

Heath Scrutiny Sub-Committee

Tuesday 5 July 2016

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 5 July 2016 at 6.00pm.

Membership: Councillors D'Arcy, Edgington, Parkins and Mrs Redford.

Emergency Procedure

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

Agenda

1. **Apologies and Substitutes**

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

2. **Appointment of Chair**

To appoint the Chair of the Committee for the ensuing municipal year.

3. **Co-option of Councillors on to the Sub-Committee**

To vote on the co-option of Councillors onto the Health Scrutiny Sub-Committee.

4. **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.

5. **Minutes**

To confirm the minutes of the Health Scrutiny Sub-Committee meeting held on 16 March 2016. **(Item 5/Page 1)**

6. **Review of the Work Programme**

To consider a report from Democratic Services. **(Item 6/Page 1)**

7. **Staff Occupational Safety & Health Training**

To consider a report from Health & Community Protection. **(Item 7/Page 1)**

8. **Dementia Friendly Communities**

To consider a report from the Health & Wellbeing Lead. **(To follow)**

9. **"Skip n Chip"/"Dump your Junk" – A proactive community engagement approach to fly tipping and providing advice and support to residents**

To consider a report from Health & Community Protection. **(Item 9/Page 1)**

10. **Health Strategy Update**

To receive a verbal report from the Head of Health & Community Protection.

Published on 27 June 2016

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

Telephone: 01926 456114

E-Mail: committee@warwickdc.gov.uk

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

You can e-mail the members of the this Committee at

HealthScrutinySC@warwickdc.gov.uk

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

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 456114.

Health Scrutiny Sub-Committee

Minutes of the meeting held on Wednesday 16 March 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillors D'Arcy, Edgington, and Parkins

Also Present: Councillors Mrs Falp and Quinney.

15. **Apologies and Substitutes**

Apologies for absence were received from Councillors Mrs Knight and Mrs Redford. There were no substitutes.

16. **Declarations of Interest**

There were no declarations of interest.

17. **Minutes**

The minutes of the meeting held on 19 January 2016 were taken as read and signed by the Chairman as a correct record.

18. **Health Service planning linked to major new developments**

The Sub-Committee welcomed Anna Hargrave, Director of Strategy and Engagement (NHS South Warwickshire Clinical Commissioning Group (CCG)) to its meeting to explain how the NHS South Warwickshire CCG worked with nearby Local Authorities to meet its demands for the future.

Ms Hargrave explained that the South Warwickshire CCG was in regular contact with both Warwickshire County Council and Warwick District Council about proposed planning developments and she talked through the process to meet future NHS needs within the community:

- (a) the SW CCG had a Local Estate Strategy; this meant that it reviewed how it could more effectively use its buildings and facilities across the whole of South Warwickshire;
- (b) it would take into account a five year forward view from NHS England which spelt out how the NHS had to transform within the next five years. This would encompass multi-specialist providers and various pilot schemes would be trialled throughout the whole country;
- (c) it would look at sustainability and transformation plans required over the next five years to meet the needs of Coventry and Warwickshire. Shortfalls in service were being identified and it was hoped to complete this process by June 2016; and
- (d) money to fund the process of meeting NHS service requirements to provide adequate building and facilities and accompanying I.T. needs could be obtained by submitting a bid to the Primary Care Transformation Fund.

Ms Hargrave then spoke briefly about the challenges to meet the requirements, and whilst obtaining Capital funding was not a pressing issue, she informed Members that meeting Revenue funding was and that

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

there was a shortage of sufficient numbers of G.Ps to meet local demands. With rising population, bigger buildings for NHS services were required, which in turn would lead to higher notional rent amounts and therefore significant increases in costs for this were anticipated. Ms Hargrave stated that the SW CCG was planning for a 2% growth in population per annum; and this was against a background of decreasing numbers of G.Ps.

Ms Hargrave then went into further detail about changes to services that would be required and understanding the demand in 15 years' time. She addressed how some of these demands might be met by building more health centres, digitising records and procedures; even digitising consultations between patients and their medical practitioners.

