report to follow
Bid Leamington Board	Cllr Miss Grainger	<p>Leamington Bid is an organisation that promotes business in Leamington. This is based primarily around the centre of the town and the shopping area but also includes some periphery areas.</p> <p>The main aim of Leamington Bid is to improve Leamington as a business area. This is done through promotional events, literature and website. However it also offers individual business development for all its member and this is an area that it is trying to grow.</p> <p>I have attended two meetings for the Bid, one an open meeting looking at attracting new members to the Bid and the other a Bid board meeting. At the open meeting information was given about Bid projects up until the end of the year and what opportunities these presented to Bid members. These included Art in the Park, Food and Drink show and the seasonal markets.</p> <p>The board meeting I attended was a post food and drink wash up meeting, discussing what had worked and what hadn't. The Food and drink festival was hugely popular and not many changes will be needed for next year. We also discussed Christmas parking issues, as a lot of the on streets parking machines are not working! The finale area covered was about individual business development and the prospects of running workshops using different members' expertise to help other members. This is something that the board wants</p>

		to develop and take forward – possibly to future open meetings.
LGA Rural Services Network	Cllr Harrington	Report not submitted
Coventry Airport Consultative Committee	Cllr Harrington	I cannot find the terms of reference for the Coventry Airport Consultative Committee, but obviously it is concerned with all aspects of the airport operation and the impact upon the WDC Wards surrounding the airport including Baginton, Stoneleigh and Ashow.  I understand that the Coventry Airport Consultative Committee is currently being reformed with new representatives. I am not aware of any meetings yet scheduled.
51m	Cllr Illingworth	Report not submitted
Birmingham Airport Consultative Committee	Cllr Illingworth	Report not submitted
LGA District Councils' Network	Cllr Mobbs	Report not submitted
Warwickshire County Council – Adult Social Care and Health Overview & Scrutiny Committee	Cllr Redford	Report not submitted
Warwickshire Waste Management Forum	Cllr Shilton	Warwickshire waste partnership holds regular meetings at Shire Hall and is run by the County Council, It brings together the five Districts in W.C.C. to share any idea's they may have to increase recycling and reduce what is taken to land fill, It also looks at partnership working with other agencies such as the highways authority's so they can work together at the same time to lesson costs when doing work on highways.
South Warwickshire NHS Foundation Trust	Cllr Bunker	South Warwickshire Hospital Trust continues to work hard to improve the patient experience and to offer a high standard of care. The new hospital accommodation at Stratford hospital is progressing well and the two new wards at Warwick are nearing completion. In Stratford the new multi storey car park is now open, the ground works and foundations for the main building have started, and the new Energy Centre is almost built and the engineering plant is being fitted. The project remains scheduled for completion in December 2016, with service provision commencing early in 2017. The fundraising target is £1 million and so far the appeal has raised £507,000. In Warwick the building scheme is on plan and within budget, the commissioning plan has been developed and commenced. This dovetails into the options proposed for the use of the vacated ward space over the winter period. The first ward, Thomas Ward is due

to open on 21<sup>st</sup> November 2015. The top floor is on plan to open in January 2016. It is intended that there will be amenity beds on offer.

The hospital is progressing Lorenzo, a patient administration system designed to hold patient health information in one place with the provision of EPR, Electronic Patient Records, with phase 1 issues being managed as part of a six month stabilisation phase. Until this work has been satisfactorily completed, a dual system will be in place. The second phase, in 2016 will introduce more clinical use. A new system for making appointments is being developed. This has been an area of some complaints in the past, so it is hoped that the new system will be much more efficient and user friendly.

A new Trust website is being developed to make performance data more easily accessible to the public.

It is pleasing to note that the Monitor Compliance Report showed nearly all 'green'.

To improve efficiency and waiting times in the Accident and Emergency Department, five new consultants have been appointed. As they had all been recruited from nearby hospitals, their starting dates were staggered to assist the other hospitals.

Projects that are being initiated include the provision of a midwife led unit in Maternity and to complete the next phase of development at the Central England Rehabilitation Unit (CERU) in Leamington. To develop an apprenticeship scheme in theatres, increase the support, development and supervision for specialist and newly qualified nurses and to respond to the recruitment challenge of expanding the care of the elderly team. We will be working with A & E and the Medical Assessment Unit to further develop seven day services. Developing the leadership potential of our senior clinicians, and making health and wellbeing a priority for all staff, and through them raise awareness with our local communities in order to improve job satisfaction and reduce stress levels.

A new food delivery system at Warwick hospital has been implemented to improve patient satisfaction with more than 85% of patients rating their meal experience as excellent or good.

It was unfortunate that the hospital failed to retain the contract for the School Nursing Service and this has been awarded elsewhere.

The Community Services Contract was extended, and we understand that the Clinical Commissioning Group will be taking it to their board in October, so we await the outcome of their deliberations and what their proposals will be to take this forward.

At the end of May Graham Murrell completed his term as Chairman of the Trust. Sincere thanks go to him for all his hard work and for guiding the Hospital through the process of becoming a Foundation Trust Hospital. Our new Chairman is Russell Hardy, who took up his post on June 1<sup>st</sup>. We hope that he will enjoy the role and look forward to working with him.

Kenilworth Abbey Advisory Committee

| Cllr Cooke

Since the Election in May the Committee has met as a full committee on two occasions, Friday 3rd July and Friday 9th October. A meeting also took place on 5th October to discuss legal requirements in relation to the Abbey Gatehouse.

The meeting of the 3rd of July mainly discussed the relationship of all the different organisations in the Abbey Fields and the Abbey Barn Advisory Committee, particularly in relation to the proposals to enhance the Abbey Gatehouse. Much discussion revolved around the necessary legal actions that would need to take place to enable the insertion of a mezzanine floor using funds generated by The Harry Sunley Memorial Fund. Following the meeting The Chairman emailed Robert Hoof about weeds. In response she was copied in to correspondence between Mr Hoof and Jon Holmes.



A special meeting to discuss the future of the Abbey Gatehouse took place on the 5th October between me, The Chairman, Joanna Illingworth and Mr Mervyn Kimberley with WDC's Chris Makasis and Lisette Piper who advised the Committee on the proposals to insert a mezzanine floor into the Abbey Gatehouse. They advised that the monies raised by the Harry Sunley Memorial Fund should be passed to WDC who would arrange the necessary works. It would also be necessary to make an amendment to the Abbey Barn's License so as to include the Abbey Gatehouse.

At the meeting of October 9th The committee were updated on the meeting with WDC representatives. A discussion took place on the storage of various artefacts. The WDC has given permission to dispose of, or sell the various Victorian tiles stored in the Abbey Gatehouse.

The Chairman has written to WDC's Roger Cullimore thanking him for his years of service on the KAAC.

The Committee next meets in 2016.