In summation, Ms Hargrave explained how Local Authorities could help meet the NHS needs of its residents:

- (a) to work together to help the SW CCG make assumptions on service level requirements over the next three years; the NHS needed more help assessing population number changes and timings on when these will occur;
- (b) to work together on assessing the various needs of the population and how they will access primary care; the needs of the young differ from the elderly; the needs of those at work differ from those who do not work;
- (c) to help understanding the health needs of the "new" population; and
- (d) to work with the SW CCG to understand its duty to provide "access to primary care" and how this can be used more effectively in securing section 106 monies.

19. The Council's role in promoting physical activity

The Sub-Committee welcomed two officers from Cultural Services to its meeting:

- Stuart Winslow - Sports and Leisure Manager; and
- Manoj Sonecha – Active Communities Officer

to explain what the Council was doing to promote physical activity within the District.

The officers explained what was being done and how this linked in to the Council's draft Health and Wellbeing Strategy and the Government's five year strategy for an "Active Nation". Examples were provided on what was being done to support various sectors of the community ranging from the young to people with physical and mental welfare issues.

Officers explained what was being done to upgrade the current leisure and sports facilities and to future proof these to meet current and future leisure requirements. Sports and leisure clubs also had access to grant funding and in this year to-date, 23 awards for grant funding had been made; 60 grants had been made in the last three years. Other grant funding was available via application to the Council under the RUCIS scheme. Work was being done to provide coaching workshops and to provide help publicising events.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Members were pleased to hear that so much was being done to create an active community, but they felt that more needed to be done to allow the community to know about what was provided in the community. It was felt that this was a matter that might require further scrutiny, with phasing and funding being two areas likely to be examined.

20. Health Service implications from the night-time economy; Response from Mr Glen Burley, Chief Executive - South Warwickshire NHS Foundation Trust

At a previous meeting of the Sub-Committee, it had been resolved that the Chief Executive of Warwick Hospital was contacted for information about the costs of the night-time economy. Following on from this decision, the Lead Officer for Health and Wellbeing had contacted the Chief Executive, and he in turn had provided some information on the issue of alcohol related Accident and Emergency activity.

After considering the report, the Sub-Committee felt that at this point in time, Mr Burley should not be invited to attend a meeting, but this would be reviewed in six months when a request would be made for data on longer term trends and whether it was possible to monitor this.

21. Health Strategy Update

The Health & Wellbeing Lead reported that:

- Progress was being made with the Dementia Friends programme. People in the community were being trained to become Dementia Friends and the Council was in the process of joining the Coventry and Warwickshire Dementia Alliance.
- The Council was developing a network for the "Walking for Health" initiative. Once the network was completed, the Council would then start working on "walks for better health". This would involve a part-day training course for people to lead walks. Presentations on the initiative would be delivered to community forums.
- The Council qualified for the Workplace Wellbeing Charter and the Chairman of the Health Scrutiny Sub-Committee and the Health & Wellbeing Lead would be collecting the award tomorrow.

22. Review of the Work Programme & Forward Plan

The Sub-Committee considered its work programme for 2016/17.

Members decided that the Health Service commissioning related to the Local Plan item could be removed from the work programme because it had been covered in the talk given by Ms Hargrave that evening. It was also felt that there was no longer a need for a guest speaker for mental healthcare to attend because this had been covered by the talk previously received on dementia. However, it was felt that the removal of this item should be checked by Councillor Mrs Redford first.

The item for a report on the Housing Assessment Team should be reviewed at the next meeting in July to see if it was still required.


Following on from discussion of items for the Work Programme it was

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Resolved that:

- (1) Health Service commissioning related to the Local Plan be removed from the work programme;
- (2) a guest speaker for mental healthcare be removed from the work programme if this is confirmed by Councillor Mrs Redford; and
- (3) a report bringing forward updated figures on smoking and e-cigarettes be brought forward together with a review of current policy;

(The meeting finished at 8.20 pm)

 Health Scrutiny Sub-Committee – 5 July 2016		Agenda Item No. 6
Title	Health Scrutiny Sub-Committee Work Programme	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	16 March 2016	
Background Papers		

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

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		
Consultation Undertaken		
n/a		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report informs the Sub-Committee of its work programme for 2016 (Appendix 1) and of the current Forward Plan June 2016 to August 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;

3. **Reasons for the Recommendation**

- 3.1 The work programme needs to be updated at each meeting to reflect the work load of the Sub-Committee.

4. **Alternative Options considered**

- 4.1 None.

5. **Budgetary Framework**

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

6. **Policy Framework**

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

7. **Background**

- 7.1 At each meeting, the Sub-Committee will consider their work programme and the Council's published Forward Plan and make amendments where necessary to its work programme.
- 7.2 Overview & Scrutiny Committee may request that the Sub-Committee undertakes areas of health Scrutiny.
- 7.3 Officers may present reports to the Sub-Committee to seek direction on their content.
- 7.4 Warwickshire County Council, as the lead authority for Health Scrutiny, can ask the District Council to undertake areas of health scrutiny.

Health Scrutiny Sub-Committee
Work Programme 2016-2017

24 August 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Health Strategy Update		Verbal Briefing	Rob Chapleo		Every Meeting	Until finalised.

22 November 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Health Strategy Update		Verbal Briefing	Rob Chapleo		Every Meeting	Until finalised.
Air Quality Action Plan Annual Review	24 November 2015	Written Report	Michael Jenkins		June 2017 or as near to.	Annual report.

Future Meeting Dates:

24 August 2016
 22 November 2016
 17 January 2017
 15 March 2017

Items where a date is to be set

- Cultural Services – Physical Activity promotion and development
- Housing & Property Services – Housing Assessment Team, Disabled Facilities Grants
- Housing & Property Services – Council housing stock – standards relevant to Health & Wellbeing
- Care Quality Commission – external speaker
- Policy & Projects Manager – use of S106/Community Infrastructure Levy monies for Health & Wellbeing projects
- Safer Communities - Purple Flag bid (for town & city centres that meet or surpass the standards of excellence in managing the evening and night time economy)
- Safer Communities – Anti-Social Behaviour Orders
- Safer Communities – Student Noise Control
- Citizen’s Advice Bureau/Community Partnership Team – Financial Inclusion/Priority Families
- Environmental Health - Food Safety regulation and Infection Control
- Environmental Health - Health & Safety Regulation
- Neighbourhood Services – Green Spaces/Friends of the Parks

Items to be considered for removal from the Work Programme

- Head of Housing & Property Services should give a report on the Housing Assessment Team, including Disabled Facilities Grants, in the New Year.
- A guest speaker for mental healthcare (Remove this item if Councillor Mrs Redford approves)
- Update from Councillor Mrs Knight on the SW Foundation Trust Quality Accounts T & F Group
- Report/action plan on the possibility of running a “Walking Scheme” within the District as per the details Councillor Mrs Knight sent to Rob Chapleo of a scheme in Reading, and to liaise with the walking experts at Coventry and Warwick Sports. (Raised 15 December 2014)
- Updated figures on smoking and E-cigarettes plus a review of the current policy (Raised March 2016)
- Health Service implications from the night-time economy; Review whether to invite the Chief Exec of Warwick Hospital to a meeting and look at longer term trends



FORWARD PLAN

Forward Plan June 2016 to August 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) 456114. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

(813)

Section 1 – The Forward Plan June 2016 to August 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
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29 June 2016

Rural Urban Community Initiative Scheme applications (Ref 761)	Consider applications for Rural and Urban Initiative Grant application for Leamington Netball Club		Executive 29/6/2016	21/6/2016	Jon Dawson Cllr Whiting	
New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants		Executive 6/4/2016 Executive 02/06/16 Reason 1 Reason 1 29/6/2016	21/6/2016	Jacky Oughton Cllr Phillips	
Improved Fire Alarm Systems – Sheltered Housing (Ref 784)	To request approval to further upgrade fire alarm systems in sheltered housing		Executive 2/6/2016 Reason 1 29/6/2016	21/6/2016	Jacky Oughton Cllr Phillips	
Funding of repairs to Leamington multi-storey car parks (Ref 796)	To propose how the identified repairs to St. Peters and the temporary repairs to Covent Garden car parks are funded		Executive 2/6/2016 Reason 1 29/6/2016	21/6/2016	Gary Charlton Cllr. Shilton	
Risk Based Verification (Ref 812)	Seek approval for using Rsk Based Verification for Benefits Claims		Executive 29/6/2016	21/6/2016		