<b>Labour Appointments</b>	<b>Councillor</b>	
Warwick District Mobility	Cllr Barrott	Report not submitted
<p data-bbox="100 300 869 339">Warwick District Citizens' Advice Bureau</p> <p data-bbox="100 339 869 411">I was appointed as Trustee of the Warwick District CAB in August 2015. This report for the last financial year is therefore based on information received from and discussions with staff and Trustees who were in place during the period.</p> <p data-bbox="100 443 869 555">2014/5 saw the 75<sup>th</sup> anniversary of the Warwick District CAB. The Annual report will be presented to the AGM on Tuesday 27<sup>th</sup> October at 1400 in the Kenilworth Centre and gives a great deal of further detail on activities and progress made in the last year. It will be available shortly on the CAB website <a href="http://cableamington.org.uk/">http://cableamington.org.uk/</a> where all the latest news about the organisation is posted.</p> <p data-bbox="100 587 869 730">Perhaps the most striking statistic from the Report, especially relevant to WDC as a key stakeholder in CAB, is the analysis which has been developed with Treasury approval to show the benefits of CAB work. On very conservative assumptions, which are explained in the report, for each £1 invested in Warwick CAB last year, there was a £30 or thirtyfold return in fiscal, individual and social benefits. Probably much more.</p> <p data-bbox="100 762 869 834">One important priority for the organisation in the current year will be to deliver the first stage of the new SLA with Warwick District Council</p> <p data-bbox="100 866 869 978">A major theme of 2014/5 has been to improve the quality and consistency of processes, recording, and advisor knowledge and communications. As a result, in a Quality of Advice external audit in March this year, our local CAB was delighted to score over 90%, putting it in the top 3% of CAB performance in England and Wales.</p> <p data-bbox="100 1010 869 1153">'Breathing Space' a multi-Agency initiative since August 2014 for people to be able to access advice on money worries at the Brunswick Hub on Thursday mornings has been a success. Monthly advice clinics staffed pro bono by local solicitors, on family and immigration matters, have also been launched. One aim in the current year is to expand CAB outreach work at community hubs, food banks and children's centres across the District.</p> <p data-bbox="100 1185 869 1297">Since April 2015 'Pensionwise' advice has been offered, following the Government's Pension reforms and staff capability has been developed, in conjunction with the local Job Centre, to be able to offer transitional advice, as the switch to Universal Credit gets under way in the area from this month.</p> <p data-bbox="100 1329 869 1407">The CAB's success relies both on its core of about 12 paid staff and critically on its 70+ volunteers. This year will see a strong drive to recruit further volunteers so that plans can be realised while quality and service are maintained.</p>	<p data-bbox="869 300 1189 339">Cllr Quinney</p>	

Warwick – Community and Voluntary Action | Cllr Weed

Warwickshire Community And Voluntary Action (CAVA) was formed on the 1st April 2008 and has achieved the merger of the following organisations:

North Warwickshire Council for Voluntary Service  
Nuneaton & Bedworth Council for Voluntary Service  
Rugby Council for Voluntary Service  
Volunteer Centre Rugby  
Volunteer Centre Warwick District  
Warwick District Council for Voluntary Service

Warwickshire CAVA provides the following support to the Voluntary & Community Sector Organisations and groups within Warwickshire:

Funding advice/Support  
Group support/Development  
Community Development  
Training  
Strong Representation under COMPACT  
Community Accountancy

Warwickshire CAVA supports volunteers within Rugby and Warwick District. Our Volunteer Centres provide the following:

Volunteering Recruitment and Referrals  
Campaigning and Promotion  
Good Practice in Volunteer Management  
Youth Volunteering  
Transport Projects

Warwickshire CAVA

- promotes, develops and supports a vibrant voluntary and community sector to enable local people to shape and influence their communities.
- supports the identification of needs in the local community and facilitates improvements in service provision to meet those needs
- assists local voluntary organisations and community groups to function more effectively and deliver quality services.

- facilitates effective communication, networking and collaboration amongst local voluntary organisations and community groups.
- enables the diverse views of the local third sector to be represented and supports structures which promote effective cross-sector partnership working.
- ensures the third sector's role as an integral part of local planning and policy making.

The information above was taken from the WCAVA website. Since being appointed to represent Warwick District Council on the Board of WCAVA, I have not received confirmation from WCAVA or notice of any meetings. However, I plan to attend the AGM on Thursday 12 November 2015 in Bedworth.