Exercise of delegated powers: electrical Maintenance Contract (Ref 785)	To request an exemption to the Code of Procurement To advise Executive of the use of delegated powers to authorise an exemption to the Code of Procurement Practice		Executive 29/6/2016	21/6/2016	Matt Jones Cllr Phillips	
WDC Enforcement Policy appendix: Regulatory Section of Health and Community Protection (Ref 789)	To recommend to Council WDC Enforcement Policy appendix: Regulatory Section of Health and Community Protection		Executive 29/6/2016	21/6/2016	Marianne Rolfe Cllr Grainger	
Proposed Acorn Close housing development scheme (Ref 798)	A consider a project to develop new council homes in Stoneleigh		Executive 29/6/2016	21/6/2016	Andy Thompson Cllr. Phillips	

27 July 2016

Budget Review Quarter 1 to include financial projections (Ref 764)	To Report on the latest financial prospects for the current and future 5 years		Executive 27/7/2016	19/7/2016	Andy Crump Cllr Whiting	
Investment in Leisure Centres (745)	To seek approval to commence enabling works for leisure centre investment at St Nicholas Park and Newbold Comyn Leisure Centres	Nov 4 th 2015	Executive 27/7/2016	19/7/2016	Rose Winship Cllr Coker	Consultation with users in Jan/Feb 2016, with clubs and national governing bodies of sport, and with the wider community through the Planning process and dialogue Various reports from June 2014

						onwards.
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Car Parking strategy (790)	To consider the future off-street car parking needs of Leamington, Warwick and Kenilworth and how these should be addressed		Executive 2/6/16 Reason 3 27/7/2016	19/7/2016	Rob Hoof Cllr. Shilton	
Support to Town & Parish Council (Ref 804)	To review and modify support given to Town & Parish Councils		Executive 27/7/2016	19/7/2016	Jenny Cayton Cllr Whiting	
Local Council Tax Reduction Scheme (Ref 806)	To consider modifications to the scheme		Executive 27/7/2016	19/7/2016	Andrea Wyatt Cllr Whiting	

There is no planned meeting of the Executive during August 2016.

Section 2 Key decisions which are anticipated to be considered by the Council between September 2016 and March 2017						
Topic and Reference	Purpose of report	If requested by Executive –date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
1 & 28 September 2016						
Annual Benefit Fraud Report (Ref 765)			Executive 1/9/2016	31/8/2016	Andrea Wyatt Cllr Whiting	
Fees and Charges (Ref 770)	To propose the level of fees and Charges to be levied from 2nd January 2016		Executive 28/9/2016	20/9/2016	Andy Crump Cllr Whiting	
Leisure Development – Phase II (Kenilworth) (Ref 803)			Executive 28/9/2016	20/9/2016	Rose Winship Cllr Coker	
Code of Procurement Practice (Ref 805)	To consider and recommend to Council and updated Code of Procurement Practice		Executive 28/9/2016	20/9/2016	John Roberts Cllr Whiting	
2 & 30 November 2016						
Budget review Quarter 2 (Ref 779)	To report expenditure for current year and update financial projections		Executive 2/11/2016	25/10/2016	Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications (Ref 778)	Consider applications for Rural and Urban Initiative Grants		Executive 30/11/2016	22/11/2016	Jon Dawson Cllr Whiting	

HRA Budgets 2016/17 (Ref 780)	To Consider the following year revenue budgets for the HRA.		Executive 30/11/2016	22/11/2016	Mike Snow Peter Phillips	
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5 January 2017 – No scheduled reports at this time.