**Cllr Barbara Weed (Labour) – Leamington Leam Ward**

<b>Whitnash Residents Association</b>	<b>Councillor</b>	
South Warwickshire Community Safety Partnership (Non Executive rep)	Cllr Heath	See earlier report from Councillor Mrs Grainger
<p data-bbox="91 296 869 331">South Warwickshire Plato Trust</p> <p data-bbox="91 331 869 408">The South Warwickshire Plato Trust is a charitable organisation providing housing for people who have suffered from or are recovering from mental illness.</p> <p data-bbox="91 408 869 549">In 1971 South Warwickshire Group Homes was formed to provide safe accommodation to people suffering from mental health problems and thereby assist with their recovery. In 1982 Plato Trust was also founded, providing much the same services as South Warwickshire Group Homes. The two organisations worked closely together until 2001 then they merged to become South Warwickshire Plato Trust, with the working name of Plato Trust.</p> <p data-bbox="91 549 869 727">South Warwickshire Plato Trust has a range of accommodation leased from the County Council and the District Council. They currently operate 9 houses and 13 single person flats providing a total of 45 places. There are 12 properties currently rented from Warwick District Council, 9 properties from Warwickshire County Council and 1 from Stratford District Council. The organisation has now also purchased three flats. The organisation works closely with Coventry and Warwickshire NHS Trust, Warwickshire County Council and Stratford and Warwick District Council.</p> <p data-bbox="91 727 869 836">The current cost of renting an accommodation from the Trust is £145. This covers the rent, Utility Services, Communal T.V licence, Telephone line rental and Communal gardening. Heating and appliance repairs and maintenance that is not the responsibility of the landlord are also provided for the tenants. All accommodation comes furnished.</p> <p data-bbox="91 836 869 944">There are regular meetings of the management board where partners are invited to attend. Regular updates are given at the meeting on how the tenants are managing .Issues are quickly addressed by the two members of staff. Financial reports on the Trust are given each meeting and an Annual General meeting is always held.</p> <p data-bbox="91 944 869 1155">The Issues for the committee for the future will be Universal Credit. Tenants will receive their benefits monthly, directly. With many having complex needs a way to make sure they pay their bills need to be found. If not this could result in rent (with utility costs) not being paid to the organisation. Also an ongoing Issue is the lack of accommodation being available from the District Councils to rent. My role, I believe, is to advice if possible of any policy decisions by W.D.C. that may affect the trust. I also try to advice on whom to contact if they have concerns on certain matters and to now advise elected members annually on why I sit on the board for W.D.C. and the ways we can work together to help some of our tenants who have specific needs.</p> <p data-bbox="91 1155 869 1189">Councillor Judy Falp</p>	Cllr Falp	

<b>Appointments by one or more Groups</b>	<b>Councillor</b>	
Hill Close Gardens Trust	Councillor Ashford (Con) Councillor Bromley (Lab)	Report not submitted
<p data-bbox="100 368 869 405">Friends of Leamington Art Gallery</p> <p data-bbox="100 443 869 512">Regrettably I have not yet been able to attend a meeting of the Friends, but forward the following report I recently received from Graham White:</p> <p data-bbox="100 550 869 655">FRIENDS OF LEAMINGTON SPA ART GALLERY AND MUSEUM President: Mo Enright. Chairman Graham White. Vice-Chairman: Clive Nelson Secretary: Lyn Buckle. Treasurer: Linda Nelson + Committee of 9 Members</p> <p data-bbox="100 694 869 730"><b>This Review covers the period from October 1<sup>st</sup>, 2013 to September 30<sup>th</sup>, 2014</b></p> <p data-bbox="100 730 869 869">The Friends of Leamington Art Gallery and Museum (FLAG) have been in existence for almost 50 years and we have enjoyed a busy and successful year. Membership has now reached 300 and our Members come from all parts of the W.D.C area as well as from some of the outlying villages and neighbouring towns such as Rugby and Stratford. Our membership is a happy combination of loyal, longstanding Members and enthusiastic new ones.</p> <p data-bbox="481 869 1153 906" style="text-align: center;"><b>Our Support for the Gallery and Museum</b></p> <p data-bbox="100 906 869 1045">Our aim is to support the Gallery and Museum in whatever way Jeff Watkin and the Curators wish and we never seek to impose our own wishes upon them although we do occasionally make suggestions which they are happy to discuss and, on occasions, to implement. We support the Gallery and Museum both financially and with our time. Financial contributions in the last 12 months have included the following:</p> <p data-bbox="100 1045 869 1082">£1,000 towards production of catalogue for the David Carpanini Exhibition</p> <p data-bbox="100 1082 869 1118">£350 in support of NADFAS volunteers who help with conservation</p> <p data-bbox="100 1118 869 1155">£2,000 towards the Bi-Centennial Pump Rooms Exhibition</p> <p data-bbox="100 1155 869 1192">£300 towards the purchase of an embroidered local map</p> <p data-bbox="100 1192 869 1228">£1,000 towards the catalogue for the forthcoming Tessa Beaver Exhibition</p> <p data-bbox="100 1228 869 1265">£2,000 towards the framing of prints in connection with the forthcoming Terry Frost Exhibition</p> <p data-bbox="100 1265 869 1334">£2,000 pledged towards a John Piper painting. The sum will be handed over as soon as the Gallery has received funding for the remainder from other sources.</p> <p data-bbox="100 1334 869 1401">In addition, Committee Members are happy to give of their time by serving refreshments (purchased by FLAG) at some of the children's events organised by the Gallery and Museum and by attending various Gallery and Museum events.</p>	<p data-bbox="869 368 1189 437">Cllr (Lab) Naimo Cllr (Con) Day</p>	

### **Our Relations with the Staff**

Our relations with Jeff Watkin and the Curators and other staff are very cordial. We have found them to be unfailingly co-operative, appreciative and constructive in their dealings with us. We see them on an informal basis virtually every week during the Friday Focus, while one of the Curatorial Staff attends our Committee Meetings and our AGM and our Senior Committee Members have regular six monthly meetings with Jeff Watkin and the Curators to discuss matters of interest. In addition, the Curators have now offered FLAG tours of current Gallery and Museum exhibitions

We considered it a great compliment when Victoria Slade, the Museum Curator, recommended us to Mid-Fed (the Federation of Midlands Museum Curators) as an example of a Friends organisation which is well run and which enjoys good relations with the Gallery and Museum. We were invited to give a presentation at a Mid-Fed in Stoke last October as part of a conference on fund raising.

### **Our Programme**

Between October and April, we arrange monthly talks in the evening on subjects likely to appeal to our Members. In January, we hold both an afternoon and an evening meeting. Typical topics include art, architecture, local history and costume. Our talks used to take place in the Pump Rooms Annexe but after our October 2013 lecture, we decided that the room was too small to accommodate the increasing numbers who wished to attend our talks. Accordingly they now take place in the Dormer Conference Centre at St Peter's Church which offers more space and greater comfort. The move to the Dormer Centre has proved popular and attendance at our talks has increased. It must be said that the move came as a relief to us because frequent staff changes at Kudos as well as abysmal communication on their part did cause us problems. The appointment of Hannah Gill by Kudos has improved communication considerably.

In addition to our talks, we offer 2 Study Mornings on a particular subject each year and these always prove very popular. We have scheduled 2 sessions on Florence for early next year. An interesting innovation took place in March of this year when we invited Louise Vaile, a conservator of works of art on paper, to give 2 very interesting sessions for our Members.

Our excursions to houses, churches, museums and gardens are always very well supported and give a great deal of pleasure to our Members.

### **How we Raise Funds**

We keep our basic subscription very low in the desire that nobody will be deterred from joining us through cost. We suggest a minimum of £7.00 per person per annum and consequently some Members do pay a little more. Our subscriptions are supplemented by Gift Aid. Our evening meetings are self-financing and, in fact, do make a profit. Our excursions and the Study Mornings provide a large part of our income. Our excursions are usually fully booked and generate good revenue although we always insist that our main intention is to provide a worthwhile day out for our Members and that the profit is secondary. Revenue from subscriptions and events supply sufficient income to meet the Gallery and Museum's requests. At the present time, we have a healthy balance of over £14,000 in our current and savings accounts.

### **Communication**

We consider good communication vital for both the smooth running of FLAG and for attracting new members. We send out Newsletters in August and January plus information sheets about our excursions which are delivered to Members in the spring. Our website is, in our opinion, lively and attractive. It is intended to interest existing Members and to appeal to new ones. We also publish an informative leaflet which is intended for prospective members and which is available in the Gallery and Museum display stands. Members receive a

printed card which outlines the programme of events between October and April and they are reminded of forthcoming talks by email. We hold 3 Committee Meetings a year and these take place in the Pump Rooms Annexe.