Local Council Tax Reduction Scheme (Ref 806)	Final approval of Scheme after consultation				Andrea Wyatt Cllr Whiting	
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8 February 2017

Appointment of leisure management operator (It is anticipated that part of this report will be confidential) (Ref 771)			Executive 30/11/2016 Reason 4 8/2/2017	31/1/2017	Rose Winship Cllr Coker	Executive Nov 2015 Council and Executive 13/1/2016 Full OJEU procurement
General Fund 2017/18 Budgets & Council Tax (Ref 807)	To updates member on the overall financial position of the Council, consider the General Fund Revenue and Capital Budgets for the following financial Year,		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	
HRA Rent Setting 2017/18 (Ref 808)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Phillips	
Heating, Lighting and Water Charges	To propose the level of recharges to council housing		Executive 8/2/2017	31/1/2017	Mike Snow Cllr	

2017/18 – Council Tenants (Ref 809)	tenants to recover the costs of communal heating, lighting and water supply.				Phillips	
Treasury Management Strategy (Ref 810)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forth coming year		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	

8 March 2017 – No scheduled reports at this time.

Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is to be confirmed						
Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
Council Housing Asset Management Policy (Ref 774)	To request approval of the 'Council Housing Asset Management Policy – Disposal of Property'	Executive 6/4/2016 Reasons: 2, 4, 5	Andy Thompson Cllr Phillips	Awaiting outcome of Housing & Planning Bill which may influence the design and implementation of property disposals		
Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Abigail Hay Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined		TBC
Housing Revenue Account Business Plan (Ref 775)	To propose revisions to the Housing Revenue Account Business Plan		Andy Thompson Cllr Phillips	This will come forward when the Housing & Planning Bill, and associated regulations, have been approved by Parliament		
Aids and Adaptations Services (Ref 776)	To propose a new approach to providing aids and adaptations services for the residents of Warwick District		Abigail Hay Cllr Phillips	This will come forward when the option for a Warwickshire-wide service is sufficiently well developed to warrant consideration.		

Housing Related Support Services (Ref 777)	To propose new Housing Related Support services for tenants of the Council		Jacky Oughton Cllr Phillips			
Street Trading Policy Review (Ref 811)	To consider a draft Street Trading Policy for consultation.		Kathleen Rose Cllr Grainger		Public Consultation - internet, letters to stake and licence holders	
Review of Members Allowances (Ref 799)	To approve the remit for a review of the Council's Members Allowances Scheme		Graham Leach Cllr Mobbs			
Minor Amendments to the Constitution (Ref 800)	To recommend to Council some minor amendments to the Council's Constitution		Graham Leach Cllr Mobbs			
HQ Relocation Project – outcome of phase 1 work (Ref 801)	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for commencement of the phase 2 delivery works		Bill Hunt Cllrs. Mobbs, Whiting, Cross, Shilton			
Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. 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)		Executive 03/09/15 30/09/15 02/12/2015 6/4/2016 2/6/2016	24/5/2016	Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting & Cross	The Local Plan proposals have been subject to a number of public consultations and planning applications involved

						<p>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.</p> <p>Submission version of Local Plan; Planning Application (W/14/1076) ; Planning Application (W/14/0967) ; Report</p>
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company		Executive 9/3/2016 2/6/2016 Reason 2 Reason 1 29/6/2016	21/6/2016	Andy Thompson Cllr Phillips	
Asset Management	To propose an Asset Management Strategy for all the		Executive 5/11/2014		Bill Hunt Cllrs Mobbs,	

Strategy (Ref 641)	Council's buildings and land holdings.		03/09/15 2/6/2016 (Moved Reason 6) 29/6/2016	21/6/2016	Cross, Shilton, Coker & Whiting	
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Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions						
Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 27/7/2016		Richard Barr Cllr Mobbs	
Rural Urban Capital Initiative Scheme	To consider a potential award under the Rural Urban Capital Initiative Scheme		Executive 27/7/2016		Jon Dawson Cllr Whiting	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council		Executive 28/9/2016		Richard Barr Cllr Whiting	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants		Executive 28/9/2016	20/9/2016	Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants		Executive 2/11/2016		Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants		Executive 30/11/2016		Jon Dawson Cllr Whiting	
Review of Significant Business Risk	To inform Members of the Significant Risks to the Council		Executive 5/1/2017		Richard Barr Cllr Mobbs	