**Update September 2014 to September 2015.**

Once more we have enjoyed a successful and active year and donated a total of £6,750.00 to the Gallery and Museum in our last financial year which ended on January 31<sup>st</sup>, 2015. We are keeping our membership numbers stable, indeed they have increased from those of a few years ago. Many of our members are active supporters of our activities; some of our excursions have to have 2 coaches which means that more than a third of our total membership has applied to go on a particular visit, nearly a third of all Members attended our last Study Mornings with similar numbers attending some of our evening talks. However, we try to guard against complacency and attempt to make our Members feel valued and make a special effort to welcome new Members when they attend our events for the first time.

Andrew Day, District Councillor, Bishop's Tachbrook



Partnership: **PSP Warwick LLP (“LLP”)**

	<b>Annual Health Check Questions</b>	<b>Commentary (Please refer to any supporting documents)</b>	<b>Scrutiny Comments</b>
9.1	What has the partnership achieved during the course of the previous twelve months?	<p>(i) It has funded and resourced a range of potential delivery option work for the relocation of WDC’s HQ offices. This work has focussed on site options, related feasibility and viability testing. This work culminated in reports to Executive on 30 September.</p> <p>(ii) It has also undertaken a review of Council owned non-operational assets and land holdings, to assess whether the LLP could add value. The outcome of this work was reported to Executive on 3 September.</p>	
9.2	How have the achievements made a difference to the residents/visitors/businesses of Warwick district and how do those achievements align to the aims of the Sustainable Community Strategy?	<p>No project has yet been formally approved by the LLP (or the Council). At present the LLP is undertaking further feasibility work for our new HQ offices, and commercial option work in respect of the Council’s non-operational assets.</p> <p>Hence no impacts on local residents/visitors/businesses at this stage.</p>	
9.3	Have there been any significant changes to the external environment, such as the state of the economy or the introduction of new legislation, which require a re-appraisal of the need for the partnership? If so, what are these?	<p>No.</p> <p>Note: The LLP partnership is just one option for the Council to use for property and regeneration based projects.</p>	
9.4	What measures have been used to determine whether the partnership is providing value for money?	<p>The LLP’s gateway based project feasibility work has been managed by the LLP’s Board (a 50:50 partnership between the Council and Public Sector Plc), and the</p>	

		project's governance processes. Before commitment is to be considered by the Council (yet to be sought) additional external formal validation of any proposal's value for money would be undertaken (and scrutinised) by an agreed external independent expert. This would have to conclude that any such LLP project proposal offered the best value for money before the required further report back to Executive seeking Council project commitment.	
9.5	What consideration to extending the scope of the partnership has been made?	The initial formal arrangement is for 10 years (from 26.3.13). No need or plan to extend at present.	
9.6	How can it be demonstrated that the achievements were not possible without the partnership?	Through the formal project feasibility processes and joint analysis. Also, by the recent reports to, and endorsement by Executive on 3 and 30 September. In particular the forward funding and resourcing of our HQ relocation project's feasibility work has all been undertaken by the LLP, at its own risk.	
9.7	What alternative options to the partnership have been considered?	Other options for delivering property led and regeneration projects are still open to the Council. This LLP partnership is just one option for the Council to consider for such projects. Any alternative options are assessed on a project by project basis.	
9.8	What are the key outcomes to be achieved over the forthcoming twelve months and how will they be measured?	<u>New Council HQ project:</u> <ul style="list-style-type: none"> <li>• Completion of the next-stage feasibility work (report back to Executive in January 2016).</li> <li>• The LLP instructing the full design team in January.</li> </ul>	

		<p>To achieve:- obtain planning consents, and putting conditional building contract in place by July. (Further report back to Executive in July seeking authority for commitment to proceed with this project).</p> <ul style="list-style-type: none"> <li>• Works provisionally programmed to commence on site in September 2016.</li> </ul>	
9.9	<p>What arrangements have been in place during the previous 12 months for the management of risk? If no risk register is in place, why was one considered unnecessary?</p>	<p>A formal WDC risk register is in place. This (and risk generally) is monitored and managed by the WDC Project Team and project governance arrangements.</p> <p>The LLP also separately monitors and manages project risk via its own Board and project governance arrangements.</p>	

Duncan Elliott  
Chief Executive's Office  
1 August 2015.