Register						
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants		Executive 5/1/2017		Jon Dawson Cllr Whiting	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants		Executive 8/2/2017		Jon Dawson Cllr Whiting	
Nomination of Chair	To nominate to Council the Chair and Vice-Chairman of the Council for 2017/18		Executive 8/2/2017		Graham Leach Cllr Mobbs	
Rural Urban Community Initiative Scheme applications	Consider applications for Rural and Urban Initiative Grants		Executive 5/4/2017		Jon Dawson Cllr Whiting	


Delayed reports:

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

1. Portfolio Holder has deferred the consideration of the report
2. Waiting for further information from a Government Agency
3. Waiting for further information from another body
4. New information received requires revision to report
5. Seeking further clarification on implications of report.

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

The forward plan is also available, on request, in large print on request, by telephoning (01926) 456114

 Health Scrutiny Sub-Committee Programme 5 th July 2016		Agenda Item No. 7
Title	Staff Occupational Safety & Health Training	
For further information about this report please contact	(Ian Carden – Corporate Health & Safety Coordinator, WDC, Riverside House, Leamington Spa, tel: 456716)	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality & Sustainability Impact Assessment Undertaken	Yes/No (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service		Marianne Rolfe
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
Insert details of any consultation undertaken or proposed to be undertaken with regard to this report.		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 This document summarises employee IOSH Health and Safety Training from January 2016.

2. **RECOMMENDATION**

- 2.1 That the contents of this report be noted.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 To summarise training for the period above.

4. **POLICY FRAMEWORK & FIT FOR THE FUTURE**

- 4.1 The Councils Health & Safety Policy and Codes of Practice continue to follow the HSE's guidance recently revised document HSG65 –'Managing for Health & Safety', complying with legislation and the various codes of practice.

5. **BUDGETARY FRAMEWORK**

- 5.1

6. **RISKS**

- 6.1 There is significant risk to the organisation if health and safety is not managed effectively.

7. **ALTERNATIVE OPTION CONSIDERED**

- 7.1 Not Applicable

8. **BACKGROUND**

- 8.1 **Health and Safety Training from January 2016 to present.**

BRIEF DETAILS OF TRAINING

1. Health and Safety Up date

The IOSH Managing Safely course was completed on the following dates 13/14/18/19th January 2016 with a 100% pass rate at an average of 84% per candidate (11 Candidates)


The Working Safely Course was held 27th January 2016 with a 100% pass rate at an average of 93% per candidate (8 Candidates)

The Managing Safely Refresher Course was held 9th March 2016 with a 100% pass rate at an average of 85% per candidate (6 Candidates)

The IOSH Managing Safely course was completed on the following dates 18/19/25/26th April 2016 with a 100% pass rate at an average of 85% per candidate (10 Candidates)

The next Managing Safely Course is due to be held on the following dates
04/05/11/12th July 2016

Ian Carden
Corporate Health & Safety Coordinator and Building Manager

	Health Scrutiny Sub Committee – 5 July 2016	Agenda Item No. 9
Title: 'Skip n Chip'/'Dump Your Junk' – A proactive community engagement approach to addressing fly tipping and providing advice and support to residents		
For further information about this report please contact	Kath.bannister@warwickdc.gov.uk	
Wards of the District directly affected	Brunswick/Leam/Sydenham	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers		

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

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service	24/06/2016	Marianne Rolfe
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
Survey of Brunswick tenants – Orbit and WDC – Autumn 2015		
Final Decision?		No
Suggested next steps (if not final decision please set out below)		
It is suggested that such events are carried out across the district in fly tipping hotspots in partnership with Neighbourhood Services, Housing, Housing Associations, Warwick District Citizens Advice and other key voluntary and community groups.		

1. **Summary**

- 1.1 The purpose of this report is to make members aware of a community engagement model that the Community Partnership Team (CPT), in partnership with Orbit, Heart of England, has been delivering in Brunswick and Leam wards.
- 1.2 Orbit had run very successful "Skip n Chip" days in hotspot areas in Coventry to address ongoing issues with fly tipping. They had a bulk refuse amnesty and a skip or van was provided for the day. Free chips/bacon sandwiches are served and Housing staff and other services were on hand to talk to people about any issues.
- 1.3 Following a survey of Brunswick tenants, it was decided to emulate this model in hotspot areas of the ward to try and address a range of issues and concerns highlighted by the survey. The sessions took place on 29 March and proved extremely popular and were well received by tenants.
- 1.4 Following on from this success, the Community Partnership Team are planning another event, as part of the 'Keep Sydenham Clean' campaign in July.

2. **Recommendation**

- 2.1 That members recognise this model as an effective means of engaging communities, improving the physical environment and promoting community pride and cohesion.

3. **Reasons for the Recommendation**

- 3.1 Fly tipping continues to be an ongoing issue, and this type of engagement is a preventative approach aiming to raise awareness of the impacts on the environment, by educating residents and trying to instil a sense of pride in the communities in which they live.

4. **Policy Framework**

- 4.1 **Policy Framework** – This report does not bring forward any changes in policy.
- 4.2 **Fit for the Future** – The content of the report contributes to the vision of making Warwick District a great place to live, work and visit as set out in the Sustainable Community Strategy. It informs members of a community development initiative that has potentially positive impacts on all of the 5 policy priority areas – Prosperity, Housing, Health and Well Being, Community Cohesion and Sustainability.
- 4.3 **Impact Assessments** – This report is for information only.

5. **Budgetary Framework**

- 5.1 The event in March was funded by Orbit and the WDC contribution was the officer time, in the form of the Community Partnership Team's Community Development Workers.

- 5.2 The Sydenham event is being funded from the CPT's Community Engagement budget and is costing in the region of £800.00 for the man and van and refreshments plus officer and volunteer time. Orbit may be contributing financially and providing officers on the day.
- 5.3 To run further events would require some financial contribution and officer time from Neighbourhood Services/Housing.

6. Risks

- 6.1 There are no implications for risk management at this stage

7. Alternative Option(s) considered

- 7.1 None

8. Background

- 1.1 Last summer and early autumn, Community Development Workers carried out a doorstep survey in South Leamington, predominantly in Brunswick Ward. The aim of the survey had been to promote the services offered by the Brunswick Hub to the local community but also to pick up on any issues people were having personally or with living in the area.
- 1.2 Orbit Heart of England Housing match funds some of WDC's Voluntary Sector Contracts in Brunswick and Sydenham where they have significant numbers of tenants who may benefit from their services. The contract with Brunswick Hub expects an increase in the number of tenants using the centre and volunteering there. Our doorstep survey started with Orbit properties.
- 1.3 An unexpected finding of this work was that there were many issues identified by ourselves - and flagged up by Orbit tenants - of disrepair in the communal areas of flats which were affecting the morale of tenants and their community safety.
- 1.4 It transpired that there had been no local Orbit Housing Officer for some time; a situation which was about to change. The Orbit Community Investment Officer - our local link - took all our findings back and visits to all their local properties were promptly arranged and a programme of repairs carried out.
- 1.5 Orbit has run "Skip n Chip" days in Coventry and other areas where they have a bulk refuse amnesty and offer a skip for the day for specific housing together with chips or other food and Housing staff on hand to talk to people about any issues.
- 1.6 A customised version of this was arranged for 4 of Orbit's housing blocks in South Leamington: Rusina Court, off Ranelagh Terrace, Baxter Court off Radford Road, Ashlawn House (corner of Forfield Place/Radford Road and Crown Terrace off the High Street.)
- 1.7 This was a partnership between Orbit staff, Brunswick Hub, Salvation Army's Way Ahead project and WDC Community Development workers and took place on Tuesday 29th March 2016.

- 1.8 With the exception of Ashlawn house the day was very successful. A man and van were used rather than a skip, bacon butties were provided in the morning and cakes in the afternoon by Brunswick Hub as well as hot drinks all day. In addition to the opportunity to get rid of unwanted items, information was given to local residents about the Hub, Way Ahead and other local facilities and residents had direct access to Orbit staff from a number of different service areas. Moreover the sessions provided the forum for a community get together in each area – people came out of their flats and stayed out talking to neighbours.